



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>

**Date of Risk Assessment: 12<sup>th</sup> July 2020**

**Signed: Louisa Phillips**

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. 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 (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. 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 equipment and practical lessons.

### **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? <i>[name]</i>	Action by when? <i>[insert date]</i>	Done <i>[initial and date]</i>
<p><u>Building safety</u></p> <ul style="list-style-type: none"> <li>• The site team (or mobile team) will continue with all compliance checks (fire safety etc).</li> <li>• Competent Contractors will continue to carry out specialist testing</li> <li>• Site team (or mobile team) will carry out and record flushing for water outlets not having normal use.</li> <li>• Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school.</li> </ul>	<p>Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</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> <p>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.</p>	<p>LP/DT</p> <p>SC/PN</p> <p>LP/DT/SC</p> <p>Drill on the afternoon of 7.9.20</p>	<p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p>	<p>LP 2.9.20</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.</p>	<p>First aider list will be prominently displayed in Office</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school.</p> <p>PPE will be available for first aiders including face masks and gloves. These will be available from the school office or in designated areas</p>	<p>SC</p> <p>LP/DT</p> <p>SC</p>	<p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p>	<p>LP 2.9.20</p> <p>LP 1.9.20</p>

	The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness	LP/DT	1.9.20	LP 1.9.20
<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>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, 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 <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>.</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>Most staff will be in school. Support those who have worries in a safe return to work.</p>	<p>LP/DT</p> <p>LP/DT</p>	<p>Ongoing</p> <p>ongoing</p>	

<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water will be in place.</li> <li>• Stringent hand washing will be taking place.</li> <li>• See hand washing guidance.</li> <li>• <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></li> <li>• Drying of hands will be with disposable paper towels rather than dryers</li> <li>• <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></li> <li>• Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms</li> </ul>	<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> <ul style="list-style-type: none"> <li>• Posters updated (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds</li> <li>• Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue.</li> <li>• There will be support for pupils who have trouble washing their hands independently</li> <li>• We will encourage young children to learn and practise these habits through games, songs and repetition. Robins and Kingfisher class to do this on a daily basis, just before designated hand washing time.</li> </ul>	<p>All staff</p> <p>HS</p> <p>All staff</p> <p>All staff</p> <p>teaching staff</p>	<p>ongoing</p> <p>1.9.20</p> <p>ongoing</p> <p>Ongoing</p>	<p></p> <p>LP 1.9.20 Hand sanitiser stations at gate</p>
<p><u>Cleaning</u></p> <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</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p> <p>Headteachers will organise cleaning through the school day so that regularly touched surfaces can</p>	<p>LP/DT</p> <p>All staff</p>	<p>1.9.20</p> <p>ongoing</p>	<p>LP 1.9.20</p> <p>1.9.20</p>

<p>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>be wiped down regularly and bins emptied more frequently.</p> <p>Cleaning materials and PPE available in each teaching area and staff made aware of expectations - this will include a box containing all supplies</p> <p>Bins to be emptied before lunch as well as the end of the day.</p> <p>Toilets to be cleaned after break and lunch as well as usual cleaning times.</p> <p>Work stations and door handles to be wiped frequently throughout the day.</p> <p>Checklist displayed in each teaching area to be filled in daily and monitored at the end of each day.</p>	<p>SC/LP/DT</p> <p>Teaching staff</p> <p>EP/JG/HG/ preschool staff</p> <p>Teaching staff</p> <p>SC/HS</p>	<p>1.9.20</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>1.9.20</p>	<p>1.9.20</p> <p></p> <p></p> <p></p> <p>LP 1.9.20</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 children, but we will encourage adults to do this when circumstances allow. In particular, they</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/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p>Posters, leaflets and other materials will be displayed prominently</p>	<p>LP/DT</p> <p>SC/HS</p>	<p>1.9.20</p> <p>1.9.20</p>	<p>1.9.20</p> <p>1.9.20</p>

<p>should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	<p><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></p>	<p>SC/LP</p>	<p>ongoing</p>	<p>LP 1.9.20</p>
	<p>Checks need to be carried out by site managers, Business Managers or other senior leader</p>			
	<p>Staff to assigned to a 'bubble' of children.</p>	<p>LP/DT</p>	<p>1.9.20</p>	
<p>We will ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Stagger break times and lunchtimes to allow safe use of staff room. Provide alternative rest area for staff.</p>	<p>LP/DT</p>	<p>ongoing</p>	
<p>We will take steps to review work schedules including start and finish times where this is possible for teaching staff.</p>	<p>Management checks will take place to ensure this is adhered to. Ongoing checks and reminders throughout the day</p>	<p>LP/DT</p>	<p>Ongoing</p>	
<p>Staff who are able to fulfil their duties from home will be encouraged to do so.</p>	<p>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>KB/GS</p>	<p>ongoing</p>	
<p>We will take steps to review work schedules including start &amp; 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>Office staff to use own desks and computers</p>	<p>SC/HS</p>	<p>ongoing</p>	
	<p>Desks and computers in teaching areas to be used by Teacher/Teaching Assistant only.</p>	<p>All teaching staff</p>	<p>Ongoing</p>	

<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>Break times will be staggered.</p>	<p>LP/DT</p>	<p>1.9.20</p>	<p>LP 1.9.20</p>
<p>Social distancing also to be adhered to in 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>Staff will not invite parents or other agencies 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 will be in place. . Cover teachers and other agencies essential to supporting pupils will be welcomed to site but expected to comply with rules in place.</p>	<p>LP/DT</p>	<p>ongoing</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>Clear glass window already in place. Office staff will talk to any visitors through glass.</p>	<p>SC/HS</p>	<p>ongoing</p>	
	<p>Tape on floor to indicate where it is safe to stand.</p>	<p>LP/DT</p>	<p>1.9.20</p>	<p>1.9.20</p>

	<p>Revise placement of tape for September to accommodate temporary route for Starlings children to use toilet in main building.</p> <p>Office staff will sign visitors in so pens not shared</p>	SC/HS	ongoing	
<p><u>Social Distancing and reduction of mixing – pupils</u></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>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>All children should attend school unless shielding. Those that are anxious may need more support.</p> <p>BAME may need additional support. Write to BAME families with advice on additional safety.</p> <p>Social distancing for settings with very 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 to be placed in ‘bubbles’ with an adult that will stay with them on subsequent days. All staff are first aid trained. PPE available in all teaching areas.</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.</p> <p>School bubbles:  <i>Preschool - Robins</i>  <i>Key Stage 1 bubble – Kingfisher class and Starlings class</i>  <i>Key Stage 2 bubble – Swallows Class</i></p>	<p>Teaching staff</p> <p>LP/DT</p> <p>LP/DT</p> <p>LP/DT</p> <p>All staff</p>	<p>Ongoing</p> <p>1.9.20</p> <p>1.9.20</p> <p>ongoing</p> <p>ongoing</p>	<p>LP/DT 1.9.20</p> <p>1.9.20</p> <p>1.9.20</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>The timetable will be adjusted to keep groups apart and movement around the school to a minimum.</p> <p>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>The bubbles will not mix, but 2m distancing will not be achievable within the discrete bubble. However the adults in the bubble will aim to maintain 2m distance from children (unless working as 1:1)</p> <p>All children in school full time. Classroom layout will change, desks forward facing but not in Kingfishers and Robins. All children will have a pencil case with own set of equipment.</p> <p>Hot food will be delivered in individual portion containers to each bubble area. Disposable containers and utensils will be used. Food will be distributed by adults wearing PPE</p> <p>Lunch for all children will be 12 – 1pm. The children will eat in the classrooms.</p>	<p>LP/DT</p> <p>LP/DT/HS</p>	<p>1.9.20</p> <p>1.9.20</p>	<p>LP 1.9.20</p> <p>LP 1.9.20</p> <p>1.9.20</p>
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<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.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <p>Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group.</p>	<p>Equipment, toys and surfaces should be cleaned and disinfected more frequently. Record on checklist, displayed in teaching areas and hall.</p> <p>Toys and equipment not in use removed from classrooms</p> <p>Teaching staff to wipe work surfaces and door handles after each teaching session.</p> <p>Toys and equipment cleaned daily.</p> <p>Review management of cleaning on weekly basis.</p> <p>Lunch staggered in own classes and playground. Lunchtime will be 12 – 1pm.</p> <p><i>Robins – eat and play in their area</i></p> <p><i>Key stage 1 – Kingfishers and Starlings eat in class 12.00 – 12.30. Play outside 12.30 – 1pm</i></p> <p><i>Key stage 2 – Swallows play outside 12.00 – 12.30. Eat in class 12.30 – 1pm</i></p>	<p>Midday supervisors</p> <p>All staff</p> <p>PS/GS/KB</p> <p>Spare support staff</p> <p>LP/DT</p> <p>LP/DT</p> <p>Midday supervisors</p>	<p>ongoing</p> <p>ongoing</p> <p>1.9.20</p> <p>ongoing</p> <p>ongoing</p> <p>1.6.20</p> <p>ongoing</p>	<p></p> <p></p> <p>1.9.20</p> <p></p> <p>LP 1.9.20</p> <p></p>
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<p>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>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>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</p>	<p>Assemblies will be held within bubbles. No singing assembly</p> <p><i>Monday – KS1 assembly in Kingfisher class PS KS2 assembly in Swallows class LP</i></p> <p><i>Tuesday – reflection in own class LP/PS/KB</i></p> <p><i>Wednesday – reflection in own class GS/PS/KB</i></p> <p><i>Thursday – KS1 assembly in Starling class KB KS2 assembly in Swallows class GS</i></p> <p><i>Friday - KS1 celebration LP KS2 celebration LP</i></p> <p>Daily circle time to include well being activities, social distancing stories and hand washing songs.</p> <p>Children will be given their own pencil case which will include all essential stationery equipment needed during the day.</p> <p>Reading books will not be shared with other classes. Other equipment will be cleaned and left out of use for required amount of time.</p> <p>All practical lessons will need to be risk assessed and signed off by LP/DT</p>	<p>LP/DT All teaching staff</p> <p>SC/HS</p> <p>All staff</p>	<p>Ongoing</p> <p>1.9.20</p> <p>ongoing</p>	<p>LP 1.9.20</p>
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different bubbles. Practical lessons where these take place will need to have their own risk assessments reviewed.		LP/DT	Ongoing	
<u>Uniform</u>				
Where possible keep to school uniform requirements.	Uniform to be worn.	LP/DT	1.9.20	1.9.20
	To minimise risk of contamination, change of clothing should remain in school (Robins). All other children will need to bring in PE kits. Staff informed	LP/DT	1.9.20	1.9.20
<u>Arrival at school</u>				
To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).	Entrance will be through the disabled gate, into the playground. Kingfishers will start in the Memorial hall. Their entrance through main door.	LP/DT	1.9.20	LP 1.9.20
	<i>Start of day - Preschool (Robins) arrive 8:30am KS1(Kingfishers and Starlings) arrive 8:35am KS2 (Swallows) arrive 8.45am</i>	LP/DT	1.9.20	1.9.20
We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.	<i>End of day – Preschool (Robins) leave 3:00pm KS1 (Kingfishers and Starlings) leave 3.05pm KS2 (Swallows) leave 3.15pm</i>			
	Parents to stay outside of playground and children will be handed over to them. The same will apply to Robins. Use outside entrances to classrooms. Kingfisher parents also encouraged to remain outside the hall.	Teaching staff		ongoing
		LP/DT	ongoing	

<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>No contractors without prior agreement.</p> <p>All children who arrive wearing face coverings to remove and wash hands. Disposable face coverings should be placed in a separate bin. Reusable face coverings in a plastic bag ready for use after school.</p>	<p>Teaching staff</p>	<p>ongoing</p>	
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school.</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>‘Bubbles’ in own designated area with same adult, each child to have access to own equipment on workstation. Each child will have their own stationery set which will include stationery equipment they will need during the day.</p> <p>Some areas of the school will be out of bounds to children to restrict unnecessary movement. (offices, hall and main entrance) Until KS1 toilets are complete, starling class to use the corridor to access toilets in the main building.</p> <p>Use of toilets next to learning space only (apart from Starling Class in September)</p>	<p>LP/DT</p> <p>LP/DT</p> <p>LP/DT</p>	<p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p>	<p>LP 1.9.20</p> <p>LP 1.9.20</p> <p>LP 1.9.20</p>

	<p>Lunchtimes and break times outside where possible or in their learning area if weather prevents this.</p> <p>Clear signage around school to indicate entrances and exits.</p>	<p>All staff</p> <p>SC/HS</p>	<p>ongoing</p> <p>1.9.20</p>	<p>LP 1.9.20</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. Children will be reminded to wash hands for 20 seconds after using the toilet.</p>	<p>LP/DT</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. Where necessary the playground will be marked out into designated areas</p>	<p>Where possible playtimes and lunchtimes will be outside. Children will need wellies to enable all weather use of the field.</p> <p>Play equipment to be separated into two sets and only used with that same set of children, the outdoor play trail can also be used. The use of this will be on a weekly rota.</p> <p>Playtimes and lunchtimes to be staggered for each bubble.</p>	<p>SP/FB</p> <p>SP/FB</p> <p>LP/DT</p>	<p>ongoing</p> <p>1.9.20</p> <p>1.9.20</p>	

<p>School trips will not take place in the Autumn term</p>	<p><i>Playtimes</i>  <i>Robins – in own area</i>  <i>KS1 (Kingfishers and Starlings) 10.15am</i>  <i>KS2 (Swallows) 10.30am</i></p> <p>Trips off site to forest school/ wellie walks will not take place in Term 1 due to ratio numbers. This will be reviewed in October</p>	<p>LP/DT</p>	<p>Review  October  2020</p>	<p>LP  1.9.20</p>
<p><u>Curriculum</u></p> <p>Curriculum should be largely as planned. Catch up and interventions were appropriate.</p> <p>Extra -curricular activities may take place if bubbles do not mix</p> <p>PE coaches will deliver PE. Equipment will be cleaned between sessions and 2 m social distancing will be observed with children.</p>	<p>Long term/medium term planning should reflect missed learning and next steps.</p> <p>Proposed clubs for Autumn term will be offered to a bubble at a time and then reviewed at half term to minimise risk of cross contamination.</p> <p><u>Autumn 1</u>  <i>Monday – sports club KS2</i>  <i>Tuesday – Sunflower KS1</i>  <i>Wednesday – Eliart KS2 (dependant on numbers)</i>  <i>Thursday – creative club KS1</i>  <i>Friday – Yoga KS2</i></p> <p>PE to be timetabled with IG sports. Equipment cleanliness discussed and planning shared. Parents informed</p> <p><i>Monday</i>  <i>1 – 2pm (Kingfisher)</i>  <i>2 – 3pm (Swallows)</i>  <i>Wednesday</i>  <i>1 – 2pm (Robins)</i></p>	<p>Teaching staff</p> <p>LP/DT</p> <p>LP/DT</p>	<p>1.9.20</p> <p>1.9.20</p> <p>1.9.20</p>	<p>1.9.20</p> <p>LP  1.9.20</p> <p>LP  1.9.20</p>

<p>Swimming lessons will not take place for the foreseeable future.</p> <p>Planning and resources in place in the event of second lockdown to ensure that education is disrupted as little as possible.</p>	<p><i>2 – 3pm (Starlings)</i></p> <p>Inform sports centre. Review for the Spring term</p> <p>Plan and prepare resources in the event of second lockdown.</p>	<p>SC</p> <p>Teaching staff</p>	<p>1.9.20</p> <p>Ongoing</p>	
<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).</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>Gloves to be worn by all administering first aid.</p> <p>Gloves to be worn by all supporting children with toileting, nappy changing etc.</p> <p>PPE face masks will be made available to all staff who request them. These will be in the school office.</p>	<p>LP/DT</p> <p>All staff</p> <p>PL/SB/SM/C M</p> <p>SC</p>	<p>1.9.20</p> <p>ongoing</p> <p>ongoing</p> <p>1.9.20</p>	<p>LP 1.9.20</p>



<p>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><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and get tested.</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.</p> <p>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 to self-isolate for at least 7 days from the onset of their symptoms and then return to</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Staff will be encouraged to access a test.</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</p>	<p>LP/DT</p> <p>LP/DT</p> <p>LP/DT</p>	<p>ongoing</p> <p>ongoing</p> <p>Ongoing</p>	

<p>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>has tested positive, advising them to self-isolate for 14 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 group (bubble) to assist the trace process.</p> <p>Registers of pupils and staff associated with bubble to be kept updated daily</p> <p>Ensure contact details are up to date</p> <p>All staff made aware of new guidance</p>	<p>SC/HS</p> <p>SC/HS</p> <p>SC/HS</p> <p>LP/DT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>1.9.20</p> <p>13.7.20</p>	<p>1.9.20</p>
<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> <li>• The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19</li> <li>• Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe).</li> <li>• Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.</li> </ul>	<p>One end of the school hall will be a designated isolation area.</p> <p>The 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. Children placed in isolation will be supervised by office staff until collected.</p> <p>Where Covid-19 is confirmed, the school will contact the <b>local health protection team</b> for guidance. Those who have been in close contact</p>	<p>LP/DT</p> <p>HS/SC</p> <p>LP/DT</p>	<p>1.9.20</p> <p>ongoing</p> <p>Ongoing</p>	<p>LP 1.9.20</p>

<ul style="list-style-type: none"> <li>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</li> </ul>	<p>will be required to self- isolate for 14 days. isolation area cleaned thoroughly</p> <p>Unwell pupil to use the Swallow class toilet. Toilet to be cleaned immediately after use.</p> <p>The child who has shown symptoms will need to self -isolate for 10 days.</p>	<p>LM/HS/EP</p> <p>LP/DT</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"> <li>An incident at work as led to possible or actual exposure to Covid-19</li> <li>A member of staff has Covid-19 caused by exposure at work</li> </ul>	<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 somerset</p>	<p>LP/DT</p>		
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk 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>Stagger school start and finish times. Inform parents.</p>	<p>AW</p> <p>LP/DT</p>	<p>1.9.20</p> <p>1.9.20</p>	<p>LP 1.9.20</p>

<p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk.</p>	<p><i>Start of day -</i>  <i>Preschool (Robins) arrive 8:30am</i>  <i>KS1 (Kingfishers and Starlings) arrive 8:35am</i>  <i>KS2 (Swallows) arrive 8.45am</i></p> <p><i>End of day –</i>  <i>Preschool (Robins) leave 3:00pm</i>  <i>KS1 (Kingfishers and Starlings) leave 3.05pm</i>  <i>KS2 (Swallows) leave 3.15pm</i></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 effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</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>Stagger school start and finish times. Inform parents.</p> <p>Parents will be informed of arrangements for dropping off and picking up their child, including one parent accompanying child and avoid gathering outside school.</p> <p>Parents will be informed of any changes.</p> <p>contact made with any visitors prior to visit on arrival times/entrances/exits and procedures</p>	<p>AW</p> <p>LP/DT</p> <p>LP/DT</p> <p>LP/DT</p> <p>SC/HS</p>	<p>ongoing</p> <p>1.9.20</p> <p>1.9.20</p> <p>ongoing</p> <p>ongoing</p>	<p>LP 1.9.20</p> <p>LP 1.9.20</p>

<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>Windows and doors opened when it is appropriate.</p> <p>Lights left on if they have been required that day.</p>	<p>LP/DT</p> <p>LP/DT</p>	<p>ongoing</p> <p>ongoing</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:  <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>Teaching staff will provide opportunities to improve mental health and well being of children</p>	<p>Leaders, as relevant to your school setting will be required to oversee this.</p> <p>Daily informal check in with staff</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 leader will refer to MAT Central HR team when in doubt.</p> <p>Teaching staff will plan in daily PSHE sessions/circle time (use jigsaw resources)</p> <p>Weekly mindfulness sessions to start the week.</p>	<p>LP/DT</p> <p>LP/PL</p> <p>LP/DT/PL</p> <p>LP/DT</p> <p>Teaching staff</p> <p>LP/DT</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	

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