

# ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

## COVID-19 RISK ASSESSMENT – June 2021

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This is the Risk Assessment for dealing with the current Covid-19 situation at St Thomas More Catholic Primary School in line with Government guidelines. This Risk Assessment must be read in line with **all** Government Guidance such as Implementing Protective Measures <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> and the latest guidance for schools published on 2<sup>nd</sup> July 2020 and can be found via the following link: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

### Important Contacts for Schools:

#### **PHE Kent Health Protection Team (South East),**

Level Two Civic Centre, Tannery Lane,  
Ashford,  
TN23 1PL

0344 225 3861

#### **Safeguarding:**

**MSCP:** 01634 334466

Out of Hours emergency: 03000419191

Emergency: 999

No name consultation: 01634 331662

### HEALTH PROTECTION TEAM

This team covers Kent & Medway providing specialist support to prevent and reduce the impact of infectious diseases, chemical and radiation hazards and major emergencies.

**Out of hours advice 0844 967 0085.**

### NHS 111

**This Risk Assessment will be adopted from 1<sup>st</sup> September 2020.**

**Assessment Undertaken by:** Senior Leadership Team and staff at St Thomas More Catholic Primary School

**Review Date:** SLT will continuously review practices and procedures throughout COVID-19 in line with Government updates.

What are the hazards?	Who might be harmed	Control & Prevent Measures Required	Additional Control & Prevent Measures	Action by who?	Action by when?	Review/Date
Spread of Covid-19 virus due to poor hygiene	Staff Children Visitors Parents Carers	<p><b><u>Hygiene &amp; Hand Washing</u></b> Hand washing facilities with soap and water in place and alcohol based hand gel which when used by children, must be supervised at all times.</p> <p>Stringent hand washing taking place.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>Children with complex needs and younger children are helped to get this right.</p> <p>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 with disposable paper towels.</p> <p>Dispensable soap hand wash available for children or staff with allergies. Staff in year group bubble to be aware of children.</p> <p>Use of hand gel/soap and water upon entry and exit by all children and staff and throughout the day.</p> <p>Signs displayed as reminders.</p> <p>Increase in purchase of stock.</p>	<p>Employees to 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, more often than usual.</p> <p>Teach children to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be made available throughout the workplace. Staff to replenish classroom stock when low. Small, pedal bins provided for tissues which must be bagged in a small bag, then placed in the bagged pedestal bin. Increase in hygiene procedures before/after break and lunchtimes and before eating food.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p>Teachers and LSAs to teach children regularly how to wash hands/use gel following guidance. Use hand gel before entering staffroom, in staffroom prior to using the kitchen facilities, and when using toilet facilities.</p> <p>All staff to ensure stock levels remain high and report to office if low.</p>	Staff Children Visitors	Sept 2020 - ongoing	<b>Reviewed Feb 21</b>

<p>Spread of Covid-19 virus due to lack of cleaning resulting in indirect transmission of virus.</p>	<p>Staff Children Visitors Parents Carers</p>	<p><b>Cleaning</b> Classrooms, cloakrooms and toilets cleaned at the end of the day by the cleaners. Frequent cleaning of surfaces and chairs during the day by staff using a spray disinfectant and disposable blue towels. Staff will be cleaned daily and throughout the day particularly high touch point areas.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>MMS to clean tables after lunch with disinfectant spray and disposable blue paper towel and dispose of appropriately. Children will eat lunch in their classroom.</p> <p>Cleaners to be allocated year group bubble areas to clean and maintain which will support track and trace measures if necessary.</p> <p>All staff will risk assess areas prior to sessions and use disinfectant spray where necessary.</p>	<p>Use of disinfectant spray and paper towels to clean surfaces. Under no circumstances will re-usable cloths be used for cleaning at the end of the day.</p> <p>Floor mop heads to be machine washed at the end of each day. Cleaners to put mop heads in washing machine at the end of the day and collect the following morning. One nominated cleaner to put the washing machine on.</p> <p>Teaching and support staff will clean individual desks and children's chairs during break times or times when children are outside.</p> <p>Reduction in use of resources across the school to avoid transmission e.g. soft toys removed. Increase in hygiene procedures and increase in cleaning stock levels. Year group bubbles may share resources but hand and hygiene measures must remain strict at all times. Additional resources purchased to minimise sharing of resources where possible.</p> <p>Staff to use alcohol based wipes to clean telephone after use. Wipes to be put alongside each telephone.</p> <p>Spray disinfectant and blue paper towel roll to be kept in each classroom being used but out of reach of children. Hand gel to be in each room. Pedal bin, bags and tissues to be in each room.</p> <p>Staff to ensure resources are readily available on a daily basis and replenished. Staff to inform school office if/when stock gets low on cleaning products.</p> <p>Staff will not leave used cups, plates, cutlery, lunch containers in the staffroom. They must be cleaned thoroughly straight after use and put away.</p> <p>Use blue paper towel to dry hands not 'tea towels'.</p>	<p>Staff Cleaners</p>	<p>Sept 2020 - ongoing</p>	<p><b>Reviewed Feb 21</b></p>
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<p>Spread of Covid-19 virus due to lack of enforcing social distancing resulting in transmission of the virus</p>	<p>Staff Children Visitors Parents Carers</p>	<p><b><u>Social Distancing</u></b> Minimise contact between individuals and maintain social distancing where possible <b>particularly</b> between year group bubbles. Staff to remain with their year group bubble and avoid close contact with adults from other bubbles unless PPA/class cover is required.</p> <p>Initial full school opening will be carefully planned to allow more staggered drop off/collections to allow children to get used to layout and lining up areas.</p> <p>Staggered start and end times for parents dropping off and collecting children. Only parent per family allowed on site. All contact via phone or email unless in an emergency. Parents encouraged to wear face mask. Back gate to remain closed.</p> <p>Children to remain in <b>year group bubbles following Government Guidance.</b></p> <p>Redesigning entry and exit procedures for parents when bringing children to and collecting from school to try and maintain social distancing of year groups Children to have new lining up positions on the main playground and different routes to follow to avoid cross over. Staff will lead children in/out at all times and assess movement of class.</p> <p>Information sent to parents to inform them of procedures and their role to play e.g. following the one way system, using markers on playground for waiting at the end of the day, being on time etc.</p> <p>Staff wishing to use the staff car park must be on site before <b>8.15am</b>. No vehicular access allowed for dropping off times, <b>STAFF MUST</b> be available to greet children and ensure children line up within year group bubbles.</p> <p>Signage to prevent parents/carers from entering Bleakwood Road end nearest to school gates.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing in communal areas such as the staffroom. Staff to enforce within their year group setting with children not to mix with children from other year groups. Vulnerable staff to wear a face shield provided by the school. Staff may wear a face shield throughout the day. These are available at the office.</p> <p>Signs displayed. SLT visible during entry and exit of parents and children. 2 metre marker lines for parents and carers to adhere to when lining up to enter the playground 'pens' for collection. Parents will try to maintain distancing from other parents within their allocated area. <b>ONLY ONE PARENT PER FAMILY ALLOWED TO DROP OFF/COLLECT (signage in place)</b></p> <p>Barriers in place on the playground to keep year groups of children separate during break times. Barriers will need to be weighted down to avoid risk of being blown over. Times will also be staggered. Y5/6, Y3/4, Y1/2, YR. The field will be divided into sections to allow outdoor play. <b>Field equipment must not be used.</b></p> <p>'Pens' to be marked on KS2 playground for parents to wait in whilst children are dismissed from year groups on the playground. A pathway will be marked out for parents to use as a pathway. Class teachers will lead children to their designated areas for lining up. Colour coded route map provided to all staff.</p> <p>No group events such as assemblies, masses or liturgies will take place. Parents will not be allowed in the buildings unless there is an emergency or an arranged meeting.</p> <p>Lunchtimes will be staggered to avoid year groups meeting and risk of transmission. Term 1, children will only be able to eat a packed lunch in the classroom. MMS will supervise a class each.</p>	<p>Staff Children Parents Carers Visitors</p>	<p>Sept 2020 - ongoing</p>	<p><b>Reviewed Feb 21</b></p>
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Spread of Covid-19 virus due to an adult or child displaying COVID symptoms	Staff Children Visitors Parents Carers	<p><b><u>Personal Protective Equipment</u></b></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Vulnerable staff will have access to face shields and disposable gloves provided by the school as an additional protective measure and an individual risk assessment will be carried out. Other staff may also choose to wear a face shield available from the office.</p> <p>Face coverings – following government guidance, the school will have a process for removing face coverings when children or staff who use them arrive at school and communicate it clearly to them. Children must be instructed not to touch the front of their face covering during use or when removing them. Reusable masks must be placed in a plastic bag and be taken home with them.</p>	<p>Staff to follow Government guidelines:</p> <p><a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe</a></p> <p>To be used only if a child or adult is symptomatic or where First Aid needs to be administered with close contact which cannot be carried out at a distance.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they</li> </ul>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

		<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a>	<p>can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>LSAs in the morning will carry out first aid to children within their year group 'bubble'. A member of the office will carry out all afternoon first aid. MMS will carry out first aid at lunch times and use PPE where necessary if aid cannot be at a distance.</p>			
Spread of Covid-19 virus due to a suspected case	Staff Children Visitors Parents Carers	<p><b><u>NHS Test and Trace process/Suspected Case/Symptoms</u></b>  <b><u><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></u></b></p> <p>School will understand the process and know how to contact their local Public Health protection team.</p> <p>KENT HPT (SOUTH EAST)  Public Health England  Level 2  Civic Centre  Tannery Lane  Ashford  TN23 1PL  Telephone 0344 225 3861 (option 1 to 4 depending on area)  Out of hours advice 0844 967 0085</p> <p>Any person displaying symptoms, becomes unwell with a new, continuous cough or a high temperature, or has</p>	<p>Book a test information:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Symptoms:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></p> <p>Stay at home guidance:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>By Autumn term 2020 all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school. Advice will be given alongside the test kits.</p>	Staff Children Visitors Parents Carers	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

		<p>a loss of, or change in, their normal sense of taste or smell (anosmia) they must be sent home and advised to follow 'stay at home' guidance for households with possible or confirmed coronavirus infection which sets out that they must self-isolate for at least 7 days and should arrange to have a test. Staff and children must not come to school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parent/carer if using a home test. (taken from guidance)</p> <p>For all other procedures, see guidance listed at the start of this Risk Assessment under heading no. 7 NHS Test &amp; trace Process</p> <p>Parents will be informed of their responsibilities to inform the school as per guidance for parents and carers.</p> <p>Staff/students who have been alerted through track and trace that they have been in contact with someone who has tested positive must follow government guidance.  <a href="https://www.gov.uk">NHS Test and Trace: what to do if you are contacted - GOV.UK (www.gov.uk)</a></p>	<p>Staff to take part in lateral flow testing from January 2021 twice per week. Staff must report results to government website and school covid email address. Staff will be encouraged to participate but may opt out.</p> <p>If someone tests positive, they should follow the above stay at home guidance. Staff/students must inform the Headteacher or School Business Manager.</p> <p>Child or adult in school must be taken to the front office area which is at least 2 metres away from other people and be placed near the toilet. They must use the toilet next to them which will be cleaned after a suspected case person uses it. Follow PPE procedures. Contact parents for collection.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus.  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>			
Spread of Covid-19 virus due to a confirmed case within a family	Staff Children Visitors Parents Carers	<p><b>Confirmed Case in Community</b></p> <p>School will take swift action when they become aware that someone who has attended has tested positive for coronavirus. If a member of staff tests positive, they must inform the Headteacher/School Business Manager and follow Government guidance.</p> <p>School will contact the local health protection team and the Local Authority 01634 334466.</p> <p>KENT HPT (SOUTH EAST) Public Health England Level 2</p>	<p>HPE will work with schools to guide them through the actions. School will send home those who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts – face to face for any length of time within 1 metre including being coughed on, face to face conversation, or unprotected physical contact (skin to skin)</li> </ul>	Staff Children Visitors Parents Carers	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

		<p>Civic Centre Tannery Lane Ashford TN23 1PL Telephone 0344 225 3861 (option 1 to 4 depending on area) Out of hours advice 0844 967 0085</p> <p>This team will also contact schools directly if they become aware that someone who has tested positive attended the school.</p> <p>HPE will carry out a rapid risk assessment to confirm who has been in close contact and ensure they are asked to self isolate.</p> <p>Parents will be informed of their responsibility to follow government guidance and report to the school where necessary.</p>	<ul style="list-style-type: none"> <li>proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes with an infected individual)</li> <li>traveling in a small vehicle, like a care, with an infected person.</li> </ul> <p>HPE will provide definite advice on who must be sent home. The school office will keep a record of persons in each group and any close contact that takes place between children and staff.</p> <p>A template letter will be provided to schools on the advice of the health protection to send to parents and staff if needed. Staff must not share names or details of persons with Coronavirus unless essential to protect others.</p> <p>See stay at home guidance.</p> <p>The school will provide parents with a separate contact number for track and trace, following the end of the Autumn term as per government guidance.</p>			
Closure of school or partial closure due to staffing shortage	Staff	<p><b>Staff Shortage</b> Staff to follow usual procedures for absence by informing the Headteacher and office so cover can be arranged (Contact the HT and School Office Manager) each day.</p> <p>Leadership shortage including Designated Safeguarding Lead.</p> <p>A first aider will be on site at all times.</p>	<p>If staff shortage affects the school's ability to operate safely, the school may partially close further or fully taking into account measures in place for all vulnerable children.</p> <p>If all members of the SLT are absent due to illness, a decision will be made with the Governors as to whether the school will close.</p> <p>DSL/DDSL can work remotely maintaining contact with key external agencies such as police, social care, local authority etc in the case of self-isolation.</p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Safeguarding children	Children	School will continue to have regard to the statutory safeguarding guidance, keeping children safe in education.	School will refer to the coronavirus (COVID19): safeguarding in schools, colleges and other providers guidance:	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>



			<p><a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a></p> <p>Designated Safeguarding leads (and deputies) will be provided with more time, especially in the first few weeks of each term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. The DSL will remain in close contact with Social Workers.</p>			
Closure of school or partial closure due to staffing shortage	Staff	<p><b><u>Staff Absence</u></b> Follow standard school procedures (as above)</p> <p>Where possible, staff appointments must be made outside of school teaching hours unless urgent.</p> <p>Medical evidence to be provided as standard procedures. E.g. doctors certificate, self-isolation certificate, vulnerability status.</p>	<p>Staff to alert Office Manager and Headteacher following normal procedures (blue form, check cover to be arranged by member of staff where possible etc)</p> <p>If staffing of SLT and teachers and LSA is low, consultation with the Chair of Governors will take place to decide whether it is safe to operate.</p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Ineffective implementation of measures in place	Staff	<p><b><u>Staff Communication</u></b> Increase in checking email communication.</p> <p>Staff must be aware of all latest government guidelines.</p> <p>Staff must be available for staff meetings to support the safe operation of the school.</p>	<p>Staff must check emails daily to remain up to date with school changes, rotas, guidance and policies.</p> <p>Staff to be familiar with the Risk Assessment and alert SLT to any changes which may need to take place.</p> <p>Staff meetings may be face to face providing social distancing measures can be in place as much as possible or virtually.</p> <p>Access to a WhatsApp group to support covering staff absences. Although usual measures for reporting absence will remain.</p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

Spread of Covid-19 virus due to transmission	Staff	<p><b>Staff Laptops &amp; Telephones</b> Staff must bring to school their school laptop to work from to minimise transmission.</p>	<p>If staff have to use staffroom computers, only use the ones without the 'do not use' sign to maintain 2m social distancing and must use alcohol based hand gel prior to use and immediately afterwards to avoid cross contamination.</p> <p>Telephones will have alcohol based wipes available to be used before and after use.</p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Poor mental health for staff, children or parents and carers	Staff Children Parents Carers	<p><b>Mental Health</b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference –</p> <p><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> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p>Meetings will be arranged to support vulnerable staff who had been shielding.</p> <p>Curriculum will continue to embed well-being and mindfulness activities following trauma informed guidance and recommendations.</p> <p>Parents and carers of vulnerable children will continue to be contacted where necessary if their child is struggling with transition back into school. Parents and carers have access to school email and telephone contact.</p> <p>School has access to 'Care First' for recommendations for staff. The Headteacher will regularly send Care First information to all staff for them to access where necessary.</p> <p>Pastoral Manager will continue to support bereaved families with recommendations such as 'Winston's Wish' foundation. Staff will follow the Bereavement policy.</p>	<p>All staff to promote positivity within the school to support children and adult mental health and continue to support each other as well as children and families.</p> <p>Access to bereavement support for families and staff. Buddy system to remain in place virtually. WhatsApp support group set up for staff.</p> <p>Greater emphasis on activities to support children's mental health and well-being. Access to Boxall and Leuven Scale to support staff in identify children's needs.</p> <p>Prepared learning packs sent home for families who have limited internet access or are vulnerable and learning from home.</p> <p>Recovery curriculum implemented to support self-regulation in order to feel safe, nurtured and secure.</p> <p>'Back to school' staff meeting held with teachers and LSAs to support staff and answer questions relating to the risk assessment.</p> <p>Children in school will be allowed additional time where necessary to support their emotional and mental health. SENDCo to devise a timetable of activities to support children for staff to deliver.</p>	SLT Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

Staff not enforcing social distancing measures from other year groups	Staff Children	<p><b><u>Playground &amp; Field</u></b></p> <p>Children to be kept in 'year group bubbles' using ½ of the playground each.</p> <p>Staff to enforce separation of groups by taking into account space available on field or playground.</p> <p>Children will be encouraged to use their classroom toilets before and after break. Mobile toilets will be used in an emergency and children will be supervised to use hand gel upon entry and wash hands after using the toilet facilities.</p> <p>Staff may use the playground or field for outdoor learning but must lead the children sensibly to an area to maintain social distancing from other year group bubbles.</p>	<p>Children must follow staff guidance and rules. Staff must enforce.</p> <p>Staff to use professional judgement as to whether it is safe for social distancing to be maintained if using larger outdoor areas for learning such as the field.</p> <p>One member of staff (following usual procedures) on the field must have a walkie talkie.</p> <p>There must be a first aid pack available on the field or on the playground at break times and can be collected from the first aid room by a member of staff during the mornings. Staff without an LSA in the afternoons can send a child to the office where first aid will be given. Equipment on the field must not be used.</p> <p>Asthma inhalers will be collected for each class at the start of the day and must be kept in a safe place within the classroom and out of reach from children. Staff must complete the medication sheet should a child require their asthma pump. MMS will collect the asthma pumps at lunch time and return to the classroom. MMS will be allocated a class each during lunch time.</p>	Staff Children	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Staff or children not enforcing social distancing measures from other year group bubbles or carrying out hygiene measures	Staff Children	<p><b><u>Break times for Children</u></b></p> <p>Staff will organise rota days throughout the week for the year group. Staff must not swap during break times.</p> <p>Staggered to minimise use of staff facilities. Children to use toilets before and after break. Mobile toilets on KS2 playground will be used in emergencies only.</p> <p>Staff to supervise children at all times. Each year group must remain in their year group 'bubble'. Staff to enforce social distancing from other year group 'bubbles'.</p>	<p>Staff must enforce the above.</p> <p>Staff and children must maintain social distancing from other year group bubbles. Staff will lead children sensibly to their designated play area. Follow map route.</p> <p>One member of staff for each area (KS1/KS2) must have a walkie-talkie (follow usual procedures).</p> <p>There must be a first aid pack available on the field or on the playground at break times and can be collected from the first aid room by a member of staff during the mornings. Staff without an LSA in the afternoons can send a child to the office where first aid will be given.</p>	Staff Children	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

Crossing over of year group bubbles	Staff children	<p><b><u>Lunch times for Children</u></b></p> <p>New rota timetabled for all MMS staff</p> <p>LSAs supporting lunch duties</p>	<p>All staff will have a copy of the revised lunch timetable. All children will remain in the classroom to eat lunch and will be allocated a time slot to use the playgrounds for play.</p> <p>MMS will arrive 15 minutes prior to supervising children in the classroom to collate and dispense packed lunches.</p> <p>MMS will encourage children to use their own year group toilets (no more than 2 children at a time) prior to entering the playground.</p> <p>MMS will line children up before leading them out sensibly onto the playground to avoid cross over with other year group bubbles. MMS will follow the colour coded route map.</p> <p>MMS will ensure children's waste from packed lunches is disposed of and that the classroom is clean and tidy from lunch litter for afternoon lessons.</p> <p>MMS will seek support from the Middle Management regarding behaviour incidents.</p>	Staff Children	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Reduction in education provision	Staff Children	<p><b><u>Remote Learning (Class Dojo)</u></b></p> <p>Access to class Dojo, Tapestry for EYFS or learning pack.</p> <p>Class teachers will follow school procedures for remote/blended learning in the case of year group isolation.</p>	<p>Children who are isolating or who are medically vulnerable and unable to come to school will be given activities via Dojo or via a prepared pack which can be collected by a parent. During a lockdown with only key worker children in school, staff will provide daily lessons and children will have access to teacher communication during working hours for support. School will monitor and track pupil engagement and learning to support progress.</p> <p><a href="https://www.gov.uk">Remote education good practice - GOV.UK (www.gov.uk)</a></p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Teacher communication	Staff Children	<p><b><u>Teacher Teams Meet</u></b></p> <p>Teachers will provide a live face to face meeting using Teams once a week for children to support mental health and well-being and to maintain relationships.</p>	<p>Times and days of teacher meets will vary to allow for flexibility for families.</p>	Staff	Jan 2021	<b>Reviewed Feb 2021</b>
Staff or children not enforcing	Staff Visitors Children	<p><b><u>Specialist Intervention</u></b></p> <p>Staff or external providers of specialist provision such as EP providing 1:1 or small group work (e.g. as part of</p>	<p>Identify a space for the intervention to take place with a screen which will be sprayed by the adult leading the intervention with cleaning materials between each intervention.</p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

social distancing measures or carrying out hygiene measures		<p>EHCP) will sanitise children's hands before working with children.</p> <p>Safety procedures will continue when entering and exiting the school.</p> <p>A timetable/register of children will be kept by the member of staff to inform Track and Trace measures.</p> <p>Staff will use hand sanitiser or wash hands before and after each group or 1:1 session.</p> <p>Staff will provide interventions across either KS1 or KS2.</p> <p>An area will be identified for the intervention to take place.</p> <p>All equipment set up before session starts.</p>	<p>Individual resource pack will be given per child.</p> <p>If staff need to collect children for 1:1 or small group work, they will follow the one way system and maintain a distance from the children whilst moving around the school.</p> <p>After the intervention, table, screen, chair and any relevant resources will be cleaned and stored for at least 72 hours before being used by another child, particularly if children are from different year group bubbles.</p> <p>The school will review groups so that each small group receiving support is drawn from one year group only where possible to reduce potential contact.</p> <p>External specialists will complete their own risk assessments in line with Government guidance and assess area prior to opening to ensure protective measures are in place. The door to the therapy room, must allow ventilation at all times.</p>			
Spread of Covid-19 virus due to not following recommendations or guidance	Staff Children	<p><b>Classrooms</b> Registration will take place electronically using SIMS as pre lockdown.</p> <p>Access to water for drinking.</p> <p>Ventilation</p>	<p>Class teacher will collect the lunch register/wallet from the front entrance at the start of the day. Lunch time wallets will be collected from class by a member of the office team.</p> <p>Tables and chairs will be set up in rows where possible so that no pupils are facing each other. Children will remain in the same seat where possible.</p> <p>Drinking fountains must not be used. Children will bring in their own water bottles. Staff may provide a jug of water if children's bottles of water are empty to avoid cross contamination.</p> <p>Windows must always be opened by a member of staff to provide ventilation in the classroom at the start of the day and closed by the same member of staff at the end of the day to avoid cross contamination.</p>	Staff Children	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

		<p>Cloakroom access</p> <p>Classroom resources</p> <p>Toileting</p> <p>Additional support for staff/reminders</p> <p>Entry and Exit procedures</p> <p>Washing of hands/hygiene</p>	<p>Year group bubbles may use their own cloakrooms for hanging bags, coats and use the trolley provided for packed lunches. 1W will <b>NOT</b> use their usual area in the Y2 cloakroom. A new row of pegs will be placed in the entrance area near the toilet.</p> <p>Children will have an allocated desk space shared with another child and will be facing the front to minimize face to face contact with others.</p> <p>Soft toys and furnishings must be removed. Children will be given their own resources where possible. However, sharing of some teaching resources within the year group bubble may be used as hand hygiene will take place prior to and after use. Resources will be cleaned regularly with disinfectant spray along with frequently touched surfaces. Curriculum resources shared between year group bubbles will be left unused and out of reach for a period of 48 hours (72 hours for plastics). Where possible, a rota will be in place to prevent shared use across bubbles, e.g. PE equipment.</p> <p>Children may use the year group toilet up to two children at a time following hand cleaning procedures when in class. Internal classroom doors to be kept open to reduce high contact points providing it is safe to do so. 1W will use the toilet closest to their classroom and 1D will use the toilet directly next to their classroom.</p> <p>Staff have access to guidance and an additional prompt sheets to be displayed in class by member of staff. (Mrs Murphy)</p> <p>Children will enter and exit via the external door and use hand gel each time.</p>			
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		<p>Tissues</p> <p>Marking of work</p>	<p>Staff <u>must teach</u> explicitly and enforce regular hand washing/cleaning. Staff must check they have a spray disinfectant and blue paper towels for cleaning throughout the day. Cleaning products must be kept out of children's reach. Products must be replenished if low. Cosmic Yoga Safeguard link:  <a href="https://www.bing.com/videos/search?q=cosmic+clean+yoga&amp;docid=608016895008638593&amp;mid=D2535D727D72582AE618D2535D727D72582AE618&amp;view=detail&amp;FORM=VIRE">https://www.bing.com/videos/search?q=cosmic+clean+yoga&amp;docid=608016895008638593&amp;mid=D2535D727D72582AE618D2535D727D72582AE618&amp;view=detail&amp;FORM=VIRE</a></p> <p>Staff must enforce correct disposal of tissues in the pedal bin double bagged using the 'catch it, bin it, kill it' approach and use hand gel after.</p> <p>Enforce hand hygiene prior to and after handling children's work book for marking. Follow school's marking policy for other suggestions such as using a sticker, self-assessment etc. Vulnerable staff who were previously shielding may use disposable gloves when handling children's books/resources.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Year 2 and Year 3 packed lunches kept in cloakrooms to avoid year group bubbles mixing to get to lunch trolleys.</p> <p>It is recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Books sent home</p>			
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			will be collected in a separate box and left for at least 72 hrs but preferably 1 week.			
Spread of Covid-19 virus due to not following recommendations or guidance	Staff Children	<b><u>Library</u></b> Rota for each year group bubble.	Year group bubbles will have access to the library for a period of 1 week at a time with a period of 72hrs between another year group bubble accessing it.  Hand hygiene prior to entry will take place.  Staff may access resources to support the curriculum providing hand hygiene is in place.  Daily cleaning of surface areas will take place at the end of the day by the cleaning team.	Staff Children	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Spread of Covid-19 virus due to not following recommendations or guidance	Staff Children	<b><u>ICT suite</u></b> Rota for each year group bubble.	Year group bubbles will be allocated access on certain days to avoid cross over of other year group bubbles. Timetables will be displayed on the staffroom notice board. Children can continue to use Purple Mash.  Daily cleaning of surface areas will take place at the end of the day by the cleaning team.	Staff Children	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Spread of Covid-19 virus due to not following recommendations or guidance	Staff Children	<b><u>Indoor PE</u></b> Indoor PE to take place in the hall.          Ventilation at all times.	Asthma inhalers will be collected for each class at the start of the day and must be kept in a safe place within the classroom and out of reach from children. Staff must complete the medication sheet should a child require their asthma pump.  Children will be able to come to school in their PE kit on the days of PE lessons.  All windows and where possible doors will be opened for ventilation.  All staff will adhere to timetable of equipment to be used.  Staff will encourage children to keep their own equipment and avoid swapping where possible.	Staff Children	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>



		<p>Rota of equipment every 4 weeks at least with a week where the equipment will not be used to reduce transmission.</p> <p>Children to maintain hand hygiene before, after and during sport using hand sanitiser dispenses placed around the hall.</p> <p>Non-contact sports only</p> <p>Staff will supervise children using hand sanitiser.</p> <p>External providers of sport education will be given a visitor leaflet</p>	<p>Children can work in small groups of up to 4 children, maintain distance and avoid close up face to face activities.</p> <p>Children will use their year group bubble toilets if necessary.</p> <p>Staff will encourage children to use the toilet facilities prior to and after to minimise movement around the school.</p> <p>Children and staff will follow the one way system when moving from classroom to hall.</p>			
Spread of Covid-19 virus due to not following recommendations or guidance	Staff Children	<p><b>Outdoor PE</b> PE may take place on the playground or field</p> <p>Rota of equipment to reduce transmission.</p> <p>Children to maintain hand hygiene before, after and during sport using hand sanitiser dispenses placed around the playgrounds.</p> <p>.</p> <p>Non-contact sports only.</p>	<p>Asthma inhalers will be collected for each class at the start of the day and must be kept in a safe place within the classroom and out of reach from children. Staff must complete the medication sheet should a child require their asthma pump.</p> <p>Playgrounds will have hand sanitiser units available.</p> <p>All staff will adhere to timetable of equipment to be used.</p> <p>Staff will encourage children to keep their own equipment and avoid swapping where possible.</p> <p>Children can work in small groups of up to 4 children but avoid face to face close up activities.</p> <p>Children will use their year group bubble toilets if necessary but may use the mobile toilets in an emergency providing hand sanitiser is used prior to entry.</p> <p>Staff will encourage children to use the toilet facilities prior to and after to minimise movement around the school.</p>	Staff Children	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

			Staff will lead children out and in for PE ensuring social distancing is kept from other year group bubbles at all times.			
Spread of Covid-19 virus due to parents or carers not maintain social distancing	Staff Children Parents Carers	<p><b>Drop off and collect</b></p> <p>Change of arrangements and staggered times to allow social distancing between year group bubbles.</p> <p>Staff will be outside supporting collection of children and guiding parents where to wait.</p> <p>Parents to be guided as to where to walk with pedestrian arrows and follow the one way system in place as well as a visible adult.</p> <p>Parents and carers will no longer be able to access the school office or buildings. Communication (unless in an emergency) will be via the telephone or email.</p> <p>Headteacher will inform parents of procedures which must be followed.</p> <p>Children will remain with member of staff on playground. Parents and carers will be reminded of importance of pick up and collection times. If the parent or carer fails to act upon advice and follow school procedures, the Headteacher will decide on next step action.</p>	<p>Additional signs for parents and carers to adhere to. The parents will enter via the school side, down the pathway to the double car park gates. They will exit via the church pathway and through the church pedestrian gate for the first 2 days.</p> <p>When collecting, parents will be allocated a 'pen' to wait in whilst teachers dismiss. Staff will be aware of which adults are allowed to collect. .</p> <p>Parents with more than one sibling will stay on the playground until all of their children have been collected. They must move to the correct year group pick up point when it becomes available. They can wait in the centre 'holding area' but must maintain distance from other families.</p> <p>Only one parent per family allowed on site. Parents will exit across the driveway and up the church path towards the pedestrian gate to avoid clashing with parents entering via the school pedestrian gate.</p> <p>Staff will be visible to parents to support and maintain social distancing measures where possible. Parents must take responsible action to enforce distance between other parents and families.</p> <p>Parent permission to walk to and from school will be needed for Year 6 children. Children will follow the one way system when leaving.</p>	Staff Children Parents Carers	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Spread of Covid-19 virus due to staff or	Staff Children	<p><b>One Way system</b></p> <p>Children and staff follow a one way system around the school to minimise contact.</p>	Directional arrows will be stuck to the corridor floor and hall floor showing the direction of traffic to support social distancing.	Staff Children Parents	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

children not enforcing measures in place			<p>Signage will be outside to direct parents at drop off and collection times.</p> <p>Class teachers will walk through with the children the routes when necessary.</p> <p>Staff will support parents initially until the routine is up and running.</p>			
Spread of Covid-19 virus	Staff Children Parents Carers Visitors	<p><b>Protection for most vulnerable children</b>          Liaising with families and support workers, social care, virtual school, medical etc with regards to steps and actions to take e.g. isolation, shielding, seclusion, coming into school.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</a></p>	<p>Children who are unable to return to school due to medical needs will be given a work pack or access to a remote learning platform. Parents are able to collect work from the front entrance. An envelope will be clearly labelled.</p> <p>Children with medical needs who have been shielding will be discussed with parents/carers. Protective measures such as face shields may be used following medical guidance with a pupil plan in place to share with adults and child following government guidance.</p> <p>Continue to follow Safeguarding policies and procedures.</p> <p>Safeguarding team continue to liaise with staff and external agencies regularly.</p> <p>Attendance of all children will be monitored following guidelines. Attendance drop meetings will continue at the end of each whole term (x3 per year)</p>	Staff Children Parents Carers External agencies	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Spread of Covid-19 virus	Staff	<p><b>Staff with Health Issues/Medical Needs</b>          Where the Government advice indicates that vulnerable staff can return to work, the school will put additional measures in place.</p> <p>Parent consultations and communication will be held over the phone. If there is no other option for the vulnerable member of staff to meet face to face. A shielding screen will be in place and at least a 2 metre distance will be kept. The member of staff may wish to wear a face shield in addition.</p>	<p>A back to work meeting will be held to support staff returning to school from shielding. Additional protective measures such as face shields, staying within year group bubble may be used. Staff to inform SLT.</p> <p>Where the school applies the full measures in the guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.</p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

			<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></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<sup>st</sup> August as long as they can maintain social distancing. Staff to inform SLT.</p> <p><b>Staff MUST raise any concerns or worries they may have about keeping safe.</b></p>			
Safety and well-being of SEND children	Staff Children Visitors Parents Carers	<p><b><u>SEND</u></b></p> <p>SENDCo will liaise with staff regarding children's needs.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></p> <p>Transition of files and transition meetings between year groups completed so all members of staff are aware of children's needs.</p> <p>Social stories to continue.</p> <p>SENDCo available for families via phone or email available on school website.</p>	<p>Recovery curriculum in place. SENDCo to inform staff of particular SEN needs. Adults may move between year group bubbles and form a new small group intervention bubble where necessary. Protective measures such as hand hygiene, cleaning of equipment will be in place with the use of a partition where necessary.</p> <p>Where safe to do so, doors will remain open to avoid cross contamination of high touch point areas.</p> <p>The site will remain secure during the day as per normal procedures. If a child 'runs' the second adult will follow at a distance or contact the office for support.</p> <p>The pods may be used at times for vulnerable SEND children and create a new bubble group. These may be children from a different year group and in line with individual pupil action plans. Staff using the pod will use disinfectant spray and disposable blue paper towel to clean resources. Staff using the pod will maintain hand hygiene at all times.</p> <p>Separate SEND risk assessments will be in place for vulnerable children.</p> <p>An addendum added to the Behaviour policy and shared with all staff prior to reopening.</p>	Staff children	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

			<p>All staff to continue to refer to the Medical Needs of children displayed in the staffroom and cross reference with children in their year group 'bubble' group.</p> <p>SENDCo will carry out risk assessments for SEND children where necessary.</p> <p>If sensory annexe is used, the adult must disinfect before and after use and encourage children to maintain hand hygiene.</p>			
Spread of Covid-19 virus	Staff Children Visitors Parents Carers	<p><b><u>Staff living with persons with Health Issues</u></b> Where Government guidance state the member of staff is able to return to work they should.</p>	Staff member to follow Government guidance and keep up to date. Staff to remain in contact with Headteacher.	Staff Children Parents Carers	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Spread of Covid-19 virus	Staff Children Visitors Parents Carers	<p><b><u>Race &amp; Disability</u></b> Consider the impact on staff and children with protected characteristics, including race and disability.</p>	Staff and children continue to follow Government Guidance. Staff or parents/carers concerned must arrange to discuss with Headteacher.	Staff Children Parents Carers	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Spread of Covid-19 virus	Staff Children Visitors Parents Carers	<p><b><u>Managing School Premises</u></b> Health &amp; Safety procedures remain in place including Safeguarding.</p> <p>The back gate will not be opened for parents. Only staff can use the back gate.</p> <p><b>Fire and Lockdown</b> procedures will remain in place and drills will take place as a 'walk through' in Term 1 to ensure that all children and staff within their year group bubbles know the procedures and routes as per usual start of term procedures.</p>	<p>The school site will revert to usual operating hours 7am – 6pm for staff to continue to work after the children have been dismissed or for meetings to be held.</p> <p><a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a> All areas will continue to have arrangements in place for building related systems such as; hot and cold water systems, gas safety, fire safety, kitchen equipment, security including access control and intruder alarm systems, ventilation. School Business Manager will continue to liaise with relevant services with regards to checks and entering the site.</p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

			<p>Staff will be accountable for children's movement whilst in their care throughout the day and alert the office if a child is absent from the class e.g. in the case of a lockdown and the child has gone to first aid. Staff to ensure all children are accounted for and evacuated safely to the fire points safely following policies. If a child is not in class, one adult to check the cloakroom and toilet areas before evacuation.</p> <p>All staff and children are to rehearse a fire drill and lockdown drill during Term 1 &amp; 2 and repeat again in Term 3 &amp; 4 and then again in Term 5 &amp; 6.</p>			
Spread of Covid-19 virus due to poor hygiene measures	Staff Children Visitors Parents Carers	<p><b>Staffroom</b> All staff must use hand gel before entry to the staffroom which is located on the right hand side wall before entering.</p> <p>All staff must use hand gel prior to using kitchen resources.</p> <p>Additional cleaning of surfaces and high contact points will take place throughout the day.</p>	<p>Maintain social distancing with the staggered break times.</p> <p>Staff will sit at a distance around the dining table.</p> <p>Vulnerable staff have access to pavilion and separate toilet located next to the meeting room.</p> <p>Maintain hand hygiene at all times.</p> <p>Use the pedal bin and the 'Catch it, Bin it, Kill it' approach including double bagging of tissues.</p> <p>Monitor number of adults in the staff room before entering.</p> <p>Staggered break times and lunch times.</p> <p>If using a computer or photocopier, use hand gel before and after use to avoid cross contamination.</p> <p>Only use the computers <b>without the sign</b> to maintain distance. Use own school laptop where possible to minimise contact of staff room computers.</p> <p>Used cups and plates etc must be placed in the dishwasher or washed up immediately. <b>Do not</b> leave cups, glasses or plates used on the side or in the sink. Always allow time within your breaks to clean your utensils and equipment.</p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

			<b>(see Cleaning section)</b>  Staffroom will be cleaned on a daily basis with high touch points used throughout the day.			
Spread of Covid-19 virus due to poor hygiene or lack of social distancing	Staff Children Visitors Parents Carers	<b>Staff Toilet Facilities</b> Staggered break and lunch times will minimise contact and support social distancing.	Staff must use hand gel prior to entry to toilet to reduce cross contamination on high touch point areas such as door handles.  Staff must wash hands prior to exiting therefore reducing cross contamination on door handles.  Vulnerable staff will have their own separate toilet to minimise transmission (located next door to the meeting room)	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Spread of Covid-19 virus due to vulnerable staff members	Staff Children Visitors Parents Carers	<b>Pregnant staff</b> Seek medical advice. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/</a>	Inform Headteacher and act upon medical advice.  Staff who are pregnant are in the 'clinically vulnerable' category and advised to follow the relevant guidance available for clinically vulnerable people such as maintaining 2 metre distance.  See section on Staff health/medical needs. Inform Headteacher	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Meals not provided to children in school	Staff Children Visitors Parents Carers	<b>Kitchen Catering</b> School office liaise with contractors, Contract Dining.	Office staff to plan arrangement with suppliers and check they are following appropriate social distancing and hygiene measures for preparing packed lunches and delivering for children on site per year group if they are working off site. Office staff will ensure all children are catered for.  When possible, hot meals will be provided by the caterers. MMS will deliver meals to classrooms in containers and take back to the kitchen for cleaning.	Staff Suppliers	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Spread of Covid-19 virus	Staff Children Visitors Parents	<b>Office &amp; Visitors</b> Minimise use of office to protect office staff.	Office staff use phone wipes to minimise transmission.  Signs displayed to remind staff about entering the office.	Staff Children Parents Carers	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

	Carers	<p>Office staff to give new COVID visitor leaflet to all visitors of the school. This will help with tract and trace measures.</p> <p>Maintain safeguarding procedures with regards to visitors on site which should be planned in advance where possible, for example, Brooks security, H&amp;S checks.</p>	<p>Protective screens will be placed on desks.</p> <p>A record will be kept of all visitors by the office staff.</p> <p>Air conditioning will remain off.</p> <p>Ventilation.</p>			
Deterioration in health	Staff Children Visitors Parents carers	<p><b><u>Administering Medication</u></b> Staff will continue to follow procedures.</p> <p>Medication will continue to be kept safe and out of reach of children. Children requiring asthma pumps will continue to collect from the office.</p> <p>All medications given will continue to be recorded and staff will follow procedures with 2 members of staff administering medication.</p>	<p>All inhalers will be available to children at all times.</p> <p>Children will follow the one way system down the corridor and up through the hall if they need medication from the office.</p> <p>Other precautionary medication such as anti-histamines must be given by parents at the start of the school day prior to entry.</p> <p>The Headteacher will discuss administering of other medication to parents where necessary to minimize risk of cross contamination.</p> <p>Staff to maintain high levels of hand hygiene.</p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Spread of Covid-19 virus due to children's behavior difficulties	Staff Children Visitors Parents Carers	<p><b><u>Behaviour &amp; policy</u></b> Children who display anti-social behaviour such as spitting, biting.</p> <p>Parents or Carers displaying anti-social behaviour will be asked to leave the site and SLT will take necessary action.</p>	<p>See addendum to current behavior policy.</p> <p>SENDCo to email to all staff the addendum to the Behaviour policy prior to phased return to support them in dealing with behaviours such as spitting, biting, running etc. Parents will be informed of such behaviours.</p>	Staff Children Parents Carers	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Spread of Covid-19 virus due to social distancing	Staff Children Visitors Parents Carers	<p><b><u>PPA</u></b> Planning, preparation and assessment time is contained within teachers' terms and conditions and the DfE have confirmed that they have not removed or suspended that.</p>	<p>Staff will maintain distance and hand hygiene at all times. Staff will use the 'Catch it, Bin it, Kill it' approach for tissues.</p> <p>Staff will use own laptops if necessary for planning.</p>	Staff Children Parents Carers	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>



measures not being adhered to			Prior to using printer, hand sanitizer will be used. Refer to staffroom section. SLT will ensure that the well-being of staff is taken into account with regards to increased workload for planning and preparing daily lessons online.			
Monitoring and incorrect data to inform relevant bodies	Staff Children Visitors Parents Carers	<b>Monitoring Daily attendance</b> Reporting absences and symptoms to Headteacher, Local Authority/Government by the office.  School to receive Headteacher briefings regularly regarding attendance across Medway.	Normal attendance procedures to continue following Government guidance. New codes implemented (7, 8 & 9)  Termly Attendance drop meetings will be held following normal procedures with DSL, DDSL, SLT and AO for the school.  Staff will be aware of reasons for absence. Confidentiality will remain in place at all times.	Staff Children	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Incorrect information to staff, parents and carers	Staff Children Visitors Parents Carers	<b>Parent &amp; Carer Communication</b> Access to website, letters from HT via emails to continue. Face to face meetings with parents at the end of the day will be avoided as much as possible. Telephone conversations will be used along with contact diaries. Staff will follow hand hygiene measures when touching resources from home.  <a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</a>	Parents kept up to date with reopening procedures and guidelines to follow.  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online">https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online</a>  Parents asked to inform of close family members who show symptoms, suspected or confirmed cases of COVID-19 or have been in close contact with members who have returned from abroad recently.  Parents to inform school of close members of the family who are planning on going abroad and their return.  Parents to read all information sent out from the school to remain up to date.  Parents to take responsibility for following Government guidance.	Staff Children Parents Carers Visitors	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>
Use of public transport	Staff Children Parents	<b>Use of Public Transport</b> Encourage to walk or cycle to school where possible.	Staff, children, parents, carers and visitors to walk, cycle to school where possible and act upon and remain up to date with guidance:	Staff Children Parents	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

resulting in direct and indirect transmission of virus	Carers Visitors		<a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>	Carers Visitors		
Deliveries to the school resulting in direct and indirect transmission of the virus	Staff children	<b><u>Deliveries to the Site</u></b> Office to manage deliveries	<p>Delivery drivers should be made aware that they need to follow Government guidance with regards to social distancing and follow their employer's guidance with regards to hygiene.</p> <p>Deliveries will be dropped at the front entrance (or outside the front doors dependent upon weather). If documents must be signed for, office staff will use alcohol based hand gel prior to and immediately after signing.</p> <p>Office staff must ensure deliveries do not block entrances and exits. Office staff will ensure that there will be no disruption to staggered drop off and collection times.</p>	Staff	Sept 2020 - ongoing	<b>Reviewed Feb 2021</b>

**Risk Assessment reviewed: June 2021**

**Review Date: July 2021 2021 or in line with government guidance**