



Midsomer Norton
Schools Partnership

RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020

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>

was updated in light of the guidance released on 5th 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

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

Date of Risk Assessment: 25/02/21

Signed (headteacher): 

Signed (Chair of governors): 

	<p>methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible.</p> <p>Evacuation arrangements remain the same. Fire drill to be held.</p> <p>through out the pandemic as usual 25/02/22</p>			
<p><u>First Aid</u></p> <p>The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list will be prominently displayed in the office and staff room and each classroom</p> <p>First aiders will be briefed (again) on handling suspected Covid19 illness that occurs in school on the first INSET day.</p> <p>PPE will be available for first aiders including face masks and gloves . These will be provided in a kit for each classroom /teaching zone and available to the main office and staff room also. These will form part of lunch time staff's first aid kit.</p> <p>The cleaning team will be briefed again on cleaning arrangements following first Aid and suspected Covid 19 illness</p>	<p>CM/AR/SB</p> <p>AR</p> <p>EA</p> <p>EA</p>	<p>17/07/20</p> <p>01/09/20</p> <p>Ongoing</p> <p>17/07/20</p>	<p>AR 17/07/20</p> <p>EA 17/07/20</p>
<p><u>Staff working</u></p> <p>All staff are expected to be able to work in school from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines.</p>	<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>AR/EA</p> <p>AR/EA</p>	<p>10/7/20</p> <p>10/7/20</p>	<p>AR 10/7/20</p> <p>AR 10/7/20</p>

<p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p>	<p>Head/ Office manager to create a list of staff for whom there are concerns regarding their ability to return.</p> <p>Head teacher/ office manager to consider any reasonable adjustments to work patterns, location/ times.</p>	<p>AR/EA</p>	<p>10/7/20</p>	<p>AR 10/7/20</p>
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<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</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.</p> <p>Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: the individual tests negative; waste can then be put in with the normal waste the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime. EA meet with cleaners on first day back to go over cleaning routines again</p> <p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently. Buckets with anti-bac spray, cloths and PPE will be available in each teaching zone/classroom for on the spot cleaning throughout the day. All teachers/ TAs other areas will clean tables before/ after lunch and at the end of the day. SMSAs clean high frequency touch areas in toilets at lunchtime. Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. Checklist to be monitored daily by HT/DHT and adjustments made if necessary.</p> <p>All staff re-sent cleaning video, cleaners asked to watch on arrival at school on first day</p>	<p>EA</p> <p>EA</p> <p>cleaning staff/All staff</p> <p>AR/SB/EA</p> <p>AR/SB</p> <p>AR/EA</p>	<p>03/09/2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/09/20</p>	<p></p>
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will follow the relevant guidance on social distancing.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials will be displayed prominently</p>	<p>AR</p> <p>SB/AR</p>	<p>01/09/20</p> <p>01/09/20</p>	<p>1/11/20 - Staff to be reminded about maintaining social distancing and asked to</p>

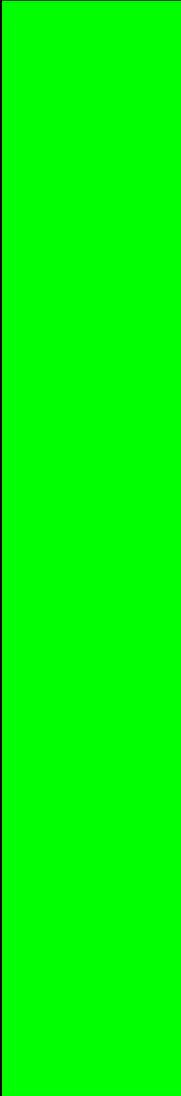
<p>children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>We will take steps to review work schedules including start and finish times where this is possible for teaching staff.</p> <p>Staff who are able to fulfil their duties from home will continue to be encouraged to do so.</p> <p>We will take steps to review work schedules including start & finish times where this is possible for support staff. As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternatives space to relocate the work</p>	<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Checks need to be carried out by site managers, Business Managers or other senior leader. Daily monitoring by HT/DHT.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. This will form part of the checklist and daily monitoring. Management checks will take place to ensure this is adhered to.HT/DHT to engage in alternate days H&S walks around site Reminders of crowding in public areas</p> <ul style="list-style-type: none"> - posters in staff room to remind of social distancing, cleaning etc. - Cleaning of kettle handle, fridge door, cups etc. Hand Gel in staff areas <p>Tables arranged in rows facing the front (Y1-Y6) – where possible. Staff to endeavour to maintain 2m distance from children where possible. Classrooms will have no ‘carpet space’/ book area 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> <p>Lunch and break times will be staggered.</p>	<p>AR/SB/EA</p> <p>AR/SB</p> <p>AR/SB</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p> <p>ongoing</p>	<p>wear masks in all public places in school.</p> <p>Parents to be asked to wear masks all times on school site including play ground.</p> <p>01-01-21 Staffroom closed for sitting</p> <p>No in person meetings until further notice</p>
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<p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p> <p>Social distancing also to be adhered to in canteen area and staff room and during any rest breaks.</p> <p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. 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>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <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. Pens for signing in will not be shared.</p>	<p>Cleaning materials will be available in staffroom. Staffroom for ‘passing through’ only. Tape on chairs/ signage to be displayed.</p>	AR	20/07/20		
			AR		20/07/20
	<p>Visitors who need to access school for educational reasons (including supply teachers) can visit schools, but must maintain social distancing . Cover teachers and other agencies essential to supporting pupils will be welcomed to site but expected to comply with rules in place.</p> <p>Staff will not invite parents to site unless it is absolutely 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 continue to be in place.</p>	Office staff	Ongoing		
	<p>Parents/carers will be reminded of social distancing rules regularly if wanting to speak to school staff through newsletters and signage</p>	AR/ office staff	Ongoing		
	<p>There is a Perspex barrier at the reception area. Visitors/parents will be asked to stand behind a marked line. Safety zone outside all entrances. Only one parent/carer to drop off. Parents/carers only allowed in the reception entrance in emergencies.</p>	EA/DN	Ongoing		
	<p>Elbows and covered hands will be used to open door/gate buttons and cleaned regularly.</p>	All	Ongoing		
	<p>Any shared device,e.g remote control, windows remote opener, office equipment including</p>				

	<p>staplers, open/shutting filing cabinets, pens etc should be cleaned regularly and kept to one person where possible.</p> <p>Staff meetings and briefings will only be held remotely where possible. Briefing notes will be emailed around.</p>	<p>All staff</p> <p>AR</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>Whatever the size of the “bubble”, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible, we will limit interaction, sharing of rooms and social spaces between groups.</p> <p>(Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group).</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>We will remove unnecessary furniture out of classrooms to make more space.</p>	<p>Children will be kept in larger bubbles: Sun beams, Sun, Reception, Year 1/2, Year 3/4, Year 5/6 with staggered breaks and lunches</p> <p>Children will be regularly reminded to limit touch between each other and remind to regularly wash hands.</p> <p>The one way system in the library will be retained. Marks and tape on floor to remind children of 1 way system.</p> <p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children. This will be through the school newsletter, class blog and texts home.</p> <p>Year 2 – 6 desks to be arranged facing the front, aiming to enable adults to be 2m away whilst teaching. Y1 - in table groups if necessary. Staff</p>	<p>All staff</p> <p>All staff</p> <p>AR</p> <p>AR/class teachers</p> <p>AR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>20/07/20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>AR 20/07/20</p>

<p>The timetable will be adjusted to keep groups apart and movement around the school to a minimum. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Practical lessons where these take place will need to have their own risk assessments reviewed. Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group. For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared.</p>	<p>may work with a focus group grouped around a table if necessary</p> <p>Break times, lunchtimes and PE slots will be staggered. Equipment will be sprayed with disinfectant between use. 01/11/20 - staff to be reminded that classes must be accompanied so that they do not move around at the same time as another class.</p> <p>Classrooms are set up so as far as possible children use the same desk and resources each day. Their lunchboxes will be kept in their school bags. Writing and maths equipment will be provided for individuals. For younger children, it will be regularly cleaned and sanitised. No toys from home. New equipment to be bought if necessary due to amount of resources sent home for lockdown 25-02-21</p> <p>School cloakrooms will be used but children will be carefully supervised so that children from different bubbles are not moving around the school at the same time. Cloakrooms must be completely empty at the end of each day so that they can be cleaned properly.</p> <p>Soft toys and furnishings continue to be stored away.</p> <p>EYFS resources will be minimised each day to aid cleaning.</p>	<p>Class teachers</p> <p>Class teachers/AR /SB</p> <p>Class teachers</p> <p>Class teachers</p> <p>class teachers</p>	<p>01/09/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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<p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p>	<p>Practical equipment will be where possible kept separately for individuals and/or regularly washed sanitised after a session or at the end of the day.</p> <p>Sunbeams will eat in the setting. Sun Class will eat lunch in the studio hall. Reception will eat lunch in the hall. Y1 -Y6 eat in class rooms. Snacks will be eaten in the class with tables wiped down before and after eating. Due to children with allergies, tables must be wiped with a cloth and warm water after cleaning.</p> <p>Children do not bring PE kit in. Allowed to wear sports shoes on PE days. AR to send reminder letter to parents 23/08/20. New letter to be sent 26/02/21</p> <p>All parents reminded of 2m distancing and to keep children next to them at drop off/ pick up 01/01/21 New letter to be sent 26/02/21</p>	<p>EYFS staff</p> <p>Teachers/ TAs</p> <p>SMSAs/ Kitchen staff</p> <p>AR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>23/08/20</p>	
<p><u>Arrival at school</u></p> <p>To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p>	<p>Parents have been informed of slightly staggered start times. Staff will monitor to discourage children arriving early. Siblings are able to come in together 25-02-21</p> <p>Sunbeams Nursery Drop Off: 8:30am Pick Up: 3:30pm Entrance/Exit to use: Sunbeams Nursery</p> <p>Sun Pre-school Class Drop Off: 8:30am Pick Up: 3:30pm Entrance/Exit to use: Sun Nursery entrance facing the top playground</p>	<p>AR</p>	<p>10/07/20</p>	

<p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p> <p>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 in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>Reception classes Drop Off: 8:35am Pick Up: 3:10pm Entrance/Exit to use: Reception entrance facing the bottom playground</p> <p>Year 1 and Year 2 classes: Drop Off: 8:40am Pick Up: 3:15pm Entrance/Exit to use: Mars class: Entrance in bottom playground Venus class: Yellow fire exit next to the classroom rear exit. Pluto Class: Entrance on the slope next to the old school office</p> <p>Year 3 and Year 4 classes Drop Off: 8:40am Pick Up: 3:15pm Entrance/Exit to use: Entrance on top playground</p> <p>Year 5 and Year 6 classes. Drop Off: 8:35am Pick Up: 3:10pm Entrance/Exit to use: Entrance on top playground</p> <p>During school closures children of key workers and vulnerable children arriving 8:35-8:45 and leave at 3:15 using the same entrances as above. 11/01/21</p> <p>Children who arrive at school with a facemask must be supervised as they remove it and place it in plastic bag or in a <u>covered</u> bin.</p> <p>All contractors will report to Reception on arrival who will ensure they are aware of appropriate routes. MAT to inform school of any expected works.</p>	<p>TAs on doors</p> <p>EA</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p><u>Movement around the school</u> Lessons will be planned to reduce the movement around the school.</p>	<p>Assembly/ break times will be staggered.</p> <p>Assemblies: Y5/6 Mon 10:00</p>	<p>AR/SB</p>	<p>Ongoing</p>	

<p>If possible we will design a one-way system around the school.</p> <p>We will avoid queues (eg outside of classrooms)</p>	<p>Y3/4 Tues 10:00 Y1/2 Wed 10:00 Friday – AR/ SB visit classes with awards. During lock down all assemblies will be online 22-01-21</p> <p>A one way system will be in use if the library. Corridors in the new build will have a centre marking</p>	<p>AR/RP</p> <p>AR/RP</p>	<p>Ongoing</p> <p>20/07/20</p>	<p>AR 20/07/20</p>
<p><u>Use of toilets</u></p> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>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.</p> <p>Each group will have a designated set of toilets to use where possible:</p> <p>LKS2/UKS2 – by top playground.</p> <p>During lock down LKS2 using toilets next to Pluto class 22-01-21</p> <p>KS1 by bottom playground (Mars)</p> <p>In September, teachers revisit hygiene rules- handwashing, lifting toilet seat, safe disposal of tissues.</p>	<p>All</p> <p>AR/SB</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>03/09/30 then ongoing</p> <p>Ongoing</p>	

	<p>Children follow the no more than two in the loo rule</p> <p><u>EYFS</u></p> <p>Children should be supported to do as much for themselves as possible but accompanied to the toilets</p> <p>Limit number of children using sinks, queue to be in cloakroom or classroom to allow for more space.</p> <p>If an accident happens whilst it is dealt with no one else should use the bathroom. Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>EYFS staff</p> <p>Teachers/ TA</p> <p>Teachers/ TA</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time.</p> <p>Play time will take place in discrete groups.</p> <p>Sun safety remains important</p>	<p>A timetable will be established when each outside space is utilised.</p> <p>Play equipment to be collected at the end of break, left in baskets and sprayed with disinfectant. Climbing equipment will be sprayed between groups.</p> <p>AR write letter to parents requesting sun hat, water bottle and sun cream (apply before school) when hot weather forecast.</p>	<p>AR/SB</p> <p>All staff</p> <p>AR</p>	<p>17/07/2020</p> <p>ongoing</p> <p>When necessary</p>	<p>SB 17/07/20</p>

	Staff to remind children to use hat/ cream and use shade as appropriate.			
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<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p> <p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<p>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>Each classroom has a box with First aid/ PPE (mask, gloves, apron) in case child is displaying symptoms and needs accompanying to the isolation room. Staff to liaise with office if more PPE is required. EA to check daily.</p>	<p>AR</p> <p>EA</p>	<p>01/09/20</p> <p>01/09/20</p>	
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<ul style="list-style-type: none"> • The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 • 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. • 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 	<p>A child who has shown symptoms will need to self-isolate for 10 days and should be tested. The school will ensure that relevant guidance is followed before pupil returns to school. If a negative test result is returned the child can return to school as long as they have no symptoms.</p> <p>Where Covid-19 is confirmed, the school will contact the local health protection team for guidance. Those who have been in close contact will be required to self-isolate for 10 days.</p> <p>The music room will be used for isolation if necessary. If a in Sunbeams nursery shows symptoms the small room in sunbeams will be used. Teachers will put PPE and face mask on child before moving to isolation room</p> <p>Unwell pupil to use disabled toilet in old office.</p> <p>The school will be provided a small supply of home testing kits by the DfE for families have barriers to accessing a test elsewhere. Office staff will be store these securely and distribute as necessary.</p>	<p>All</p> <p>Office staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work as led to possible or actual exposure to Covid-19 	<p>EA to coordinate communications with PHE SW/ BANES</p> <p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through B&NES</p>	<p>EA/ AR</p>	<p>Ongoing</p>	

<ul style="list-style-type: none"> ● A member of staff has Covid-19 caused by exposure at work 				
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to talk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p>	<p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p>	<p>N/A</p> <p>N/A</p>		<p>N/A</p>
<p><u>Communications</u></p> <p>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.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>Letter to parents on Friday 10th July/ 1st September . New letter to be sent 26/02/21</p> <p>Letter to parents on Friday 10th July/ 1st September . New letter to be sent 26/02/21</p> <p>Letter to parents on Friday 10th July/ 1st September . New letter to be sent 26/02/21</p>	<p>AR</p> <p>AR</p> <p>AR</p>	<p>10/07/20 & 01/09/20</p> <p>10/07/20 & 01/09/20</p> <p>10/07/20 & 01/09/20</p>	<p>AR 10/07/20</p> <p>AR 10/07/20</p> <p>AR 10/07/20</p>

	EA to communicate to contractors include refuse collection, school meals delivery, oil delivery	EA	Ongoing	
<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. 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>	<p>All classes to ventilate throughout the day with open windows and doors</p> <p>Light switches to be wiped at key points in the day</p>	<p>All</p> <p>EA to include in rota</p>	<p>Ongoing</p> <p>01/09/20</p>	<p>01/11/20 - Caretaker to check all windows are open each morning.</p>
<p><u>Mental Health</u></p> <p>Management 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: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</p>	<p>Leaders, as relevant to school setting will be required to oversee this using all resources available to us.</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. Also senior leaders will refer to MAT Central HR team when in doubt.</p> <p>Term 1 will include daily PSHE lessons focusing on well-being. (and again March 2021)</p>	<p>AR/SB/SLT</p> <p>All teachers</p>	<p>Ongoing</p> <p>Term 1 2020</p>	

<p>Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</p>	<p>Staff have lunch breaks at the same times as colleagues in their phase bubble with different areas allocated to relax whilst socially distancing.</p> <p><u>Mental health support for children</u> All children to complete Rainbow survey on return to school to assess confidence/ worries Teachers make referrals via the SENCO for learning mentor support Bath Area Play project - work with a Y3/4 nurture group Monday afternoons (outside) Forest nurture group - led by CM Friday afternoons. Headstart - pastoral mentoring for boys Thursday afternoons Rosie the School Dog - to assist anxious children into school/ help as incentive to be determined and focused. (Children to wash hands if given opportunity to stroke her) 25-02-21</p>	<p>AR/SB</p>		
<p><u>Fire Safety</u> The fire evacuation plan remains in force; muster points as per normal. Children will need to rehearse lining up socially distanced.</p>	<p>Fire drills to be held as usual. Adults leading each group to walk their group to muster point and model lining up socially distanced (as far as possible given need to also be away from school building) Fire drill Tuesday 16th March</p>	<p>All staff</p>	<p>01/10/20</p>	<p>Another fire drill to be held in T4</p>
<p><u>Access to the curriculum/ Wider curriculum</u> Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits <i>even if implemented partially</i>. Some schools may keep children in their</p>	<p>Wrap around care will be offered to parents including those St John's School. 3 bubbles will be set up: St Johns, MSN Infants, MSN juniors. The school hall will be available at all times so that there is sufficient space for 3 groups. All guidance above applies to Wrap Around Care</p>	<p>EA Breakfast club/ After School Care staff</p>	<p>Ongoing Ongoing</p>	

<p>class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p>	<p>Each bubble to have designated coat pegs.</p> <p><u>Extra- curricula clubs.</u> A reduced programme will be on offer of sports clubs that can run outside in all but the worst weather. If weather is too poor for the club to run the club will be brought into a classroom with the table tops being wiped down before and afterwards. Programme to be devised July and promoted to parents. March 2021 - increased sport/ creative clubs free of charge for rest of year.</p>	JA	Ongoing	
	<p><u>Supporting children in small groups including those with SEN</u></p> <p>Staff will endeavour to distance where possible; however, this does not preclude the ability to support individuals and small groups. Staff are able to wear a mask/ ace shield if wished.</p>	All staff	Ongoing	
	<p><u>Swimming</u></p> <p>Swimming lessons will not resume until after Christmas at the earliest to ensure a thorough risk assessment can be conducted. AR to review in T1. T4 - still no swimming until MAT gives the go ahead</p>	AR	01/10/20	
	<p><u>Trips</u></p> <p>Trips will not return before the Spring term at the earliest to ensure adequate staffing/ health and safety measures. Overnight camps will not resume until the government announces it is safe</p>	AR	01/10/20	

	<p>to do so and the measures to be put in place announced. AR to review in T4.</p> <p>T4 - government guidance still states no trips. 25-02-21</p> <p><u>Forest School</u> Forest school to resume after Easter - with volunteers as it is an outdoors activity. 25-02-21</p>			
<p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p>	<p>Teachers will be provided with PPA release time covered by other school staff who will follow the above guidelines including wiping down surfaces before handing over the class.</p> <p>Supply teachers will be instructed on procedures and provided a copy of the risk assessment.</p>	<p>All staff</p> <p>EA</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>Behaviour – It is important to ensure arrangements are not compromised through poor behaviour.</p>	<p>The school’s current behaviour policy will be maintained within the context of the revised MAT policy (due to COVID)</p> <p>Teachers and leaders will restate expectations</p> <p>Children will not be sent to another class. Time out areas will be chosen for their space and ventilation e.g. Heads office. Library space.</p>	<p>All staff</p> <p>Ongoing</p>	<p>01/09/20</p>	

	Greenie Time will continue but access to the play ground will be alternated between Y3/4 and Y5/6			
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