

Educational Setting	DOGSTHORPE INFANT SCHOOL
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	BECKY WATERS, HEADTEACHER (IN DISCUSSION WITH HAT TEAM) 8/1/2021 and updated on 17/1/2021
Review Date	WEEKLY REVIEW

Context / Background	The following document outlines the context, planning and risk assessment for the opening of Dogsthorpe Infant School (DIS) to the children of critical workers and vulnerable children (CWVC), following the announcement of a third national lockdown by the Prime Minister on Monday 4 th January 2021. On this basis, and using available guidance from the UK Government, the Department for Education, Public Healt agencies and Peterborough Local Authority, we are setting out our plan for opening the site of Dogsthorpe Infant School to CWV children only from 6 th January 2021 until the full or partial reopening of schools as directed by the UK government.
	Prior to the most recent national lockdown, government guidance set out a 'system of controls', endorsed by Public Health England (PHE), which built upon the protective measures used throughout the Covid-19 outbreak. These measures will remain in place to create a 'safer environment for children and staff where the risk of transmission of infection is substantially reduced' (Guidance for full opening: schools, DfE). These essential protective measures include:
	 a requirement that people who are ill or symptomatic with coronavirus stay at home;
	 robust hand and respiratory hygiene;
	 enhanced cleaning arrangements in place throughout the day;
	 active engagement with NHS Test and Trace, including Trust and HCP school Test and Trace procedures;
	 formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.
	The way in which contacts are reduced at DIS will include:
	 grouping children together (further information is given below);

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- avoiding contact between groups;
- arranging classrooms with forward facing desks;
- staff maintaining distance from pupils and other staff as much as possible.

The way in which this 'system of controls' and series of protective measures will be implemented at DIS is set out throughout this document.

Our plan for reopening: the HAT way

Step 1 - Preparing the site

As the school term began with a training day on 4th January 2021, we were expecting to fully open the school to all pupils in all year groups on Tuesday 5th January 2021. Therefore the site of DIS was already ready for school opening for the spring term (in line with the September Risk Assessment).

This risk assessment sets out steps that have been taken already, and actions to follow, to ensure that the site is as safe as possible from day one. It should be noted that the site has not been closed since March 20th 2020, when schools were closed for the first national lockdown, and therefore the regular building maintenance checks have been ongoing throughout the lockdown, partial schools' reopening periods, the school summer holiday period and full school reopening during the autumn term 2020. This includes ensuring that safety equipment within the building is in good order and building services are fully operational. The site has been cleaned thoroughly throughout the lockdown, partial reopening and full reopening periods and cleaning and hygiene procedures and practices have been updated to ensure that rigorous cleaning remains in place this term. This includes increased availability of cleaning staff, and training and monitoring to ensure that all staff are fully aware of their responsibilities for cleaning and hygiene. The risk assessment also sets out the practical measures that will be in place to reduce contact around school, promote the principles of social distancing for adults and between bubbles of children and ensure that safety is paramount for all. It should be noted that, where possible all adults will be expected to be 2 metres apart, however the government guidance sets out additional routines and practices for children who, unlike adults and older children, cannot be expected to remain 2 metres apart. The government guidance for this is included in the first objective of Part 2 of this risk assessment.

Step 2 - Reviewing staff for availability in school

The Headteacher, in consultation with the HAT Human Resources team (HR) has conducted a review of staff members who were previously classed as **clinically extremely vulnerable** or **clinically vulnerable** to ensure that all individual medical advice is followed during this lockdown. Clinically extremely vulnerable staff will work from home during the period of this lockdown and clinically vulnerable staff will work in school with a risk assessment in place, if necessary, or will work from home if this is deemed appropriate and necessary.

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In the event that staff absence occurs, the SLT will assess the safest way possible to cover their absence on a case-by-case scenario.

During lockdown, it is our ambition that the majority of teaching staff (teachers and teaching assistants) will work on a week on: week off rota (or equivalent), with half of the staff in school delivering face-to-face education for CWV children and the other half of the staff working in school, or from home, delivering remote learning and delivering live Shine Times and Story times as part of our wellbeing support and checks. This will reduce the number of staff in regular contact at school, will enable a 'reserve' team of staff to be deployed should there be a need for in school staff to isolate and will also enable us to deliver high quality remote learning with a dedicated team each week.

Step 3 - Establishing year group "Bubbles"

In line with Peterborough Local Authority (LA) and Public Health advice, we have agreed with Trust Senior Leaders to establish a CWVC Bubble in each year group at DIS for the duration of this third national lockdown, with a reduced number of children in each bubble.

Following Peterborough LA and Public Health advice to create bubbles of no more than 50% of normal classroom capacity, we will create two groups of no more than 15 children in each, giving a total capacity of 30 children per year group bubble in KS1. Whilst 50% capacity would allow us to have up to 45 children per year group, we believe doing this will compromise our delivery of high quality remote learning because we would then need additional staff to support the third group of children in each year group.

In EYFS, demand is currently lower. We have one large classroom with an adjoining group room as well as an outdoor area which is accessible from both rooms. Therefore, we have set an agreed limit of 20 children per day. If demand increases for places, this will be reviewed and 2 x groups of 15 children established.

Due to staffing being available and the confirmation from parents of children with EHCPs/high needs that they would like their children to attend school, the Star Pod (SEND provision) will continue to operate. This group will be no more than 4 children and 3 adults in a well-ventilated room. This group will have their own entrance/exit, playtime and lunchtime to limit contact with other bubbles in school.

This means our total capacity at DIS for the period of the third national lockdown will be 84 out of 265 children currently on roll (EYFS = 20, KS1 = 30 per year group bubble, Star Pod = 4 children). This equates to 32% of our current Number on Roll (NoR). In the event that demand for places in EYFS increases and we have to create 2 x groups of 15, this will give us a total capacity of 94 out of 265 (35%).

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During the day, the CWV children will be taught, and work together, in their class groups of up to 15 children (KS1) and 20 children (EYFS), working with teachers and teaching assistants from within their year groups. Our year group bubbles will remain their year group zones and we will be implementing strict guidelines to ensure year group bubbles do not mix or interact with each other. Whilst this does not reflect our desired or usual approach to teaching and learning at DIS, we are forming our bubbles to ensure that the safety of all is paramount.

Whilst the two groups of 15 within the KS1 year group bubbles will be taught in their separate classrooms, there will be times during the school day when they will join together - playtimes, lunchtimes and differentiatied learning opportunities (e.g. Phonics). Children will be distanced as much as possible in all activities and group size for classroom learning will not exceed 15. Should isolation be required due to a member of staff or a child in a bubble testing positive for Covid-19, a bubble can be isolated and contacts within that bubble easily tracked and traced, in order for us to follow local health protection team advice on appropriate isolation for other contacts. We fully appreciate this is not the norm for our school, however our commitment to do the very best for all members of our school community means that our key priority must be safety.

Step 4 - Practical steps to reduce risk

Throughout the accompanying risk assessment, practical steps are detailed which will help to reduce the risk for all members of our school community. Although the government and DfE guidance acknowledges that children will not be expected to remain socially distanced from each other within their bubble, the school will actively promote social distancing with children, especially remaining apart from other bubbles. The importance of social distancing, good hand hygiene and good respiratory hygiene will be taught on day one for each bubble. This will then form part of our daily teaching routine so that we can educate children about social distancing and effective hygiene, without causing anxiety or concern.

Classrooms have been remodelled and excess furniture or resources, which cannot be easily cleaned and sanitised, have been removed. Where possible, children will be seated at tables facing forward in order to minimise face-to-face contact. Each child will have their own pack of basic classroom stationery and their own books; this will help to minimise movement within the classrooms and limit the sharing of resources.

Outside of the building, social distancing will be actively promoted through signage and pavement /playground markings, rethinking and reorganising the beginning and end of day routines, limiting the number of parents on site by asking one parent per family to drop off and collect their child.

Due to the size of our site and the significant reduction in numbers of children and adults accessing the site at the beginning and the end of the day, we are able to operate the same drop-off and collection

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times during this lockdown period. All children will start at 8:45 and the school day will finish at 3:15pm. Please note, these timings are different to those we have previously had in place, parents have been informed these are temporary arrangements.

EYFS children will be brought into school via the walkway and wait on the back playground. They will exit through the main carpark, following the one-way system at all times.

Year 1 children will be brought into school via the main carpark and wait in the middle playground. They will exit via the main carpark, following the one-way system at all times.

Year 2 children will be brought into school via the gateway onto the grassed area at the front of the school. Each class has a designated drop-off and collection 'aisle' marked out with fencing. There is a one-way system in operation to enter and exit the gateway.

Inside the building, social distancing will be actively promoted through signage and restablishing routines. Children will be actively discouraged from moving around the building except at the start and the end of the day, at break and lunchtimes and in the event of emergencies. Each bubble will be allocated a gender neutral toilet facility. Bubble toilet facilities will be limited to a maximum of two pupils at any one time. Breaktimes and lunchtimes will be timetabled and staggered, with each bubble having a designated play zone. Between each sitting at lunchtime the tables and chairs in the hall will be cleaned before the next sitting is allowed into the hall. Lunchtime supervisors will be deployed during the lunchtime period to ensure this can be achieved.

These timetables are shown below.

Playtimes

Year group	Morning Breaktime	Afternoon Breaktime	Location
EYFS	No morning playtime (children accessing outdoor area)	1:45-2pm	Back playground - area under canopy and use of EYFS outdoor area if necessary.
1	10:25-10:40	No set time No set time - bubble can	Back playground (2/3's of area, leaving canopy area for EYFS)
2	10:50-11:05	choose to have a playtime if they wish.	Middle playground

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Lunchtime

Each year group will have an allocated lunch break which consists of time inside to eat and a playtime outside. The reduction in numbers on site means we can return lunchtime service to the dining hall. This then leaves the hall available to be used in the event of wet playtime.

In order to keep the children and staff safe, and in line with guidance from the DfE and Peterborough City Council (PCC), we will continue to use the regular, fold out lunch tables, however children will only sit along one side of each of the tables; this means that children will not be facing each other during lunchtime. Where possible, children will be seated on alternate seats to encourage social distancing.

Our lunchtimes will continue to be 1 hour for EYFS and 45 minutes for KS1. Timings for lunchtime have been planned to enable all children to eat in the hall. Midday supervisors have been attached to each year group bubble (2 per bubble). The hall will be staffed exclusively by Midday supervisors, with SLT available to support if needed.

The outside element to lunchtimes will be staffed by the bubble Midday supervisors. Teaching staff will have a lunch break of 45 minutes (as usual). In the event of a wet lunchtime, children will remain in their classroom (or in the hall) for the 'outside element' and will be supervised by their Midday Supervisor.

Teachers may be asked to help out with lunchtime duties as necessary.

Year group	Lunchtime	Lunchtime						
rear group	(eating time)	(outdoor time)						
Reception	11:30-12pm	12pm-12:30pm						
1	12-12.30pm	12:30-12:45pm						
2	12:30-1pm	12:15-12:30pm						

Staff members will be asked to minimise their contact with staff members of other bubbles during their breaktimes and lunchtimes, adhering to the 2 metres social distancing at all times.

A non-exhaustive summary of additional protective measures in place during this third national lockdown include:

• Children and staff with symptoms of Covid-19 must remain at home until they have been tested; they, and their families, must then follow the Public Health advice regarding self-isolation for 10 days.

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- Encouraging staff, children and families to fully engage with the NHS Test, Track and Trace processes to limit the spread of Covid-19.
- CWCV bubbles will be limited to 20 children in EYFS and 30 children in KS1 (2 x groups of 15).
- Staff will be encouraged to work from home where possible when planning, preparing and delivering remote learning.
- Whilst children within bubbles do not need to be socially distant from each other, staff should (where possible) remain 2 metres away from children, and should (where possible) remain 2 metres away from other staff members. A maximum safe limit of 15 minutes for close contact e.g. 1:1 work, administering First Aid etc. can be adopted by staff who need to be in close contact of a child.
- Ensuring regular handwashing, and/or use of hand sanitiser regularly throughout the day (on arrival at school, before and after playtimes, before and after lunchtimes, when handling or consuming food, before and after using the toilet etc.).
- Encouraging good respiratory hygiene in children and staff, and ensuring bins are emptied regularly.
- Ensuring toilet facilities are cleaned regularly throughout the day, bins are emptied and communal facilities (e.g. the staff room) are cleaned regularly too.
- Ensuring the seating and tables in the hall are cleaned after each sitting.
- Ensuring classroom doors and windows are kept open.
- Ensuring push plates and handles on closed doors are cleaned throughout the day.
- Providing each classroom with a cleaning station (hand soap, anti-bac gel, anti-spray), and replenishing this, and hand soap/sanitiser dispensers on a daily basis.
- Ensuring resources are shared within a year group only and not across different year groups. As the year group as a whole is a bubble, resources would only need deep cleaning if they needed to be shared across year groups.
- Providing each child with an individual stationery pack.
- Shine Times will be held within classes, or year groups, and whole school events will continue to be virtual this term.
- Reading books would be allocated to year group bubbles. These will not be sent home as parents will be directed to use online e-books during this period.
- Visitors into school will be strictly limited. Contractors should only be in school after the end of the school day, unless attending an emergency or essential call out. Other visitors will need to make appointments to come into school.
- Face coverings will be worn by visitors on school grounds and in the school building, including by parents at the beginning and the end of the day. Staff will wear face coverings when meeting parents or visitors, and when on duty at the beginning and end of the day.

• Children will wear PE kits on PE days.



An isolation room will be set up for suspected cases of Covid-19.

Step 5 - Communication

Safety for all is paramount and communication to all members of our school community is key. We will ensure that we share our updated risk assessment with all staff by 15th January. This risk assessment will also be published on our school website.

Step 6 - Managing pupil and staff wellbeing and mental health

Throughout this third national lockdown, we will ensure that staff are supported with their own wellbeing and are given resources and strategies to support children's wellbeing. Staff members will be advised to share their anxieties or concerns. We will re-establish our 'Staff Wellbeing Network' where each member of the SLT will be assigned a group of staff to check-in with each week via email, Teams, phonecalls and face to face (if staff are onsite). We will draw upon the HAT HR team and our Employee Assistance Programme as and when necessary. Regular wellbeing treats will be provided (including one free school meal a week) and virtual social events for staff who wish to participate.

Staff workload will continue to be a consideration to ensure that staff are able to maintain a good work: life balance. This will include timetabled PPA sessions; realistic and workable expectations around planning, teaching and marking etc.

Teachers will be actively encouraged to plan activities to support the development of positive mental health and wellbeing in children, and any significant concerns will be shared with Rainbow Team and/or SLT. We have a range of resources we can draw upon to support children with their own feelings, worries or anxieties.

Step 7 - Remote learning

For children at home during this third national lockdown, or in the event of a bubble closing or school closure, remote learning will be provided on a daily basis via Dojos. Paper packs could be made available on request. Further detail is available in our remote learning plan.

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Part 2: Risk assessment

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting;

- Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.
- Wash your hands with soap and water often do this for at least 20 seconds. (Handwashing techniques advice can be found here).
- Use hand sanitiser gel if soap and water are not available.
- Staff and pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Government advice regarding the use of Personal Protective Equipment (PPE) including face coverings and face masks

The following guidance is taken from "Restricting attendance during the national lockdown: schools" published by the Department for Education.

Page 11 - "PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the "Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)" guidance."

Pages 12/13 - "Under national lockdown, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings. Schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.

Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

Access to face coverings

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society. PHE has made resources available on how to make a simple face covering.

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However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it, or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.

No one should be excluded from education on the grounds that they are not wearing a face covering.

Safe wearing and removal of face coverings

Schools should have a process for managing face coverings in school. This process should be communicated clearly to pupils and staff.

Safe wearing of face coverings requires cleaning of hands before and after touching - including to remove or put them on - and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again.

Further guidance on face coverings

- Safe working in education, childcare and children's social care providers
- Face coverings in education settings"

Page 18 - "Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used

Read the guidance on <u>safe working in education</u>, <u>childcare and children's social care</u> for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it."

At DIS we have a grab box of certified PPE received from the Peterborough City Council, which is kept in the Admin cupboard (Cupboard 3). The Headteacher, Deputy Headteacher and members of the First Aid Team have all completed the online training and are able to use PPE safely. A list of the trained staff is located on the door of the 'Isolation'. PPE will only be worn if a member of staff comes into close contact with a child with Covid-19 symptoms who has been isolated from his/her bubble.

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DIS have provided all staff with a face shield to wear when meeting and greeting parents at the beginning and the end of the school day and also to wear in communal areas. Staff have also been given the option to wear a mask when meeting parents should they wish. As part of individual risk assessments, some staff may wear their shield/mask more.

Face coverings will also be worn by any visitors coming into the school building. We will also encourage parents and visitors to wear face coverings whilst on the school site e.g. dropping off and collecting their children from school.

Social distancing in schools

All adults will be reminded of the need to socially distance themselves from each other by staying 2 metres apart in order to reduce the risk of infection and spread of Coronavirus. For children, we will encourage social distancing and also employ other measures in line with the government guidance below. This guidance is taken from "Coronavirus (COVID-19): implementing protective measures in education and childcare settings" published by the Department for Education.

"We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk."

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What are the hazards?	Who might be harmed and how?	What are you doing already?		What further action is necessary?	Action by whom?	Action by when?	Done
Prevention and infection control	All staff and children Any visitors to site Risk of infection	 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. If a child or adult shows symptoms, use the 'Isolation Station' until they can go home. Trained PPE Team to wear PPE when with child/adult. Ensure all adults and children clean hands thoroughly more often than usual - provide 'cleaning stations' in each classroom to enable this. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Maintain increased cleaning regimes - lunchtime and after school cleans using appropriate cleaning products. 'Cleaning stations' in each classroom to enable basic clean throughout day. Children have their own stationery packs to limit sharing of equipment (e.g. pencil, whiteboard etc). Staff have been advised to wear their visor as much as they deem necessary, but especially at the beginning and the end of the school day with parents and in communal areas. Masks can be worn beginning/end of day with parents for added protection. Parents will be requested to wear a face covering when on school site - another reminder in letter sent on 4/1/21. 	•	Ensure sufficient stocks of soap, hand gel, tissues, gloves and anti-bac spray for cleaning stations. Staff to be reminded about cleaning regimes. Ensure all staff have visors which are 'fit for purpose' (new batch ordered)	Site Manager SBM HT All Staff	Review in line with guidance.	
Response to any infection	All staff and children Any visitors to site Risk of infection	 School to engage with the NHS Test and Trace process. Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Contain any outbreak by following LA/PHE advice. 			HT SLT		

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What are the hazards?	Who might be harmed and how?	What are you doing already?		What further action is necessary?	Action by whom?	Action by when?	Done
Increased risk of transmission	Staff and Pupils Risk of infection if social distancing not adhered to	 Sufficient staffing is in place for each bubble. Ensure that social distancing measures can be maintained as much as possible. Behaviour expectations set with children and parents are clear about consequence of children deliberately putting others at risk e.g. hugging, touching, coughing, spitting after being told not to. Limited use of curriculum activities and resources e.g. bubbles will share resources but not for use across whole school. Children will be given own stationery packs. Classroom tables and lunch tables are organised so children are not facing each other. Adults will listen to children read sideways on and avoid speaking to them face to face unless 2m distancing can be adhered to. Maximum numbers set for staff zones. Lunchboxes and water bottles can be brought into school by children but must only be touched by them. If there is a need for someone else to touch equipment, ensure thorough hand washing afterwards. Reading books will not go home. Focus will be on E-books for home reading. In the event a parent cannot access e-books, books will be sent home and then quarantined for 72 hours when returned. Some resources will not be used e.g. sand. Each EYFS child to have named pot of playdough for use in class. Staff have been advised to wear their visor as much as they deem necessary, but especially at the beginning and the end of the school day with parents and in communal areas. Masks can be worn beginning/end of day with parents for added protection. Parents will be requested to wear a face covering when on school site - another reminder in letter 	•	Review staffing plan in the event of long-term staff absence. Review use of resources in line with guidance. Ensure all staff have visors which are 'fit for purpose' (new batch ordered).	All staff	All was put in place from Autumn term. Lockdown staff rota from 18/1/21 to be finalised by 11/1/21.	

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What are the hazards?	Who might be harmed and how?	What are you doing already?		What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in school	All staff and children Any contractors visiting site Risk of infection if social distancing not adhered to.	 Maximum number of 15 per class set, maximum of two classes per KS1 year group bubble set (30 chn per year group). This ensures sufficient staff available for onsite teaching and remote learning. Maximum number of 20 in EYFS bubble using large classroom and adjoining group room and outdoor area. If number increase, 2 x groups of 15 will be established. Initial numbers on 6/1/21: EYFS = 14, Y1 = 21, Y2 = 21, Star Pod = 4. Further CW requests mean that numbers on 11/1/21 will be: EYFS = 17, Y1 = 22, Y2 = 29. Limited furniture in classrooms. KS1 children have a table per child (tables arranged to maximise distance between children as far as space allows). EYFS continue to have minimal tables to create more floor space. In EYFS and Y1 the largest classrooms will be used. Two adults per class bubble. Unless there is an emergency, classroom staff will not work across different bubbles. Staff rota will ensure less adults are on site. Star Pod (SEND) to be used for small group (4 chn, 3 adults). Maximum numbers set for staffroom zones. Each classroom has a designated teaching box at the front to allow for 2m distance (approx.) when teaching. Maintain doorway markings to maintain distance between children and staff visiting classroom. 	•	Review keyworker groups and staffing if numbers increase. Finalise staff rota for wk beg 18/1 and rest of half-term.	HT & SLT	Weekly review of numbers or more frequest if necessary Rota finalised by 11/1/21	
Cleaning	All staff and children Risk of infection if areas are not cleaned	Lunchtime cleaning reviewed due to lockdown. Confirmed on 5/1/21: 3 cleaners for 1 hour a day over lunchtime period to clean classrooms being used, cloakrooms, shared spaces and door handles/surfaces. 3 cleaners for 1.5 hrs a day after school for full clean of all areas being used.	•	Review cleaning times to ensure this is sufficient.	HT Site Manager	By end 15/1/21	

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What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	thoroughly each day.	 Each classroom continues to have a cleaning station to enable Teacher/TA to clean throughout the day. Cleaning stations (soap, anti-bac spray and gel) in staff toilets and shared areas. One staff toilet to be closed to enable social distancing (3 cubicles reduced to 2). Outdoor play equipment to be closed off (large trim trail and gym equipment) as cleaning is not possible. Any play equipment/PE equipment used to be cleaned after use and children to wash/anti-bac hands before and after use. 				
Fire Safety	All staff and children Injuries due to fire	 All fire exits emergency escape routes/ doors are fully operational and clear. Review fire safety points to ensure each class bubble has a designated area to assemble in. Reminders to staff and pupils that if the fire alarm is activated that they must endeavour to keep 2m distancing when at the evacuation point. Although if in a fire when evacuating the building safety takes precendence over social distancing. 	 Liaise with Academy to set date for fire drill. Ensure staff are clear on changes to fire safety points and social distancing rules. Go through fire exits with children on first day as in new rooms. Hold fire drill within first 2 weeks. 	HT Site Manager	Fire drill by 22/1/21	
Access/Egress of school building	All staff, children and parents Risk of infection if social distancing not adhered to/too many people on site together.	 Continue with established access/egress for each year group (EYFS: walkway, Y1: car park, Y2: front of school). Staff to support access/egress to remind parents/carers about distancing, following oneway system etc. With reduction in the number of families on site and as the current access/egress allows for social distancing, timings of school day are 8:45-3:15pm. EYFS and Y1 parents have been advised this is temporary change of time due to lockdown. Internal doors to be kept open to reduce need for touching door handle. Anti-bac gel available at every staff entrance. 	Review start/end times if numbers increase over reopening period. Priority must be given to disabled users and those identified as having health related issues.	HT SLT Site Manager	Ongoing	
First Aid	First aiders	 Basic first aid kit in every classroom to allow adults in bubble to administer basic requirements. At least 2 paediatric first aiders on site each day. 	All staff to re-read first aid procedures.	НТ	By 15/1/21	

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	Children receiving first aid treatment Risk of infection due to fact social distancing cannot be adhered to	 Staff or pupils with medical needs have been assessed and risks have been considered. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. First Aid procedures previously reviewed to take into account Covid-19 will continue to be followed. 		Medical Lead		
Waste	All staff and children Refuse collectors Risk of infection if waste is not disposed of in appropriate way	 Continue daily emptying of all bins. All classrooms to have lidded bins and no other bins. Waste linked to first aid to be disposed of in separate bin in disabled toilet area. 	Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	Site Manager Cleaning team First aiders/staff dealing with intimate care	Daily	
Playtimes	All staff and children Risk of infection if social distancing not adhered to.	 Each year group bubble to have own designated play zone and different playtimes: EYFS - 1:45-2pm - section of back playground (afternoon playtime only so no clashes with Y1) Y1 - 10:25-10:40 - back playground Y2 - 10:50-11:05 - middle playground In the event of a wet playtime, children will remain in classrooms during playtimes supported by teacher/TA. 				
Lunchtimes	All staff and children Risk of infection if social	 Liaison with ABM Caterers (5/1/21) - confirmed daily continuation of current menu but with service moved back to dining hall. One member of ABM team on site each day. Appropriate PPE to be worn in kitchen and when serving. 	Review seating to ensure adequate space for children to distance.	HT Senior MDS	By 8/1/21	

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	distancing not adhered to.	 Tables arranged around edge of room, only one side of the tables are used to avoid face to face contact. MDS' to continue to work within year group bubbles as per arrangements in Autumn term. Due to reduction in numbers of children, reduce from 3 to 2 MDS' per bubble. Start/end times of MDS' changed to reduce the number of adults in the dining hall at any one time. Separate sittings with one bubble leaving hall completely before next bubble enters: 11:30 - EYFS 12pm - Year 1 12:30 - Year 2 (15 mins playtime first) MDS team to clean tables/seats in between sittings. Water jugs to be used by limited number of MDS' - children will not pour own water. Children to queue adhering to social distancing as much as possible. Children to be given their cutlery, not select own from basket. No self-service fruit or salad bars. Play zones for lunchtimes will be the same as playtimes (above). Two sports coaches on site to support. In the event of a wet lunchtime, children will access activities in classrooms supported by MDS'. To allow for cleaning, each group will go on a 'stretch and stride' around school so the room becomes vacant for cleaner. 				
Staff/Pupils within the shielded group	Staff/ pupils who are shielding Greater risk of infection	 Review risk assessments for CV staff. Due to rota system, there will be times within the lockdown period when CV staff will work from home. Liaise with CEV staff to ascertain whether they have received a shielding letter. If they have, they will work from home. If they haven't, discuss and agree suitable next steps for them. If CEV member of staff request they continue to work in school, they have been asked to confirm this with 	Consult HAT and EPM if/when necessary.	HT - CV/CEV RAs SBM - Maternity RAs SENDCO/	All RAs for CV/CEV staff and pupils who will be working on site in Spring 1 to be	

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		 a medical professional. Update RAs as appropriate. 2 x maternity risk assessments to include Covid-19 risk assessment. Complete risk assessment for any CEV/CV pupils who will be onsite during lockdown period. Staff have been advised to wear their visor as much as they deem necessary, but especially at the beginning and the end of the school day with parents and in communal areas. Masks can be worn beginning/end of day with parents for added protection. 		Medical Lead - CV/CEV pupils CV/CEV staff	reviewed by 15/1/21.	
Equality Impact Assessment	Staff & Pupils Greater risk of infection	 A equality impact assessment has been completed and can be found on Staff Shared Drive. BAME risk assessment has been completed with staff as appropriate. 	Review BAME RA with member of staff.	нт	Review BAME RA by 11/1/21.	
Pupils with medical needs (one pupil with diabetes)	First aiders Staff trained to support key children Risk of infection if social distancing cannot be adhered to & involvement with bodily fluids	 Staff to be provided with appropriate PPE (gloves, aprons, visors). Ensure sufficient trained staff onsite to support pupil. Staff supporting children are, on the whole, within the child's bubble. Care plan in which is created with parent and Diabetic Nursing Team. Relevant staff have a copy of the care plan to follow. Medical support carried out in appropriate environment which is cleaned afterwards. 	Consider separate RA for pupil.	HT Medical Lead Trained team of staff	Weekly review of care with Medical Lead/ trained staff	
Children with EHCP - behaviour, intimate care needs etc.	TAs supporting chn Child themselves	 Individual care plans in place for children requiring intimate care; identifying needs and our management of those needs. 1:1 TAs provided with appropriate PPE (i.e. visor, gloves) if child mouths resources/dribbles etc. Intimate care provided by SEND TA team, usual PPE provided. 	 Regular review of care plans/RAs if guidance changes. If behaviour is deemed inappropriate and puts child, other children or staff at a higher risk of infection, review 	SENDCO HT	All docs are in place, review as needed during	

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	Other children Risk of infection if social distancing cannot be adhered to & involvement with bodily fluids	 Appropriate cleaning materials provided for sensory resources child uses (e.g. Milton sterilisers). Sensory rooms cleaned on a daily basis. Individualised timetables in place to meet needs. 	RA and consider whether placement can continue. If child with EHCP is not in school due to shielding pr parent choice, appropriate home learning to be provided with SENDCO and FWBC carrying out regular well-being calls. SENDCO to ensure TA team are clear about procedures and expectations.		lockdown period.	
Contractors	All staff and pupils. Contractors Risk of infection with external people coming on site	 All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency - contracters can not just turn up on site. All contractors informed they must wear a mask when on school site. 		SBM Site Manager	Ongoing	
Property Compliance	All staff and pupils Any visitors to site	 Relevant property statutory compliance checks have been completed and records updated (e.g. water testing, alarms - see EVERY). Daily and weekly checks carried out. 		SBM Site Manager	Ongoing	
Hygiene	All staff and pupils Risk of infection if strict hygiene not adhered to.	 Weekly monitoring of stock and ordering as needed. Each classroom bubble will be given a cleaning station including soap, hand gel and anti-bac spray. Hand washing/cleaning routines in place - enter/exit school, before/after playtimes and lunchtimes, in between learning activities as deemed necessary, after use of some resources, after using the toilet. 	Monitor supplies	Site Manager	Review weekly	

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What are the hazards?	Who might be harmed and how?	What are you doing already?		What further action is necessary?	Action by whom?	Action by when?	Done
Accident reporting Covid-19 incidents	All staff Risk of infection	Follow the Health & Safety Executive recently updated 'Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)' document to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.	•	Seek advice from LA H&S Team as appropriate.	HT SBM	As needed	
Administrative Staff	All staff and pupils All visitors to site Risk of infection	 Staff to continue to work in two separate bubbles (front and back offices). Staff informed they must not enter the bubble unless there is an emergency. Ring or email office team for help. Closure of Reception area - parents not allowed in unless agreed in advance. All visitors instructed to wear a face covering. Social distancing markings in porch so if a parent comes to collect something, social distancing is maintained. Hatch to remain closed unless passing something to a parent. 	•	Reminder to staff and parents about access to office.	HT Admin Team	Reminder by 13/1/21	
Personal Protective Equipment	Staff attending to child who is unwell/ injured. Staff providing intimate care Staff meeting and greeting parents/ visitors to site Risk of infection due to social distaincing	 Standard PPE for intimate care continues to be in place. All PPE is disposable and will be disposed of appropriately. PPE pack from Local Authority is secure in Cupboard 3 (near office). Team of SLT and First Aiders has been created for use of PPE for children/staff displaying Covid-19 symptoms. All have confirmed they have read guidance and watched film. Addendum to First Aid policy covering PPE developed (June 2020) and will be reviewed in line with guidance. Staff have been advised to wear their visor as much as they deem necessary, but especially at the beginning and the end of the school day with parents and in communal areas. Masks can be worn beginning/end of day with parents for added protection. 	•	Reminder to all staff about those who are able to use PPE for children/staff with Covid-19 symptoms. Ensure all staff have visors which are 'fit for purpose' (new batch ordered)	HT Medical Lead First Aiders Covid-19 PPE Team	Review in line with guidance.	

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	not always being possible	 Parents will be requested to wear a face covering when on school site - another reminder in letter sent on 4/1/21. 				
Staff Zones	All staff and pupils Risk of infection if social distancing not adhered to	 Continutation of staff zones for breaktimes with seating set 2m apart. Maximum numbers for all staff areas: Conservatory = 3 Staffroom = 5 PPA room = 4 		All staff		
Physical/ outside activities	Staff and pupils Risk of infection through shared equipment, insufficient space for lesson	 PE: Premier coaches to continue to support school during lockdown period. Each year group bubble to have one afternoon of PE with coach and TAs (teachers to have PPA time). PE sessions will be a combination of inside and outside activities. Coaches requested to keep equipment to a minimum. Coaches to maintain safe distance from children when teaching. Pupils will be taught in year group bubbles. Sports equipment thoroughly cleaned between each use by different individual bubbles. Children will wash hands before/after PE sessions. No contact sports to be planned. Forest Schools - Year 2 only Forest Schools programme to continue to be delivered by trained staff. Increase washing of hands/sanitising before and after activities. New outdoor sink to support this. Children and adults to socially distance whilst participating in activities. 	Ensure coaches are aware of our routines/policies.	HT		

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Students and volunteers (including supply teachers)	All staff and pupils. Students/volunteers/'a d hoc' agency staff Risk of infection with external people coming on site	 Reading Buddies including therapy dogs will not return to school at the current time. In the event of staff absence, we will aim to cover this with staff who are leading remote learning. In the event we need to use agency staff, we will aim to use staff already working in school on a regular basis. 		HT SLT		
Signage	Staff and pupils Risk of infection if rules are not adhered to	 All digi-screens in school show reminder information about distancing, hand washing etc. 'Golden rules' created for each classroom and referred to by staff throughout the day. Rules also sent to parents. Posters on main door reminding parents/carers about use of hand gel if they enter the school reception area and also about wearing a face covering. Constant verbal reminders by all staff. 	Refresh signage where necessary.	HT Admin team	Ongoing	

Part 3: Revisions, updates, additions and amendments - to be completed following weekly reviews

Date	Page no.	Updates	Further action required	Action by whom?	Action by when?	Done
6/1/21	P16	Numbers in Y2 mean children cannot sit on alternate seats during lunchtime.	Add further lunchtime tables into dining hall	Senior MDS	8/1/21	Sufficient tables in place by 8/1/21
11/1/21	P12/13	Y2 bubble closed due to child attending school who had had a test on 10/1/21 but school unaware. Parent phoned at 11:30 to ask to collect child due to positive result.	Remind all parents/carers that children must not be in school if they, or a member of the household, have had	НТ	By 15/1/21	Reminder sent on newsletter to all parents on 15/1/21

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		3 staff, TeachEast trainee teacher and all children in bubble isolating until 21/1/21.	a test until results are received.		
16/1/21	P12/13	Y1 bubble closed due to child testing positive. Last contact day 14/1/21, contact tracing from 12/1/21 including school staff and Premier Sports coaches. 5 members of staff, TeachEast trainee teacher and all children in bubble isolating until 24/1/21.			

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found here

The NASUWT has also produced a useful checklist for reopening of schools which can be found here.

CLEAPSS Guide to doing practical work in a partially reopened school Science

CLEAPSS Guidance for science departments returning to school after an extended period of closure

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found here

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found here

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found here

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