



Midsomer Norton  
Schools Partnership



## TRINITY CHURCH SCHOOL RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF

**Date of Risk Assessment: 08.03.2021**

**Signed (Headteacher):**

**Signed (Chair of Governors):**

**This risk assessment is based on Guidance for Full Opening: Schools**

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

**and was updated in light of the guidance released on 5<sup>th</sup> November 2020**

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

**and again in light of the guidance released on 7th January 2021**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

**and again in light of the guidance released on 22nd February 2021**

[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)

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their work place provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government's "Social Distancing" guidelines and *Coronavirus (COVID-19): Implementing protective measures in education and childcare settings*. This risk assessment is for teaching and support staff and should be adapted by each of MNSP schools. Specialist staff, e.g. site and cleaning staff, will have a separate risk assessment. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (i.e. you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of outdoor play equipment and practical lessons.



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**HAZARD: Spread of Covid-19 Coronavirus**

**Who Might be harmed:**

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

Risk topics	Additional Controls	Action by whom?	Action by when?	Done
<p><b>Building safety</b> <b>Risk:</b> The school is unable to re-open in March due to health and safety issues.</p>	<p>The site team will continue to support the school with all compliance checks (fire safety etc).</p> <p>Competent Contractors will continue to carry out specialist testing</p> <p>Site team will carry out and record flushing for water outlets not having normal use.</p> <p>Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.</p>	MNSP	March 2021	



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	We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible.	MP/MC	March 2021	
<b>Risk:</b> Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>• they have one or more coronavirus (COVID-19) symptoms</li> <li>• a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms They must immediately cease to attend and not attend for at least 10 days from the day after:</li> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device or PCR test)</li> </ul>	All Staff/pupils	March 2021	
<b>Risk:</b> When an individual has had close contact with someone with coronavirus (COVID-19) symptoms	<p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</li> <li>• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)</li> <li>• they have tested positive from an LFD test as part of a community or worker programme GG March 2021</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)</li> </ul>	MP	March 2021	



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	<ul style="list-style-type: none"><li>• anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a polymerase chain reaction (PCR) or Lateral Flow Device test (LFD)</li><li>• face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li><li>• been within 1 metre for 1 minute or longer without face-to-face contact or been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li><li>• travelled in the same vehicle or a plane</li></ul>			
<p><b>Test and Trace</b> <b>Risk:</b> Promote and engage with the NHS Test and Trace process</p>	<p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"><li>• book a test if they or their child has symptoms - the main symptoms are:<ul style="list-style-type: none"><li>○ a high temperature</li><li>○ a new continuous cough</li><li>○ a loss or change to your sense of smell or taste</li></ul></li><li>• self-isolate immediately and not come to school if:<ul style="list-style-type: none"><li>○ they develop symptoms</li><li>○ they have been in close contact with someone who tests positive for coronavirus (COVID-19)</li><li>○ anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)</li><li>○ they are required to do so having recently travelled from certain other countries</li><li>○ they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation</li><li>○ provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li></ul></li></ul>	MP	March 2021	



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<p><b>Lateral Flow Devices</b> <b>Risk:</b> Coronavirus (COVID-19) asymptomatic testing in schools</p>	<p>Rapid testing using Lateral Flow Devices (LFD) will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.</p> <p>Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</a></p>	MP/NC	March 2021	
<p><b>Isolation</b> <b>Risk:</b> If anyone at school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia).</p>	<p>If anyone has symptoms, they must be sent home and they must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. The result of the test will determine how long they must stay at home and self-isolate. A positive test result means you must complete a 10-day isolation period from the day of your first symptoms, (or the day of testing if you are asymptomatic). If your test is negative, you can stop self-isolating as long as you are well.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If they do not have symptoms of COVID-19 themselves they do not need a test. They should only arrange a test if you develop COVID-19 symptoms.</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the test was taken.</p> <p>Isolation zone will be 'The Hub'. Only staff from within the child's bubble should attend the Isolation zone at this time and clean the area once the child</p>	All staff/pupils  All staff/pupils	March 2021  March 2021	



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	<p>has been collected. Staff to be at least 2m away if at all possible. PPE to be worn if this cannot be the case. All staff to be aware of Test and Trace procedures. <b>Everyone</b> must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</p>			
<p><b>First Aid</b> <b>Risk:</b> Sufficient qualified First Aiders on site to manage potential accidents</p>	<p>First aider list will be prominently displayed in every classroom and in the main hall (stating days of the week they are in school)</p> <p>We have 4 digital thermometers which are kept in the school office. These will be used <b>only</b> when a child presents with/has a suspected temperature. Our paediatric trained staff are: GS, SJ, JK, KD, KOC, CS, LW, CH, MM, SM, JC, SL, EEI, MPo, VD, HH</p> <p>Sick children will remain in the ‘isolation room’ and will be managed by the first aider from that bubble (who will wear PPE if it is necessary to remain in the room with them, or who will wait outside the room until a parent arrives).</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school – flow chart displayed prominently in school office and staffroom. This is updated as and when we receive updated guidance.</p> <p>PPE will be available for first aiders including face masks and gloves. These will be available in each classroom, the hall, library, Rainbow Room, the Hub and also from the school office.</p> <p>The cleaning team will be briefed on cleaning arrangements following First Aid and suspected Covid 19 illness.</p>	<p>MC MM lead First Aider on site</p> <p>MP</p> <p>First Aiders</p> <p>DH</p> <p>MP</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	



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<p><b>Hand Washing</b> <b>Risk:</b> Transmission of virus by touching equipment and other hard surfaces</p>	<p>Hand washing facilities with soap and water will be in place. Stringent hand washing will be taking place. See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Drying of hands will be with disposable paper towels rather than dryers <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms.</p> <p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds</p> <p>For children: there will be hand washing <b>on arrival at school, before and after break, before and after lunch, after sneezing/using a tissue and before leaving school.</b> There will be support for pupils who have trouble washing their hands independently. There is hand sanitiser and soap/water available in all classrooms.</p> <p>KS1 children will learn and sing songs whist handwashing – e.g. ‘<i>Happy Birthday</i>’</p>	<p>DH</p> <p>All staff</p> <p>DH</p> <p>All staff</p> <p>NC</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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	Mobile hand washing stations will be placed in each classroom and communal areas.	DH	Ongoing	
<b>Cleaning</b> <b>Risk:</b> Transmission of virus touching equipment and other hard surfaces	<p>We will follow the COVID-19: cleaning of non-healthcare settings guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors. Toilets to be cleaned after break and lunch.</p> <p>Headteacher to check that cleaners are aware of guidance and have an appropriate regime – video to be watched if not already</p> <p>Where possible, Headteacher will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.</p> <p>Cleaning ‘trays’ to be provided for each classroom Wipes to be provided for every office/shared space.</p> <p>Set times in the day to wipe down surfaces across the school. Before lunch and after lunch there will be cleaning of tables in the classroom. Toilets to be cleaned more regularly. All staff made aware of expectations</p> <p>Prepare a checklist which can be ticked by staff cleaning and monitored by the senior leader responsible.</p>	MP/NJ	Ongoing	
	All staff	Ongoing		
	MP	Ongoing		
	MP/MC	Ongoing		
	DH	Ongoing		
	All Staff	Ongoing		
	MC/NC	Ongoing		





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<p><b>Social Distancing for staff</b>  <b>Risk:</b> Staff not complying with recommended social distancing guidelines therefore increasing the risk of transmission of the virus.          Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">Coronavirus (COVID-19): guidance - GOV.UK (www.gov.uk)</a></p> <p>Posters, leaflets and other materials will be displayed prominently  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>          Checks to be carried out by Site Manager and Business Manager</p>	MP/NJ	Ongoing	
	<p>We will ensure that the same teacher(s) and other staff are assigned to each 'bubble' and, as far as possible, these stay the same during the day and on subsequent days.</p>	All staff	Ongoing	
	<p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. MP/NJ to reinforce this. Signs also used as reminders</p>	All staff	Ongoing	
	<p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Staff will use their electronic barcode to sign in. Visitors will use the touch screen to sign in - this will be wiped clean after each use with alcohol-based wipes or other appropriate cleaner.</p>	NC/KH	Ongoing	
	<p>Management checks will take place to ensure this is adhered to.</p>			
	<p>As far as possible, desks, telephones and computers will not be shared. If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol-based wipe or other appropriate cleaner.</p>	MP/MC All staff	Ongoing Ongoing	



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	<p>No more than 4 members of staff are permitted in the staffroom at any one time. They must <b>remain 2m apart</b>. <b>The room must be left tidy, as found.</b> The outdoor area will be divided into 4 sections to represent the 4 <i>bubbles</i> (Y5/6, Y3/4, Y1/2, YR/N). Breaktimes will be at the usual time for all children. Children will be walked to their area by class teacher/TA. Areas will rotate daily. The school hall will be used for all packed lunches and school dinner children, with children sat in their <i>bubbles</i>.</p> <p>Support staff will be guided by SLT and class teachers to support with a range of tasks.</p> <p>The school has a timetable which reduces contact between individuals.</p> <p>All staff and visitors reminded of social distancing guidelines. All staff should wear a face covering when moving between and in any <i>bubble</i>.</p> <p><b>Staff will be able to move between <i>bubbles</i>, but all social distancing guidelines should be followed.</b></p> <p>The school office has a physical glass barrier to reduce transmission.</p> <p>Staff meetings to take place following social distancing guidelines or by Google Meet.</p> <p>Staff will not invite parents or other agencies to site unless it is essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place. <b>Any visitors in school must be agreed by the Headteacher.</b> Supply teachers and other agencies essential</p>	All Staff  MP/NJ    MP/NJ  All staff  All staff   All staff  All staff	Ongoing  Ongoing    Ongoing  Ongoing   Ongoing  Ongoing	
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	<p>to supporting pupils will be welcomed to site but <b>expected to comply with rules in place.</b></p> <p>Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p> <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Admin staff in the main reception area will rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Visitors will use the InVentry system to sign in. The screen will be wiped down with antibacterial spray after each use.</p> <p>All staff will use their barcode to sign in and sign out to avoid unnecessary touching of the screen.</p>	<p>All staff</p> <p>MP/NC</p> <p>NC/KH</p> <p>NC/KH</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><b>Social Distancing and reduction of mixing – pupils</b> <b>Risk:</b> Children not adhering to guidelines therefore increasing the risk of transmission of the virus.</p>	<p>We will follow the guidance set out in Coronavirus (Covid-19): <a href="#">implementing protective measures in education and childcare settings.</a></p> <p>Social distancing will be encouraged and expected. Where it is not possible, mitigating steps will be taken such as regular hand washing and children kept in <i>bubbles</i>.</p>	<p>MP/NJ</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	



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	<p>Social distancing for young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Children will be in <i>bubbles</i> (Y5/6, Y3/4, Y1/2, YR/N These <i>bubbles</i> will be led and supported by the class teachers and TAs.</p> <p>Children will remain in these <i>bubbles</i> throughout each school day and until further notice. Children in these <i>bubbles</i> will only mix with children in their group <b>as far as possible</b>. <b>Key Stage</b> Celebration Assemblies will be held on a Friday. The Y1/2 <i>bubble</i> and the YR <i>bubble</i> will be in the hall together with a distance of 3 metres between the two <i>bubbles</i>. The Y3/4 <i>bubble</i> and the Y5/6 <i>bubble</i> will be in the hall together with a distance of 3 metres between the two <i>bubbles</i>.</p> <p>Children will have limited access to the usual school equipment and toys. Children will be given a pack of individual resources/stationery which only they will use.</p> <p><b>Children must not bring any pens, pencils or stationery equipment into school.</b> Each child will be given a pack of individual resources/stationery which only they will use.</p> <p>Children will have playtimes within their <i>bubbles</i>. The outside area will be divided into 4 sections for the 4 <i>bubbles</i> and <i>bubbles</i> will rotate to a new space daily. School dinner and packed lunch children will eat in the hall with their <i>bubble</i>. Children from two <i>bubbles</i> will eat in the hall at the same time with tables spaced 3m apart in order to keep <i>bubbles</i> distanced.</p> <p>Children will stay in designated areas and the site will be demarcated with markings, barriers and signage.</p>	<p>All staff</p> <p>MP/NJ All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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	Parents will not be able to congregate onsite or speak to teachers at the gate. Children's start and finish times will be staggered.	All staff	Ongoing	
	Social distancing will continue to be promoted at all times whenever possible; inside the building, the classroom and outside.	MP/NJ	Ongoing	
	Children will be seated in rows, facing forward towards the teacher (apart from Nursery and Reception children and <b>Y1 children until Term 5</b> ). Children will not change seats during the school day so that the school can support the <i>Track and Trace</i> if necessary.	MP/NJ	Ongoing	
	Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. We will encourage parents/carers to reinforce these messages at home, by asking them to remind their children.	All staff MP/NJ to monitor	Ongoing	
	Practical lessons will have the risk assessment reviewed to identify if the necessary cleaning of equipment can be managed.	All staff	Ongoing	
	Staff will maintain distance from other staff and children as much as possible. Where it is not possible to remain 2m apart, staff will always sit side by side to a child and not facing. Staff will limit interventions where social distancing cannot be maintained to less than 15 minutes. Any interventions (YARC phonics assessment for example) taking more than 15 minutes will require staff member to use a visor.	All staff	Ongoing	
	Posters around school and classroom.	All staff	Ongoing	
	School rules for children (and staff) copied into classrooms and communal areas.	All staff	Ongoing	



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<p><b>Attendance</b> <b>Risk:</b> Children not being present at school and therefore missing out on education and falling behind</p>	<p>School attendance will be mandatory for all pupils from 8 March. The usual rules on school attendance apply, including:</p> <ul style="list-style-type: none"> <li>• parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)</li> <li>• the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</li> </ul> <p>MP to liaise with parents who may have concerns. Support from EWO in the event of non-attendance.</p>	<p>MP/ EWO</p>	<p>From March 2021</p>	
<p><b>Arrival at and departure from school</b> <b>Risk:</b> Large gatherings increase the risk of transmission of the virus.</p>	<p>To support social distancing and to avoid gatherings we will stagger the arrival and departure of pupils to and from school.</p> <p><b>Beginning and End of School Day Arrangements:</b> Parents should drop children off at <b>the times listed below</b>. Staff will meet children from the car if parents choose to drive in and <b>drop-off using our turning circle</b>.</p> <p><b>Additional</b> 'Yellow Feet' will be spray painted on pathways into school leading to pods and Nursery entrances to ensure social distancing by parents at drop-off and collection times.</p> <p>There will be 2 entrances '<b>Nursery Gate</b>' and '<b>Side Gate</b>'. <b>ALL</b> pupils will be expected to arrive in school between <b>8.30am and 8.50am</b>. 'Morning Challenges' will be set up in each classrooms ready for children on arrival in classrooms.</p> <ul style="list-style-type: none"> <li>• Children from <b>Acorns and R</b> will enter through the <b>nursery gate</b>.</li> <li>• Children from <b>Years 1-6</b> will enter through the <b>side gate</b>.</li> </ul>	<p>MP/NJ</p> <p>MP/NJ</p> <p>DH MP/NJ</p>	<p>Ongoing</p> <p>March 2021</p>	



Parents of KS2 children should drop their children off at the **main pedestrian gate** where they will be greeted by members of staff and supervised on their way to classrooms.

Parents of KS1 children will be required to take them to the **side gate** and then follow the one-way system back round to the main pedestrian gate to leave the school site.

**No parents will be allowed past the nursery gate or the side gate.**

Class	Cohort	Arrival	Departure
Acorns	Nursery	between 8.30am- 8.50am <i>via nursery gate</i> Start of afternoon session - 12.15pm	End of morning session (no lunch) - 11.45am End of morning session (lunch) - 12.15pm End of day - between 3pm - 3.15pm
Conker	Reception	between 8.30am- 8.50am <i>via Nursery gate</i>	3.00pm <i>via Nursery gate</i>
Chestnut	Year 1	between 8.30am- 8.50am <i>via side gate</i>	3.00pm <i>via rear door of School Hall</i>
Cedar	Year 2	between 8.30am- 8.50am <i>via side gate</i>	3.05pm <i>via rear door of School Hall</i>
Willow	Year 3	between 8.30am- 8.50am <i>via side gate</i>	3.05pm <i>via side gate</i>
Cherry	Year 4	between 8.30am- 8.50am <i>via side gate</i>	3.10pm <i>via side gate</i>
Maple	Year 5	between 8.30am- 8.50am <i>via side gate</i>	3.15pm <i>via side gate</i> <i>(If you wish your child to walk home by themselves please ensure you have completed a form giving permission).</i>
Redwood	Year 6	between 8.30am- 8.50am <i>via side gate</i>	3.15pm <i>via side gate</i> <i>(If you wish your child to walk home by themselves please ensure you have completed a form giving permission).</i>

**Parents and staff to wear face coverings**

If parents are collecting children from more than one year group they should collect at the **latest** time

We will have a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings

MP/NJ

From 8<sup>th</sup>  
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	<p>in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Contractors to site will enter the school through the main reception area and will be reminded of the school's Covid-19 procedures.</p>	NC/KH	Ongoing	
<p><b>Movement around the school</b> <b>Risk:</b> Individuals crossing bubbles or using shared areas and therefore increasing the risk of transmitting Covid-19</p>	<p>Staff to be reminded when planning work for the children that children should as much as possible remain at their desks to reduce possible transmission.</p> <p>Lessons can be taught in other parts of the school (hall/library/Book Nook) and these will be booked on the school calendar in the usual way. Class teachers to liaise with those classes who are in the playground to avoid crossover.</p> <p>Where we cannot eliminate the need to queue, we will put up signage or mark the floor to delineate distance to be maintained (e.g. whilst waiting for hot lunches).</p> <p>Staff to wear face coverings in all communal spaces and when outside of their <i>bubble</i>.</p>	<p>MP/NJ</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><b>Use of toilets</b> <b>Risk:</b> Use of shared area will increase the risk of transmission.</p>	<p>Toilet use will be staggered and restricted to one group/one set of toilets at a time. Toilet use will be monitored to ensure social distancing insofar as it is possible. All children will be required to wash hands for 20 seconds after using the toilet. Children should use the toilet <b>closest to their classroom</b> in the shared pod. <b>The toilet door will be labelled with the class name to avoid confusion.</b></p>	All staff	Ongoing	





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	Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work.	All staff	Ongoing	
<b>Use of outdoor space</b> <b>Risk:</b> Increased transmission of virus from large numbers and/or use of outdoor equipment	Outdoor space will be staggered and timetabled to reduce transmission. Some equipment will be out of bounds.  All outdoor areas will be in use, however will be timetabled for <i>bubbles</i> to use on a rotating basis.  Bikes and trikes will be available for EYFS to use and the <i>wheeled boards</i> will be available for children to use.  Hazard tape will be used to demarcate the different play areas.  Children will be within their <i>bubbles</i> and will not come into contact with any other <i>bubbles</i> on site.  Additional guidance released, read and understood by PE staff: <a href="#">DfE Guidance - 'Education and childcare settings: New National Restrictions from 5th November 2020' - Association for Physical Education - Association For Physical Education   P.E. (afpe.org.uk)</a>	All staff	Ongoing	
<b>PPE</b> <b>Risk:</b> Individuals not using PPE correctly and therefore increasing the risk of transmission.	In primary schools, it is recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.  There will be a process for removing face coverings when children and staff who use them arrive at school. This will be communicated clearly to them. PPE Face Masks to be disposed of appropriately, bin liners and bins will be provided for safe disposal. Children <b>must</b> be instructed not to touch the front of their face covering during use or when removing them. They must wash	MP/NJ  First Aiders	March 2021	



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	<p>their hands immediately on arrival (as is the case for all children), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p><b>Gloves will be worn for the administration of all First Aid and to support children with toileting, nappy changing etc.</b> Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>PPE face masks/gloves/visors will be available if required in a tray in each classroom and teaching space. Additional PPE will be available from the school office. DH to check and replenish daily.</p> <p>All parents are asked to wear a face mask arriving at school and when entering Reception.</p>	<p>First Aiders</p> <p>DH</p> <p>All staff</p>		
<p><b>Face coverings</b> Risk: Transmission of virus through coughing</p>	<p>Face coverings must be worn</p> <ul style="list-style-type: none"> <li>• by all staff in communal areas, including corridors.</li> <li>• by all staff when not within their <i>bubble</i>.</li> <li>• by all staff when collecting and dismissing children outside.</li> <li>• by all staff when working with children in close proximity (eg reading)</li> </ul> <p>The removal of face coverings when children and staff arrive at school will be communicated clearly to them. Children to be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>All staff</p>	<p>Ongoing</p>	



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<p><b>Shielding measures for children</b> <b>Risk:</b> Children do not receive high-quality learning opportunities</p>	<p><b>Vulnerable children</b> Where vulnerable children who are self-isolating are within our definition of vulnerable, it is important that we keep in contact with them. When a vulnerable pupil is required to self-isolate, we will:</p> <ul style="list-style-type: none"> <li>• notify their social worker (if they have one)</li> <li>• agree with the social worker the best way to maintain contact and offer support</li> </ul> <p>We will have procedures in place to:</p> <ul style="list-style-type: none"> <li>• check if a vulnerable pupil is able to access remote education support</li> <li>• support them to access it (as far as possible)</li> <li>• regularly check if they are accessing remote education</li> </ul>	<p>MP</p> <p>All staff</p>	<p>From March 2021</p>	
<p><b>Shielding measures for staff</b> <b>Risk:</b> Staff who are clinically extremely vulnerable</p>	<p>Headteacher will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p> <p><b>CEV</b> staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group.</p> <p><b>CV</b> staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p><b>Pregnancy</b> We will follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19</p>	<p>MP</p>	<p>March 2021</p>	



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	<p>vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p> <p>All staff are requested to wear face masks in communal areas and corridors.</p> <p>Staff will maintain social distancing within and across bubbles. SLT will ensure that staff do not cross bubbles as much as possible.</p>			
<p><b>Bubbles</b> <b>Risk:</b> Transmission of virus from increased contact with large numbers of people</p>	<p><b>Consistent</b> bubbles as much as possible. Remind children of social distancing and hand washing where this is not possible (breakfast clubs, after school clubs).</p> <p>It is acceptable for staff to work across bubbles (TAs, outside agencies) but to reduce transmission by social distancing, the wearing of face coverings as necessary and regular hand washing. <b>All staff must demonstrate social distancing to set the standard.</b></p>	All staff	Ongoing	
<p><b>Gatherings</b> <b>Risk:</b> Greater risk of transmission and crossing of bubbles</p>	<p>Collective worship to be held in classrooms <b>apart from Friday Celebration Assemblies</b> which will be held as KS1 and KS2 with bubbles separated by 3 metres minimum.</p> <p>Parents' evening to be held remotely.</p>	MP  All staff	Ongoing	
<p><b>Classrooms</b> <b>Risk:</b> Transmission of virus through crossing of bubbles and/or use of shared areas/equipment</p>	<p>Ensure that wherever possible children use the same classroom with a thorough cleaning of the rooms during the day and at the end of the day.</p> <p>Ensure that <b>children are sat in the same chair each day</b> to ensure that if we have a confirmed case within a classroom, we can easily identify those children who may be at greatest risk.</p>	All staff	Ongoing	



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	<p>All children have their own items - these are not shared. <b>No home pencil cases will be required.</b> Classroom-based resources to be regularly cleaned/wiped.</p> <p>Staff to be aware and to ensure that shared resources between <i>bubbles</i> are also cleaned prior/after use or left for at least 48 hours between use.</p>	<p>All staff</p> <p>All staff</p>		
<b>Asymptomatic Testing of Staff</b>	<p>Staff will conduct a Lateral Flow test at home on Sunday and Wednesday evenings. Frequently Asked Questions can also be found via the link below: <a href="https://drive.google.com/drive/folders/15YpkcXdVQhF1cKAblgboUligkSaZbKcf">https://drive.google.com/drive/folders/15YpkcXdVQhF1cKAblgboUligkSaZbKcf</a></p>	All Staff	From 8 <sup>th</sup> March	
<p><b>Symptoms of Covid-19 – staff</b> Risk: Staff member shows symptoms of Covid-19</p> <p>Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. If a test is positive they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue</p>	<p>Ensure that staff and other adults do not come into the school if they have COVID-19 symptoms, or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the school day is sent home.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. We will use our normal systems of support. Lateral flow testing made available to primary staff through The Trust.</p> <p>We must follow this process and ensure all staff are aware of it.</p> <p>If a staff member becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	<p>MP/NJ</p> <p>All staff</p>	Ongoing	



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<p>to self-isolate for at least 7 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 7-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 14 days.</p>	<p>Schools should contact the local health protection team to assess what actions need to be taken. Based on the advice from the health protection team, schools 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.</p> <p>The school will keep a record of pupils and staff associated with each <i>bubble</i> to assist the trace process.</p>	<p>MP</p> <p>NC/KC</p>		
<p><b>Symptoms of Covid-19 – pupils</b> <b>Risk:</b> Pupil shows symptoms of Covid-19</p>	<p>If a child becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>The school will designate a specific identified room – ‘<b>The Hub</b>’ - to isolate someone who shows symptoms of Covid-19</p> <p>Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe). Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.</p>	<p>MP/NJ</p>	<p>Ongoing</p>	



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	Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others			
<b>Confirmed Covid-19 and Riddor reporting</b> <b>Risk:</b> An incident at work as led to possible or actual exposure to Covid-19	SLT will seek advice prior to making Riddor reports. If reports are needed these will be made on our behalf through B&NES.	MP/NJ	Ongoing	
<b>Transport arrangements</b> <b>Risk:</b> Transmission and/or contamination whilst travelling to/from school.	NC will communicate arrangements with local bus company and discuss how they will mitigate the risk.	NC	Ongoing	
<b>Communications</b> <b>Risk:</b> All stakeholders not being aware of school and Trust procedures	The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.  Trust CEO communicates regularly with parents and staff  Headteacher to write to all parents to communicate arrangements.  We will communicate with contractors coming to school site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.	CEO  MP MC/DH /NC	Ongoing  Ongoing	
<b>Visitors</b> <b>Risk:</b> Transmission of virus from staff who work across a range of schools and settings	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They <b>should</b> ensure they minimise contact and maintain as much distance as possible from other staff. Ensure that outside agencies receive a copy of the school's RA and that there is a space for them to work alongside children. Agencies to follow the school's routines.	All staff	Ongoing	



<b>Environmental issues</b> <b>Risk:</b> Transmission of virus due to poor ventilation.	<p>Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	All staff	Ongoing	
	<p>Windows and doors will remain open, unless SLT deem it to be a safeguarding risk.</p>	DH	Ongoing	
	<p>Air conditioning in HT office will be kept turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows and doors will be kept open, as necessary.</p> <p>The air conditioning in the server room will be kept on as there are no windows or other ventilation and the door should not be left open</p>	MP	Ongoing	
<b>Mental Health</b> <b>Risk:</b> The mental health and wellbeing of staff during the pandemic	<p>SLT will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>SLT will refer to MAT Central HR team when in doubt.</p>	MP/NJ/JC	Ongoing	





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<b>Mental Health</b> <b>Risk:</b> Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak	<p>Some pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers.</p> <p>We will use pastoral and extra-curricular activities to:</p> <ul style="list-style-type: none"><li>• support the rebuilding of friendships and social engagement SLT March 2021</li><li>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li><li>• support pupils with approaches to improving their physical and mental wellbeing</li></ul>	SLT	March 2021	
<b>Managing outbreaks</b> <b>Risk:</b> Individuals contract the virus and spreads through the school	SLT to be aware of <a href="#">government guidance</a> and to work with PHE in the event of an outbreak.	MP/NJ	Ongoing	
<b>BAME</b> <b>Risk:</b> There is an officially acknowledged high and disproportionate number of deaths of Black, Asian and Minority Ethnic (BAME) people due to COVID-19.	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p> <p>BAME document: <a href="https://drive.google.com/file/d/1qPXvwS9-HYfsm0Ae5qWHX2QX85f3QKF-/view?usp=sharing">https://drive.google.com/file/d/1qPXvwS9-HYfsm0Ae5qWHX2QX85f3QKF-/view?usp=sharing</a></p>	MP/NJ	Ongoing	



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<p><b>Lunches</b> <b>Risk:</b> Cross-contamination of bubbles</p>	<p>Lunches will be eaten in the hall. Hot lunches to be served in the hall in key stages. <i>Bubbles separated:</i> Nursery/Reception - 11.45am Year 1 – 11.50am Year 2 – 12.00 KS2 – from 12.20pm  Extra cleaning between sittings/<i>bubbles</i>.</p>	<p>All staff</p>	<p>Ongoing</p>	
<p><b>Curriculum</b> <b>Risk:</b> Children have missed at least 3 months of learning and require high-quality teaching to ensure that gaps are identified and addressed.</p>	<p>All pupils will receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life. All pupils will continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p><b>For pupils in Reception</b>, teachers will assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary.</p> <p><b>At Key Stage 1 and 2</b>, we will prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary.</p> <p><b>RSHE (Relationships, Sex and Health Education)</b> We will prioritise RSHE content based on the needs of our pupils, with particular attention to the importance of positive relationships, as well as mental and physical health. Music, dance and drama We will continue teaching music, dance and drama as part of our school curriculum, especially as this builds pupils’ confidence and supports their wellbeing. There may,</p>	<p>All staff</p>	<p>March 2021</p>	



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	<p>however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.</p> <p>We will continue to engage peripatetic teachers during this period, including staff from music education hubs. We will take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group.</p>			
<p><b>Volunteers</b> <b>Risk:</b> Transmission of virus into school.</p>	<p>Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles. Where we are using volunteers, we will continue to follow the checking and risk assessment process in the volunteer section of <a href="#">Keeping Children Safe in Education</a>.</p> <p>Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place.</p>	<p>NC/KH</p> <p>MC/NC</p>	<p>Ongoing</p>	
<p><b>Deployment of ITT trainees and school engagement</b></p>	<p>ITT trainees will continue to come into school. Trainees will be offered coronavirus (COVID-19) testing in the same way other school staff are. They are expected to follow all control measures put in place by school.</p>	<p>MP</p>	<p>March 2021</p>	
<p><b>Behaviour policy and expectations</b></p>	<p>SLT to review behaviour policy and changes to be shared with staff</p>	<p>MP/NJ</p>	<p>Ongoing</p>	



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<p><b>Risk:</b> Children do not adhere to school's expectations around social distancing and hand washing.</p>	<p><a href="https://drive.google.com/drive/folders/0B5Z73cTOEMQdTVJCVU0weFZQb2s">https://drive.google.com/drive/folders/0B5Z73cTOEMQdTVJCVU0weFZQb2s</a></p> <p>Stages of the policy may be bypassed if the child is not adhering to the requirements of the school.</p> <p>Children will be asked to wear school uniform as part of the school's policy. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing pupils to wear additional items of clothing in addition to the school's current uniform.</p>			
<p><b>External coaches</b> <b>Risk:</b> Transmission between schools and bubbles.</p>	<p>External coaches / outdoor learning leaders (EcoWild) will need to share their risk assessments with school. School to also share its risk assessment. Coaches/Leaders to follow school's guidelines on handwashing, social distancing. Lessons held outside whenever possible.</p>	MP/NC	Ongoing	
<p><b>PE</b> <b>Risk:</b> Possible transmission/contamination through sharing of equipment and physical contact</p>	<p>PE to be taught. Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows, distancing between pupils, and paying attention to cleaning and hygiene. Competition between different schools will not take place until wider grassroots sport for under 18s is permitted.</p>	All staff	Ongoing	
<p><b>Remote Learning</b> <b>Risk:</b> Sudden local lockdown means school must temporarily close.</p>	<p>Attendance will be mandatory for all pupils of compulsory school age from 8 March. We are still required to provide remote education where a class, group or small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable.</p>	All staff	March 2021	



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<p><b>Extra-curricular activities</b> <b>Risk:</b> Possible transmission of Covid-19 between bubbles.</p>	<p>From 8 March, we will work to resume our before and after-school educational activities and wraparound childcare, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training.</p> <p>We will try to keep children in the same <i>bubble</i> they are in during the school day, as far as possible. Small, consistent groups to continue regular hand washing and social distancing where possible.</p> <p>Liaise with Breakfast Club and TASC staff and extra-curricular providers. Ensure that children and staff social distance as much as possible and regular hand washing occurs.</p> <p>External agencies to provide the school with a copy their own risk assessments.</p> <p>Small, consistent groups to continue regular hand washing and social distancing where possible.</p>	MP/NC	March 2021	
<p><b>Swimming and Educational Visits</b> <b>Risk:</b> Possible transmission of Covid-19 using public spaces.</p>	All visits to be cancelled for Term 4 and revised when further guidance is issued.	MP/NC	March 2021	