



Midsomer Norton  
Schools Partnership



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

Date of Risk Assessment: 08.07.20

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>

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.



<p><b>Isolation</b>  <b>Risk:</b> A child 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>They must be sent home and they must self-isolate for at least 7 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>Isolation zone will be 'The Hub'. 'The Rainbow Room' will need to be available for small group work.</p> <p>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>MP/NJ</p> <p>All staff</p> <p>All staff</p>	<p>From Sept 2020</p> <p>From Sept 2020</p> <p>From Sept 2020</p>	
<p><b>Staff working</b>  <b>Risk:</b> 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 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>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>All staff</p>	<p>From Sept 2020</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.  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. Identify who our paediatric trained staff are  Identify who will manage sick children</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.</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>MP</p>	<p>Ongoing</p> <p>July 2020</p> <p>Ongoing</p> <p>Ongoing</p>	
<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</p>	<p>DH</p> <p>All staff</p> <p>DH</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

	<p>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 whilst handwashing – e.g. <i>'Happy Birthday'</i></p> <p>Mobile hand washing stations will be placed in each classroom and communal areas.</p>	<p>NC</p> <p>All staff</p> <p>DH</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><b>Cleaning</b>  <b>Risk:</b> Transmission of virus touching equipment and other hard surfaces</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 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</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>MP/NJ</p> <p>All staff</p> <p>MP</p> <p>MP/MC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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>	DH	Ongoing	
		All Staff	Ongoing	
		MC/NC	Ongoing	
<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.</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 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/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 <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>Checks to be carried out by Site Manager and Business Manager</p> <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> <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> <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>Management checks will take place to ensure this is adhered to.</p>	MP/NJ	Ongoing	
		All staff	Ongoing	
		DH/MC	Ongoing	
		MP/NJ	From Sept 2020	
		MP/NJ	Ongoing	
		NC/KH	Ongoing	
		MP/MC	Ongoing	

	<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> <p>No more than 3 members of staff are permitted in the staffroom at any one time. <b>The room must be left tidy, as found.</b></p> <p>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.</p> <p>The school hall will be used for school dinner children, with children sat in their <i>bubbles</i>. Packed lunches will be eaten in classrooms, supervised by class teachers/TAs</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 visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place.</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. 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>All staff</p> <p>All Staff</p> <p>MP/NJ</p> <p>MP/NJ</p> <p>MP/NJ</p> <p>MP/NJ</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>From Sept 2020</p> <p>From Sept 2020</p> <p>Ongoing</p> <p>From Sept 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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	<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. <b>Any visitors in school must be agreed by the Headteacher.</b> Supply teachers and other agencies essential 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.</p> <p>Management checks to ensure this is adhered to.</p> <p>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>	All staff  MP/NC  NC/KH  NC/KH	Ongoing  Ongoing  Ongoing  Ongoing	
<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>	MP/NJ  All staff	Ongoing  Ongoing	



	<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 as far as possible. <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>.</p> <p>Children will have limited access to the usual school equipment and toys. Soft toys and items that are difficult to clean will be removed from classrooms.</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 different bubbles.</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. Children who have packed lunches will have their lunch in their own classroom. School dinner 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 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</p> <p>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>From Sep 2020</p>	
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	<p>Parents will not be able to congregate onsite or speak to teachers at the gate.</p> <p>Children’s start and finish times will be staggered. Social distancing will continue to be promoted at all times whenever possible; inside the building, the classroom and outside.</p> <p>Children will be seated in rows, facing forward towards the teacher (apart from Nursery and Reception children and Y1 children during term 1 and 2). Children will not change seats during the school day so that the school can support the <i>Track and Trace</i> if necessary.</p> <p>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.</p> <p>Practical lessons will have the risk assessment reviewed to identify if the necessary cleaning of equipment can be managed.</p> <p>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.</p> <p>Posters around school and classroom. School rules for children (and staff) copied into classrooms and communal areas.</p>	<p>All staff</p> <p>MP/NJ</p> <p>MP/NJ</p> <p>All staff</p> <p>All staff</p> <p>All staff MP/NJ to monitor</p> <p>MP</p>		
<p><b>Attendance</b> <b>Risk:</b> Children not being present at school and therefore missing out on education and falling behind</p>	<p>Attendance will be mandatory from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:</p>	<p>MP/EWO</p>	<p>From Sept 2020</p>	

	<ul style="list-style-type: none"> <li>• parents' duty to secure that their child attends regularly at school and they are of compulsory school age;</li> <li>• our responsibilities to record attendance and follow up absence</li> </ul> <p>The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</p> <p>MP to liaise with parents who may have concerns. Support from EWO in the event of non-attendance.</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 with the exception of Conker Class who will arrive between 8.50am and 9am</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</b> will enter through the <b>nursery gate</b>.</li> <li>• Children from <b>Years R-6</b> will enter through the <b>side gate</b>.</li> </ul> <p>Parents of KS2 children should drop their children off at the <b>main pedestrian gate</b> where they will be greeted by members of staff and supervised on their way to classrooms.</p>	<p>MP/NJ</p> <p>DH MP/NJ</p>	<p>From Sept 2020</p>	

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 nursey gate</i>	<b>End of morning session</b> (no lunch) - 11.45am <b>End of morning session</b> (lunch) - 12.15pm <b>End of day</b> - between 3pm - 3.15pm
Conker	Reception	between 8.50am- 9am <i>via side gate</i>	2.50pm <i>(Reception class has slightly different pick-up times during the first 2 weeks - see additional new Reception class information letter).</i>
Chestnut	Year 1	between 8.30am- 8.50am <i>via side gate</i>	2.50pm
Cedar	Year 2	between 8.30am- 8.50am <i>via side gate</i>	2.50pm
Willow	Year 3	between 8.30am- 8.50am <i>via side gate</i>	3.00pm
Cherry	Year 4	between 8.30am- 8.50am <i>via side gate</i>	3.00pm
Maple	Year 5	between 8.30am- 8.50am <i>via side gate</i>	3.15pm <i>(If you wish your child to walk home by themselves you will need to complete a form by the end of week 1).</i>
Redwood	Year 6	between 8.30am- 8.50am <i>via side gate</i>	3.15pm <i>(If you wish your child to walk home by themselves you will need to complete a form by the end of week 1).</i>

If parents are collecting children from more than one year group they should wait on the yellow footprints outside the appropriate gate **until the allocated time. Children will not be allowed to leave earlier or later than the allocated times.**

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.

Contractors to site will enter the school through the main reception area and will be reminded of the school's Covid-19 procedures.

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>MP/NJ</p> <p>All staff</p> <p>All staff</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> <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>All staff</p> <p>All staff</p>	<p>From Sept 2020</p> <p>Ongoing</p>	

<p><b>Use of outdoor space</b>  <b>Risk:</b> Increased transmission of virus from large numbers and/or use of outdoor equipment</p>	<p>Outdoor space will be staggered and timetabled to reduce transmission. Some equipment will be out of bounds.</p> <p>All outdoor areas will be in use, however will be timetabled for <i>bubbles</i> to use on a rotating basis.</p> <p>Bikes and trikes will be available for EYFS to use and the <i>wheeled boards</i> will be available for children to use.</p> <p>Hazard tape will be used to demarcate the different play areas.</p> <p>Children will be within their <i>bubbles</i> and will not come into contact with any other <i>bubbles</i> on site.</p>	<p>All staff</p>	<p>From Sept 2020</p>	
<p><b>PPE</b>  <b>Risk:</b> Individuals not using PPE correctly and therefore increasing the risk of transmission.</p>	<p>Public Health England <b>does not</b> (based on current evidence) recommend the use of face coverings in schools.</p> <p>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 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>MP/NJ</p> <p>MC</p> <p>First Aiders</p> <p>DH</p>	<p>From Sept 2020</p>	

<p><b>Face coverings</b> Risk: Transmission of virus through coughing</p>	<p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools.</p> <p>Removal of face coverings when children and staff arrive at school and communicate it 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>	All staff	From July 2020	
<p><b>Shielding measures for children</b> Risk: Children do not receive high-quality learning opportunities</p>	<p>From September, there will be far fewer children advised to shield therefore, the majority of children will be able to return to school.</p> <p>Headteacher to liaise with parents who may have concerns.</p> <p>Ensure that some children who need to remain off school are given support through good-quality remote learning.</p>	MP  All staff	From Sept 2020	
<p><b>Bubbles</b> Risk: Transmission of virus from increased contact with large numbers of people</p>	<p><b>Consistent</b> bubbles as much as possible.</p> <p>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 and regular hand washing.</p>	All staff	Ongoing  From Sept 2020	
<p><b>Gatherings</b> Risk: 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	From Sept 2020	

<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. 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> <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> <p>All staff</p>	<p>Ongoing</p>	
<p><b>Symptoms of Covid-19 – staff</b>  <b>Risk:</b> 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.</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</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 7 days, and ensure anyone developing those symptoms during the school day is sent home. 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.</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 <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>, which sets out that they must self-isolate for at least 7 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>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 14 days</p>	<p>MP/NJ</p> <p>All staff</p>	<p>From Sept 2020</p>	



<p>must continue 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>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 to reiterate in September and in regular briefings the rules around close contacts.</p>	<p>NC/KH</p> <p>MP</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 <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>, which sets out that they must self-isolate for at least 7 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).</p> <p>Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.</p> <p>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>	<p>MP/NJ</p>	<p>From Sept 2020</p>	

<p><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</p>	<p>SLT will seek advice prior to making Riddor reports. If reports are needed these will be made on our behalf through B&amp;NES.</p>	<p>MP/NJ</p>	<p>Ongoing</p>	
<p><b>Transport arrangements</b>  <b>Risk:</b> Transmission and/or contamination whilst travelling to/from school.</p>	<p>NC will communicate arrangements with local bus company and discuss how they will mitigate the risk.</p>	<p>NC</p>	<p>July 2020</p>	
<p><b>Communications</b>  <b>Risk:</b> All stakeholders not being aware of school and Trust procedures</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>Trust CEO communicates regularly with parents and staff</p> <p>Headteacher to write to all parents to communicate arrangements.</p> <p>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.</p>	<p>CEO</p> <p>MP</p> <p>MC/DH/NC</p>	<p>Ongoing</p> <p>July 2020</p>	
<p><b>Environmental issues</b>  <b>Risk:</b> Transmission of virus due to poor ventilation.</p>	<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> <p>Windows and doors will remain open, unless SLT deem it to be a safeguarding risk.</p> <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>	<p>All staff</p> <p>MP</p> <p>DH</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

<p><b>Visitors</b>  <b>Risk:</b> Transmission of virus from staff who work across a range of schools and settings</p>	<p>Supply teachers, peripatetic teachers and/or other temporary staff <b>can</b> 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.</p>	<p>All staff</p>	<p>From Sept 2020</p>	
<p><b>Mental Health</b>  <b>Risk:</b> The mental health and wellbeing of staff during the pandemic</p>	<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)  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>  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.  Regular communication of mental health information and open-door policy for those who need additional support.  SLT will refer to MAT Central HR team when in doubt.</p>	<p>MP/NJ/JC</p>	<p>Ongoing</p>	
<p><b>Managing outbreaks</b>  <b>Risk:</b> Individuals contract the virus and spreads through the school</p>	<p>SLT to be aware of <a href="#">government guidance</a> and to work with PHE in the event of an outbreak.</p>	<p>MP/NJ</p>	<p>Ongoing</p>	
<p><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>	<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.  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>	<p>MP/NJ</p>	<p>Ongoing</p>	

<p><b>Lunches</b>  <b>Risk:</b> Cross-contamination of bubbles</p>	<p>Packed lunches to be provided in <i>bubbles</i> and served in classrooms. Hot lunches to be served in the hall in key stages. <i>Bubbles separated.</i></p> <p><b>Hot lunches in hall:</b>  Nursery – 11.40am  Reception – 11.50am  KS1 – 12.00  KS2 – 12.20pm</p> <p>Extra cleaning before lunch is consumed.</p>	<p>All staff</p>	<p>From Sept 2020</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>Staff to teach the curriculum as normal.</p> <p>Very quickly assess phonic knowledge for Years 1, 2 and 3 and ensure interventions are in place for children to catch-up.</p> <p>Plan Covid Catch-up programme.</p> <p>JC to begin phonics catch-up at an earlier stage.</p> <p>Complete YARC (York Assessment for Reading Comprehension).</p> <p>Ensure daily reading in all classes (individual, guided, whole class).</p>	<p>All staff</p> <p>MP/NJ  JC  MP  All staff</p>	<p>From Sept 2020</p> <p>From Sept 2020</p>	
<p><b>Volunteers</b>  <b>Risk:</b> Transmission of virus into school.</p>	<p>Volunteers to be aware of the school’s procedures and to have read the school’s risk assessment. Social distancing and hand washing are recommended.</p> <p>Need to be aware of volunteers whose DBS has expired.</p>	<p>NC/KH</p> <p>MC/NC</p>	<p>From Sept 2020</p>	
<p><b>Behaviour policy and expectations</b>  <b>Risk:</b> Children do not adhere to school’s expectations around social distancing and hand washing.</p>	<p>SLT to review behaviour policy and changes to be shared with staff.  <a href="https://drive.google.com/drive/folders/0B5Z73cTOEMQdTVJCVU0wefZQb2s">https://drive.google.com/drive/folders/0B5Z73cTOEMQdTVJCVU0wefZQb2s</a>  Stages of the policy may be bypassed if the child is not adhering to the requirements of the school.</p>	<p>MP/NJ</p>	<p>July 2020</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>	<p>MP/NC</p>	<p>Ongoing</p>	
<p><b>PE</b>  <b>Risk:</b> Possible transmission/contamination through sharing of equipment and physical contact</p>	<p>PE to be taught but staff to be aware of the need for equipment to be cleaned between uses.</p>	<p>All staff</p>	<p>Ongoing</p>	
<p><b>Remote Learning</b>  <b>Risk:</b> Sudden local lockdown means school must temporarily close.</p>	<p>Staff to be aware that remote learning will need to take place if the school needs to close or if children are asked to stay at home and isolate. Staff to ensure that <b>all</b> parents are signed up to Seesaw <b>by the end of week 2 of Autumn term.</b></p>	<p>All staff</p>	<p>Ongoing</p>	
<p><b>Extra-curricular activities</b>  <b>Risk:</b> Possible transmission of Covid-19 between bubbles.</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>	<p>MP/NC</p> <p>MP/MC</p> <p>All staff</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>Ongoing</p>	
<p><b>Swimming and Educational Visits</b>  <b>Risk:</b> Possible transmission of Covid-19 using public spaces.</p>	<p>All visits to be cancelled for Terms 1 and 2 and revised when further guidance is issued.</p>	<p>MP/NC</p>	<p>Ongoing</p>	