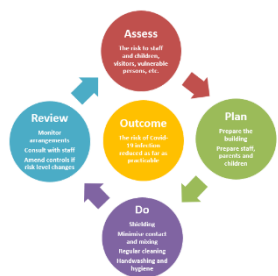


NAUNTON PARK PRIMARY SCHOOL COVID-19 RISK ASSESSMENT – from 17th May 2021



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees, governors, and representatives from Gloucestershire Local Authority. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

The risk assessment will be reviewed on a weekly basis or if the risk level changes and will be updated following any further [government guidance](#). The risk assessment will be shared with all staff and published on the school website.

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
Section.1a: Policies and Procedures		
<p>Policies and procedures do not reflect current COVID-19 legislation and guidance</p>	<ul style="list-style-type: none"> • Relevant policies updated to reflect changes brought about by COVID-19, including: Safeguarding/child protection; Attendance; Behaviour; Curriculum; Induction / Staff Handbook; Special educational needs; Visitors to school • Ensure school website is compliant as per latest government guidance • Establish a visitors’ protocol so that parents, contactors, professionals working with individual children are clear about the infection system of control measures that the school has in place (during lockdown, only necessary contractors/educational visitors should be permitted): <p><u>Prevention</u></p> <p>You must always:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2. Ensure face coverings are used in recommended circumstances. 3. Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4. Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. 5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6. Consider how to minimise contact across the site and maintain social distancing wherever possible. 7. Keep occupied spaces well ventilated. <p>In specific circumstances:</p> <ol style="list-style-type: none"> 8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 	<p>Policies to be shared with all stakeholders via school website</p> <p>Policies and procedures updated as and when national/local guidance changes</p>

	<p>9. Promote and engage in asymptomatic testing, where available.</p> <p><u>Response to infection</u></p> <p>You must always:</p> <p>10. Promote and engage with the NHS Test and Trace process.</p> <p>11. Manage and report confirmed cases of COVID-19 amongst the school community.</p> <p>12. Contain any outbreak by following local health protection team advice.</p>	
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Section.1b: Preparation of the school site		
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<p>Health and safety non-compliance which increases risk of the spread of infection</p>	<ul style="list-style-type: none"> • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.) • Ensuring emergency response is up-to-date should the school be forced to close 	<p>Overarching rule – Minimising contact and mixing between people reduces transmissions of CV-19</p>
	<ul style="list-style-type: none"> • Increase the supply of fresh air by opening windows and doors (where safe to do so). • Air conditioning systems that normally run with a recirculation mode set up to run on full outside air, where possible. • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Doors to be closed when premises unoccupied. • Identify areas where school can be accessed directly from outside (to avoid shared use of corridors) 	
	<ul style="list-style-type: none"> • Entry points to school controlled (including deliveries). • Building access rules clearly communicated through signage on entrances • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). Parent helpers are now allowed, as long as they are linked to ONE specific year group only (preferably the same one as their own child). • School start times staggered so bubbles arrive at different times 	
	<ul style="list-style-type: none"> • Signage outside school to indicate designated entrance and exit points (if queuing is likely during peak times) 	
	<ul style="list-style-type: none"> • Sufficient supplies of PPE are provided including plastic visors for all staff who require them. • Sufficient tissues are provided for all rooms • Sufficient handwashing facilities are available for all school users • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Sufficient and suitable bins are provided to support pupils and staff to follow ‘catch it, bin it, kill it’ approach 	
	<ul style="list-style-type: none"> • Communication with contractors and suppliers that will need to prepare to support plans for provision during lockdown (e.g. cleaning, catering, food supplies, hygiene suppliers) 	
	<ul style="list-style-type: none"> • Arrangements made with cleaners for additional cleaning and additional hours agreed to allow for this (liaison with GCC cleaning and relevant contractors) • Arrangements made with site staff for additional cleaning of toilets during the school day • Remove rubbish daily and dispose of it safely 	

<p>Alteration of fire safety and evacuation leads to uncertainty of which procedures to follow for evacuation</p>	<ul style="list-style-type: none"> • Review emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly points etc...) • Upon sounding of fire bell, all children and adults follow usual evacuation procedures with: <ul style="list-style-type: none"> ○ Doors being closed in each class bubble and meeting outside exiting via the nearest exit point with other classes from their year group bubble ○ Children remaining with their member of staff while moving out of their doors to evacuation point • Children to line up at distance with member of staff at front and call names from register • Administrators to check staff presence from sign-in sheet • Report back to admin staff/leader when all present 	<p>Update fire evacuation procedures in light of new bubble arrangements</p> <p>Establish regular fire evacuation drills to test out new procedures, making necessary alterations to the evacuation plans in light of the outcomes of the drills</p>
<p>Increased risk as a result of lack of social distancing and mixing of groups</p>	<p>Face Coverings / Shields (In the event of local lockdowns or restrictions, or at the discretion of the school at all other times):</p> <ul style="list-style-type: none"> • Staff are able to wear a face covering or shield at the end of the school day when they are likely to come into contact with parents / carers • Staff are able to wear a face mask in all communal areas e.g. corridors. • Staff are able to wear plastic visors in the classroom if they wish. • Staff are able to wear a face mask if they are in close proximity of a child e.g. first aid, close contact support. • All parents/carers to be asked to wear face coverings / shields when dropping off and when collecting children from the school site • Visitors will be expected to provide their own face covering • A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe • Cleaning of hands before and after removing or putting on face covering • Face coverings placed in sealable plastic bags between use or face shields cleaned when they have been removed by staff 	<p>Expectations with regards to face coverings / shields shared with all stakeholders</p> <p>Conversations with individual members of staff who are deemed vulnerable</p>
<p>Poor cleaning regimes leads to spread of infection</p>	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Hand sanitiser provided for all staff and visitors, including the operation of the school lift • Thorough cleaning of rooms at the end of the day • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.) • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles • Outdoor equipment appropriately and frequently cleaned • Toilets to be inspected and cleaned regularly throughout the school day <p>Daily cleaning Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> • Bannisters 	<p>Shared with cleaning company</p>

	<ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Toys • Telephones 	
<p>Contact and mixing of pupils and adults not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> • As much as possible, children will operate in class bubbles. • In some situations, children will operate as year group bubbles – for example at lunchtime and break time. • A record will be kept of all pupils and staff in each class, year group bubble or close contact group within the year group bubble (legal obligation to complete registers as per government guidance) • Groups use the same classroom or area of the school throughout the day • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure • Pupil movements around the school site, either in groups or individuals are controlled to limit contact and mixing • When outside, ‘Bubble’ groups will stay within a specific “zone” of the site to minimise mixing • The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles • Use screens or barriers where necessary to further prevent groups mixing • Stairways (where applicable) to be up or down only on each side • In areas where queues may form, floor markings used to indicate distancing • Separate doors be used for movement for each bubble • Groups do not mix to play sports or games together • Assemblies will continue to be held using our online platform ‘Teams’ 	<p>New systems shared with all stakeholders</p> <p>Plan of the building shared with all staff</p> <p>Kitchen aware of expectations</p>
<p>Contact and mixing of pupils and adults at play and lunchtimes not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> • Staggered break and lunchtimes to avoid mixing and contact of different bubble groups • Tables and benches to be thoroughly cleaned before a new year group bubble enters either hall • Multiple groups do not use outdoor equipment simultaneously • Clear demarcation of outdoor spaces for each group – barriers or markers to be used to prevent any group cross over • Separate spaces for each bubble group clearly indicated at break time • Staff to report any non-compliance 	
<p>Classrooms poorly organised</p>	<ul style="list-style-type: none"> • Children in Years 3 upwards will be forward facing in the classroom, with pupils seated side by side. EYFS and KS1 will resume to choosing the appropriate class arrangements for their children. 	

<p>leading to risk of spread of infection</p> <p>Larger numbers of pupils in an enclosed setting causes spread of infection</p> <p>Insufficient hand washing facilities increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Where pupils are not arranged facing forwards, such as EYFS/KS1, regular inspection of measures to minimise contact and mixing e.g. hand hygiene, spacing, use of outdoor spaces as part of continuous provision • Bins for tissues provided and are emptied throughout the day • Sufficient handwashing facilities are available • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied • Sanitising spray and paper towels to be provided in classrooms for use by members of staff • Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	
<p>Poor toileting regime increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times • Toilets to be cleaned frequently across the course of the day 	
<p>Office staff coming into direct contact with large numbers of people through entrance or foyer</p>	<ul style="list-style-type: none"> • ‘Office Bubble’ formed to protect office staff • Installation of Perspex screen between administration staff • Provision of PPE available for office staff if applicable, including face shields • Screens kept closed to protect employees in reception • Hand sanitiser provided at all entrances • Visitors do not sign in with the same pen • If applicable pupils to remove all face coverings at school and sanitise hands immediately on arrival – covered bin to be provided in school entrance to dispose of temporary face coverings 	<p>School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary</p>
<p>Visitors to school / meetings in school increase risk of spread of infection if procedures are not followed</p>	<ul style="list-style-type: none"> • Communication with all contractors and suppliers that they will need to support the school’s plans in full e.g. catering, cleaning, food supplies • Visitors to the school will be limited by exception e.g. for priority contractors, emergencies etc...Parent helpers are now permitted (see above). • Where possible visits are arranged outside of school hours • Deliveries and visits to site (e.g. contractors) are arranged in advance. • All meetings to be held on a virtual platform (e.g. 1:1 session with professionals, recruitment interviews, parental meetings etc.) as much as possible (check with HT/DHT first). • Parents/carers and visitors coming onto the site without an appointment is not to be permitted • Visitors are asked if they are or have recently been displaying symptoms of COVID-19 • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival 	

	<ul style="list-style-type: none"> • When visitors/contractors are on site their movements between bubbles are restricted • A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> ○ the name; a contact phone number; date of visit; arrival and departure time; the name of the assigned staff member <p>Open Days/ Parents Evenings</p> <ul style="list-style-type: none"> • School to follow GCC recommendation: • Parents' evenings will continue to be held on a virtual platform. • Open Days not permitted at this time. 	
Caterers do not follow the school's guidance and this risks spread of virus	<ul style="list-style-type: none"> • Meals to be cooked on school site again, by Caterlink. • Assurances that caterers comply with the guidance for food businesses on COVID-19 • Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts) 	<p>School meal provider to share their own risk assessment with the school.</p> <p>School to share risk assessment with catering staff</p>
School breakfast and after-school provision increases risk pupils mixing	<ul style="list-style-type: none"> • School breakfast and after-school provision to keep to smaller bubbles than normal. • Before and after-school providers to ensure clear and regular communication with parents and regular liaison with school, including testing outcomes and changes to the provision should they take place 	
Lettings are not correctly managed and this leads to increased risk of spread	<ul style="list-style-type: none"> • Lettings for indoor use will be permitted from 12th April. • Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID19 Secure guidelines • The use of indoor facilities by adults should remain closed until specific guidance changes, apart from toilets and throughways • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines • Use of facilities for sports and recreation (if school hires out the hall etc. to clubs and groups) is permitted. Any groups hiring the facilities must refer to the relevant government guidance and their own associations for guidance. The school can ask any hiring organisation to provide evidence of their risk assessment and should agree who is responsible for cleaning, providing hand sanitiser, equipment and what happens if anyone shows symptoms or tests positive to COVID-19, etc. • Outdoor sports courts and other outdoor sporting activities are also permitted • Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines • School to review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens 	

	if anyone shows symptoms or tests positive to COVID-19, etc.). This review will be in light of any updated national and local guidance	
Section.1c: General Communication and Communication of risk		
Lack of awareness of policies and procedures leads to placing pupils and staff at risk	<ul style="list-style-type: none"> • Daily briefing to pupils on school rules and measures with reminders before leaving rooms • On-going 'Questions and Answers' published to staff / parents at regular intervals – weekly staff meetings – COVID-19 updates as a regular agenda item/item in Park Life. • COVID-19 posters/ signage displayed • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website) • Regular communications to parents (and young people) via school website and letters • Communication with others (e.g. extended school provision, supply teachers, peripatetic music teachers, lettings, regular visitors, etc...) • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security • Keep parent appointments / external meetings on a 'virtual platform' as much as possible (check with HT/DHT). • Open days / parents' evenings / curriculum meetings to be held virtually following local authority guidance (refer to 'Open Days' section within this RA 	Parents and pupils informed of key aspects of the school's control measures
Section.2: Close Contact & First Aid / Illness Management		
Poor management of first aid	<ul style="list-style-type: none"> • Check staff qualifications, paying particular attention to renewal dates and statutory requirements e.g. Early Years and Paediatric First-Aid • Consider enrolling more staff on training • Employees providing general first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> ○ wear PPE ○ washing hands or using hand sanitiser, before and after treating injured person ○ wear gloves or cover hands when dealing with open wounds ○ if CPR is required use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest ○ dispose of all waste safely • PPE provision - pupils 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: <ul style="list-style-type: none"> ○ A face mask worn if a distance of 2m cannot be maintained ○ If contact is necessary, then gloves, an apron and a face mask should be worn ○ Eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting 	
Poor management of infectious diseases	<ul style="list-style-type: none"> • Where possible, use of designated area for close contact and illness management. Identify a room that sick pupils can be kept isolated in until parents come to collect them, ideally with: <ul style="list-style-type: none"> ○ A door you can close ○ A window you can open for ventilation 	GCC NOTE: Wearing a face covering or face mask in schools or

	<ul style="list-style-type: none"> ○ A separate bathroom they can use (either attached to the room or nearby) ● Procedures in place should someone become unwell whilst attending school - make sure staff in school know that they should: <ul style="list-style-type: none"> ○ Move pupils to a suitable room if a child is unwell. The child should be isolated. ○ Staff caring for a child awaiting collection should keep to a distance of 2m ○ Staff to wash their hands for 20 seconds after making contact with the ill pupil ○ If showing symptoms of C-19: <ul style="list-style-type: none"> ▪ First aiders should wear PPE (provided): <ul style="list-style-type: none"> ● A face mask worn if a distance of 2m cannot be maintained ● If contact is necessary, then gloves, an apron and a face mask should be worn ● Eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting ▪ Ring for child/adult to go home immediately and inform parents of symptoms and procedures for testing: <ul style="list-style-type: none"> ● book a test if they are displaying symptoms; ● inform the school immediately of the results of a test; ● provide details of anyone they have been in close contact with; ● self-isolate if necessary ▪ All areas where a person with symptoms has been to be cleaned after they have left ▪ Positive test - members of bubble remain at home for remaining 14 days ▪ Negative test - members return to school next working day ▪ Should staff have close hand-on contact, they should monitor themselves for symptoms of possible CV-19 over the following 14 days 	<p>other education settings is not recommended by PHE. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.</p> <p>Staff expected to wear school clothing as set out within the school Code of Conduct</p>
<p>Suspected case of COVID-19 not managed effectively which places others at risk</p> <p>Cleaning regime does not deep clean the suspected area and leads to further risk of re-infection</p>	<p>Make contact with relevant agencies e.g DfE 0800 046 8687 option 1 , Local Authority (,COVID-19 school related issues for 01452 426015 – will be answered as ‘In Year Admissions’ but staff are ready to advise re: Coronavirus - covidschoolenquiries@gloucestershire.gov.uk); Call 119</p> <ul style="list-style-type: none"> ● Clean and disinfect surfaces the person has come into contact with, including: <ul style="list-style-type: none"> ○ Objects which are visibly contaminated with body fluids ○ All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) ● When cleaning hard surfaces and sanitary fittings, use either: <ul style="list-style-type: none"> ○ Disposable cloths, or ○ Paper rolls and disposable mop heads ● When cleaning and disinfecting, use either: <ul style="list-style-type: none"> ○ A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine ○ A household detergent, followed by a disinfectant with the same dilution as above ○ An alternative disinfectant, that’s effective against enveloped viruses ● Make sure all cleaning staff: <ul style="list-style-type: none"> ○ Wear disposable gloves and apron ○ Wash their hands with soap and water once they remove their gloves and apron ● Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine 	<p>Refer to PHE flow diagram (refer to end of this document)</p>

	<ul style="list-style-type: none"> • Clean and disinfect anything used for transporting these items with standard cleaning products • Launder any possibly contaminated items on the hottest temperature the fabric will tolerate • If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning • Dispose of any items that are heavily soiled or contaminated with body fluids. • Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full • Place these bags in a suitable and secure place away from children and mark them for storage • Wait until you know the test results to take the waste out of storage • If the individual tests negative, put the bags in with the normal waste • If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. • If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your: <ul style="list-style-type: none"> ○ Local waste collection authority (if they currently collect your waste) ○ Or, by a specialist clinical waste contractor 	
Section.3: Employees		
<p>Lack of understanding of risk control measures or poor communication leads to increased risk of infection</p>	<ul style="list-style-type: none"> • Employees are fully briefed about plans and protective measures identified in the risk assessment – this is achieved through regular communication via emails and staff briefings • Regular communications about systems which make clear that those who have CV symptoms, or who have someone in their household who does, are not to attend school • All staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Procedures in place to inform staff members and parents/ carers that they will need to be ready and willing to book a test if they are displaying symptoms; • Crucial that they inform the school immediately of <ul style="list-style-type: none"> ○ the results of a test ○ provide details of anyone they have been in close contact with ○ self-isolate if necessary 	<p>Principles for staff</p> <ul style="list-style-type: none"> • Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible • Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered • Use the 'catch it, bin it, kill it' approach • Avoid touching your mouth, nose and eyes
<p>Poor mental health leads to increased rates of staff absence</p>	<ul style="list-style-type: none"> • Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email, video conference • Access to Occupational Health and Employee Assistance programme https://www.gloucestershire.gov.uk/schoolsnet/gcplus/staff/occupational-health/employee-assistance-programme-health-assured/ • Information shared about the extra mental health support for pupils and teachers is available • Keeping in touch with any staff who are working off-site – working arrangements, welfare, mental and physical health and personal security • Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing 	
<p>Risk to vulnerable employees</p>	<ul style="list-style-type: none"> • Vulnerable employees ('clinically extremely vulnerable' to coronavirus) identified and supported by headteacher and relevant local and national guidance about safety to work. All CEV staff to return to work from 19th April. 	

	<ul style="list-style-type: none"> • Consideration given to personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity • Pregnant employees to work from home from 28 weeks of pregnancy. • Where necessary individual risk assessments for employees at special risk (take account of medical advice) 	<ul style="list-style-type: none"> • Clean frequently touched surfaces often using standard products, such as detergents and bleach • Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important) • Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary • Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters • Prevent your class from sharing equipment and resources (like stationery) • Keep your classroom door and windows
<p>Poor hygiene routines lead to increased risk of infection spreading between staff</p>	<ul style="list-style-type: none"> • Frequent hand washing encouraged for adults (following guidance on hand cleaning) • Adults are encouraged not to touch their mouth, eyes and nose • Adults encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	
<p>Lack of reduced contact and distancing increases risk of virus spread</p>	<ul style="list-style-type: none"> • Where possible, use a simple 'no touching' approach for young children to understand the need to maintain distance • Older children to be encouraged to keep their distance within bubbles • Staff to keep 2 metres from other adults as much as possible • Where possible staff to maintain distance from their pupils, staying at the front of the class • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone • Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff • The occupancy of some rooms is limited e.g. art cupboard • Use of staff rooms to be minimised • Staff in shared spaces (e.g. office) to avoid working facing each other • Staff advised to use their own individual travel style mug rather than sharing cups/mugs 	
<p>Lack of reduced contact and distancing increases risk of virus spread when working with high-needs pupils</p>	<ul style="list-style-type: none"> • Radios provided and/or encouraging use of school phones to communicate between different parts of school • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces • Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	
<p>Timetabling / curriculum / PPA staff</p>	<ul style="list-style-type: none"> • Clear timetable in place for PE.... - groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits • Identify and plan lessons that could take place outdoors • Use the timetable to reduce movement around the school or building • Break times planned (including lunch), so that all pupils are not moving around the school at the same time • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same • Staff are permitted to move between classes and year groups to support the needs of the children • Singing, wind and brass instrument playing can be undertaken in line with Department for Culture, Media and Sport guidance • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ Minimising contacts and mixing through separate groups 	

	<ul style="list-style-type: none"> ○ physical distancing; ○ regular handwashing; ○ playing outside wherever possible; ○ avoiding sharing of instruments and if they have to be shared, they should be regularly disinfected before each use ○ ensuring good ventilation; ○ keeping any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly 	<p>open if possible for air flow</p> <ul style="list-style-type: none"> • Limit the number of children from your class using the toilet at any one time • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms • Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take. • If planning a school visit, please ask provider for CV-19 risk assessment and control measures. Similar requests from any transport company
<p>PE and School Sport not properly managed</p>	<ul style="list-style-type: none"> • Pupils kept in same consistent bubbles during PE and sport • Sports equipment thoroughly cleaned between each use • Staff to make themselves fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport; ○ advice from organisations such as the Association for Physical Education ○ the Youth Sport Trust ○ guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents / using changing rooms safely • Outdoor sports should be prioritised where possible. Large indoor spaces used where it is not as long as protective measures are in place – social distancing, ventilation, hand hygiene etc... • Distance between pupils from will be maximised • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements and that the prove they can operate within the wider protective measure explained within this risk assessment (starting in Term 5) • Activities such as the 'Daily Mile' will be encouraged 	
<p>Swimming not correctly managed which leads to unnecessary contact / mixing and potential risk of spread of infection</p>	<ul style="list-style-type: none"> • Swimming lessons resuming from Term 5. • Staff in schools with pools and swimming teachers read and understood Swim England Return to Pools Guidance (See above) • Review Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) • The capacity of classes calculated before lessons can be permitted • If using external swimming provision, liaise with the provider and discuss any changes, to check the risks have been assessed and they have implemented COVID-secure control measures following guidance • The same bubbles from the classroom will be applied to the pool groups • When delivering swimming lessons teachers and assistant deliver from the poolside • The numbers of personnel on poolside sufficient to ensure safety and teaching whilst maintaining social distancing • Where practical, each swimming teacher to deliver from alternate sides of the pool • A consistent way of moving around poolside established to reduce staff cross-overs and promote social distancing practice (e.g. one way) • Hand cleaning stations and additional waste bins on poolside and in changing rooms • Sufficient time between lessons for cleaning and to reduce the chance of bubbles overlapping at the poolside and in changing rooms 	

	<ul style="list-style-type: none"> All equipment should be sanitised before and after each activity. Where possible submerge equipment in adequately disinfected swimming pool water Pupils do not share equipment 	
Lack of understanding of educational visit and journeys leads to higher level of risk	<ul style="list-style-type: none"> Educational day visits only can resume from 12th April. Any visit must be conducted in line with COVID secure guidelines and regulations at that time. This includes systems of control, such as keeping children within their consistent groups and the COVID secure measures in place at the destination. Full risk assessments MUST be completed. Residential visits can resume from 17th May. Any domestic residential visits must be conducted in line with relevant COVID guidance and regulations in place at that time. GCC contingency planning document to be followed for dealing with a COVID case during an educational visit. Risk assessments of visits and journeys to be undertaken by visit leaders No overnight and overseas visits until government guidance changes Pupils grouped together on transport in the same bubbles that are adopted within school where possible Journeys planned with to allow distancing within vehicles (this may mean large vehicles or more are used) The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble Use of hand sanitiser upon boarding and/or disembarking Cleaning of vehicles between each journey 	
	<ul style="list-style-type: none"> Staff to consider and plan how online resources can be used to shape remote learning building on systems that were implemented during the partial closure Staff to provide remote learning to those pupils learning from home via Microsoft Teams in line with the remote learning policy (which has been revised since March wider re-opening). Regular check ins with vulnerable pupils who are learning from home Devices to be loaned to any pupils who are struggling to access remote learning at home 	
Section 3.1 Lateral Flow Testing of Staff (From January 25th 2021)		
Staff unaware or unclear of national guidance and expectations of the LFT	<ul style="list-style-type: none"> All staff will be made aware of DfE and PHE guidance for Lateral Flow Devices use and that this is optional Tests have been validated by PHE and University of Oxford Staff who opt-in are expected to read the following documentation <ul style="list-style-type: none"> An introduction to Rapid Self-testing for Covid-19 Asymptomatic Testing in Primary Schools FAQ 20.01.21 Covid-19 self-test IFU v 1.3.2 How to do a rapid self-test How to self-test video with Dr Amir Khan Privacy Notice Tests to be carried out by all staff who are in school twice weekly (3 to 4 days apart) Risk assessment undertaken prior to the start of testing with risk assessment being updated at regular intervals if necessary. This is then shared with staff and made available to the wider community e.g. via the school's website People who decline to participate in this testing programme should follow the usual national guidance on self-isolation and get tested if they show symptoms 	Staff unaware or unclear of national guidance and expectations of the LFT

Risk of data being collected and stored without consent	<p>Ensure that all staff are aware of:</p> <ul style="list-style-type: none"> • Privacy Notice shared with all staff: <ul style="list-style-type: none"> • how their data will be kept and used - Data shared with school • Personal Data will be involved • Processing of personal data after a positive response explained • Staff rights • Staff aware of how to make a complaint about the process if necessary 	Risk of data being collected and stored without consent
Unorganised collection of testing kits leads to increased risk of virus spread	<ul style="list-style-type: none"> • Social distancing to be maintained when collecting and distributing tests • Staff to ensure hands are clean, a face covering is worn and they respect 2m distance when collecting • Covid Co-ordinator and Registration Assistant (Headteacher) to ensure staff have completed consent and test collection forms prior to collection (forms to be left in designated 'secure' area near the school office or sent via email (LOT numbers of tests to be recorded against their name) • Staff to collect on an individual basis • Staff handing out test must wear PPE (gloves and face covering / visor) • Staff to not open test at school and instead take home to open. Staff to open only when they are about to take the test. 	Unorganised collection of testing kits leads to increased risk of virus spread
Incorrect storage of test kits at home and incorrect carrying out of test leads to increased risk of virus spread or potential harm to staff	<ul style="list-style-type: none"> • Test kits to be stored at room temperature • Staff aware that the LFT doesn't replace any national guidance regarding Hands / Face / Space • Staff aware of the need to follow national guidance with regards to self-isolation • Tests are only for the use of the person assigned the kits – they should not be taken by anyone else • Staff to only use each item in the test once – they should not re-use the items • Staff to receive training and shown all materials to enable them to understand how to use the test prior to any test being shared • Staff to be able to follow instruction manual at all times v1.3.2 (Blue cover and not the one with a picture on it) • Staff to maintain expected level of control when using e.g. clean hands etc. • Staff must wait for 30 minutes before they check the results – results are invalid after 30 minutes • Staff to ensure the safe removal of packaging and test kit and subsequent disposal following the completion of the test using the bag provided • Staff to understand how to log their test with www.gov.uk/report-covid19-result (to be done every time they take a test, even if the result was negative or invalid) • Staff to understand how to log their test with school via school form – emailed to them via Google Forms on a weekly basis • Staff to understand that in the case of a positive test they are to contact HT immediately and both them and their family to isolate and book a PCR Test immediately • Staff whom have a void test to retest; In the event of x2 void tests, they must book a PCR test • Staff to ensure school are aware immediately of any + test outcome • Leaders to be aware that if there are issues with tests that could potentially impact on the quality or safety of testing, they understand and use the 'yellow card' system (Refer to national guidance) • Tests are latex free • Tests are able to be taken by staff who are pregnant • Someone who has been vaccinated are advised to still take the test 	Incorrect storage of test kits at home and incorrect carrying out of test leads to increased risk of virus spread or potential harm to staff

	<ul style="list-style-type: none"> • Staff who have suffered a recent nose bleed should swab the other nostril • If staff have a nose piercing, they are advised to swab the other nostril. If both sides are pierced, remove piercing on one side before swabbing • Staff are advised to not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test • Throat and nostril swab is seen as being the best but if there is a reason why this cannot happen, staff are advised to swab both nostrils • If staff have problems with hands or vision, they are advised to ask someone to assist them 	
Section.4: Pupils		
Pupils spreading virus due to lack of understanding of routines	<ul style="list-style-type: none"> • Pupils will be educated before they return and reminded when they return about the protective measures that are in place across the school – robust hand and respiratory hygiene; reducing contacts and maximising distancing where ever possible; forward facing desks 	<p>e-Bug has produced a series of helpful coronavirus posters:</p> <ul style="list-style-type: none"> • Horrid hands • Super sneezes • Hand hygiene • Respiratory hygiene • Microbe mania <p>Staff on duty outside school to monitor protection measures</p>
Hand hygiene not being followed	<ul style="list-style-type: none"> • Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs) • Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing • Staff help is available for pupils who have trouble cleaning their hands independently. • Pupils are encouraged not to touch their mouth, eyes and nose • Pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	
No limit to equipment increases risk of spread of the virus	<ul style="list-style-type: none"> • The equipment pupils bring into school each day is limited to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones • Bags are allowed 	
Pupils who show signs of COVID-19 or who are unwell are not isolated and this increases risk of virus spreading	<ul style="list-style-type: none"> • Children who display symptoms/become ill during the school day are to be isolated • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others in a well ventilated room (staff with the children are dressed in PPE – face mask, apron and gloves) • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection 	
Vulnerable pupils	<ul style="list-style-type: none"> • Regular reporting to LA and DfE regarding attendance of key groups • Regular contact with vulnerable pupils • Regular contact maintained with pupils who are not deemed vulnerable but who are remaining at home 	

	<ul style="list-style-type: none"> • Risk assessment of vulnerable pupils - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance • Review EHCPs where required 	
Pupil Behaviour	<ul style="list-style-type: none"> • Review and update behaviour policies to consider how pupils not following distancing rules will be managed • Revised Home-school agreement created, shared and signed by pupils and parents • Government guidance to be used when considering alterations to existing behaviour policies 	
Section.5: Parents		
Parental gathering increases risk of virus spreading	<ul style="list-style-type: none"> • Parents informed only one parent to accompany child to school as much as possible • Parents' drop-off and pick-up protocols to minimise contact – gatherings at the school gates/doors are prohibited • School start times staggered so year group bubbles arrive at different times and through different entry points are communicated to parents. During lockdown, all keyworker children will arrive at the same time, but the flow of entry to the playground will be managed. • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website), advice on transport etc... • Made clear to parents that they cannot gather at entrance gates or doors • Parents and pupils encouraged to walk or cycle where possible • Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings) • Discourage parents and pupils from bringing in toys and other play items from home • Revised Home-school agreement created, shared and signed by pupils and parents 	<p>Information shared with parents through 'Road map'</p> <p>Staff on duty at the start and end of the school day to monitor closely protection measures, particularly encouraging parents to drop-off and collect quickly</p>
Poor management of unwell pupils leads to increased risk of virus spreading	<ul style="list-style-type: none"> • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk • Parents are encouraged to make full use of the Test and Trace guidance – including recognising known symptoms, gaining access to a test, self-isolation protocols, testing and communicating outcomes with school in a timely manner • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the medication policy or if an emergency verbal permission over of the phone 	
Section 6: Summer Term		
Transition to secondary school	<ul style="list-style-type: none"> • Pupils must not attend transition if they are required to self-isolate, either because they have coronavirus symptoms or live with someone who does, has tested positive or been in close contact with someone else who has tested positive. Parents/carers must be informed of this prior to the visit. • Where possible, group pupils from the same school together in their existing 'bubble'. • Pupils coming from different schools or bubbles should maintain social distancing from each other and staff where possible. The only exception to social distancing is for pupils already in a bubble. • Staff should maintain social distance from visiting pupils where possible. 	

	<ul style="list-style-type: none"> • It would be reasonable for pupils visiting a secondary school to follow that school’s policy on wearing face masks (whatever this is at the time of the visit). • Visiting pupils should avoid handling equipment or sharing equipment. Where possible teachers should give demonstrations in practical subjects if it is necessary. • Large indoor gatherings should be avoided where possible or only carried out in a room with sufficient floor area to allow social distancing. • Where weather and facilities allow, conduct activities outside if possible where the risk of transmission is lower. • Keep all rooms and occupied indoor spaces well ventilated. • Ensure everyone is advised to clean their hands thoroughly on arrival and at frequent intervals during the visit. • Where possible visiting pupils should not mix or share facilities with host school pupils. • Maintain the enhanced cleaning of frequently touched surfaces, equipment and shared facilities (e.g. toilets, dining areas etc.) and ensure the premises are cleaned following the transition sessions. • Keep records of pupils and any groups they are in for track and trace purposes. • Consider staggered drop-off and adjusting start and finish times to avoid congestion and mixing between the visiting pupils and the host school pupils. 	
Reception induction	<ul style="list-style-type: none"> • Children must not attend transition if they are required to self-isolate, either because they have coronavirus symptoms or live with someone who does, has tested positive or been in close contact with someone else who has tested positive. Parents/carers must be informed of this prior to the visit. • Keep children in small groups and consider how you can minimise mixing during visits, for example by using different rooms/spaces and keeping those groups apart as much as possible. Minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus. • Where weather and facilities allow, conduct activities outside if possible where the risk of transmission is lower. • Ensure children wash their hands thoroughly on arrival and at frequent intervals during the visit. • Where possible visiting children should not mix or share facilities with host school pupils. • Maintain the enhanced cleaning of frequently touched surfaces, equipment and shared facilities (e.g. toilets, dining areas etc.). Premises should be cleaned following standard cleaning practices following the transition sessions. • Keep all rooms and occupied spaces well ventilated. • Keep records of pupils and any groups they are in for track and trace purposes. <p>Where possible schools should consider avoiding induction events for parents/carers with the use of online content. However, where needed for settling in, parents and carers of young children are able to enter the school to help them adapt to their new environment and schools should ensure the following applies.</p> <ul style="list-style-type: none"> • Limit the visits to one parent/carer per child/multiples. • Parents/carers wear face coverings, if required, in line with arrangements for staff and other visitors. • Stagger these visits to small groups, leaving sufficient time between each group to avoid mixing and congestion. • Arrange slots for a limited amount of time (e.g. 1 hour). • Maintain social distancing between adults. 	

	<ul style="list-style-type: none"> • Parents/carers should avoid close contact with other children. • Ensure visiting parents/carers are aware of the system of controls, how this impacts them, and their responsibilities in supporting it when visiting with their child. • Keep records of children and their parents/carers for track and trace purposes. 	
Sports Days	<ul style="list-style-type: none"> • Allow sufficient time and planning to ensure the sports day events, layout, equipment etc. can be adapted to implement measures. • Pupils should remain in their class 'bubble' for as much of the sports day event as possible. • Pupils should avoid mixing and keep to social distancing when not actively participating in a race or event. • It would be recommended that 'bubbles' are allocated a zone in which they remain. The zones should allow each bubble to keep safe distance for another (at least 1 metre separation). • If participants are handling sports equipment, it would be recommended that each bubble has its own equipment that is not shared with other bubbles. • Provide sanitisers so pupils can sanitise their hands between events to limit the risk of fomite transmission. • Sanitise equipment between each use. • Water bottles or other refreshment containers should not be shared. • Injuries should be treated following the existing first aid protocols for schools. <p>The current guidance remains that parents/carers should not attend sports days on school sites.</p>	
End of Year Events	<p>The current guidance is schools should not host any performances with an audience, but to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. This may change should the next stage of the Government roadmap pass and guidance gets updated. Even then it is likely that some restrictions will remain in place and COVID measures must be implemented.</p> <p>In anticipation of updated guidance, the following measures are likely to be required.</p> <ul style="list-style-type: none"> • Keep all performances separate in their bubbles where possible. This will mean groups do not mix and will help limit the audience size. • Limit audience numbers (e.g. 1 parent/carer) and manage capacity to allow for social distancing. • Keep records of all audience members for track and trace purposes. • Arrange seating in line with social distancing guidance. Social distancing should be maintained at 2m as far as possible, but this can be reduced to a minimum of 1m where 2m is unviable, and where other mitigations are in place (such as face coverings). Social distancing should always be observed side-to-side and be applied nose-to-nose i.e. maintaining 1m between seats in front and behind. • No one should attend performances if they are required to self-isolate, either because they have coronavirus symptoms or live with someone who does, has tested positive or been in close contact with someone else who has tested positive. Parents/carers must be informed of this prior to the event. • Turn people with coronavirus symptoms away. 	

	<ul style="list-style-type: none"> • Manage performance scheduling so that audiences for different performances are not entering and leaving at the same time and to allow for adequate cleaning. • Ask parents/carers to wear face coverings. • Provide adequate ventilation – either natural ventilation (opening windows, doors and vents), mechanical ventilation (fans and ducts) where installed, or a combination of both. • Limit audience contact with performers and school staff to prevent mixing. Parents/carers should be encouraged to leave promptly and discourage photographs with performers. • Make use of multiple exit and entry points to introduce a one-way flow in and out. • Maintain the enhanced cleaning and ensure the premises are cleaned before and after performances. 	
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Name of Headteacher: Nikki Hill

Name of Chair of Governors: Tim Callaghan

Signature:

Signature:

ARCHIVED CHANGES FROM RISK ASSESSMENT JULY TO DECEMBER 2020

Issues arising – 4 th December 2020	Action to be taken/changes already made	Responsible person	Date
Confirmed case of COVID-19 on Wednesday 18 th November.	<ul style="list-style-type: none"> • Conversation with parent of child and class teacher to determine contacts. • Phone call to DfE helpline to gain further advice. • Letters sent to staff and children who were required to self-isolate. 	<p>Nikki Hill</p> <p>Nikki Hill</p> <p>Nikki Hill</p>	18 th November 2020

	<ul style="list-style-type: none"> Letters sent to all staff and families to alert them of the case. Logged partial closure with emergency school closure line. Remote learning log ins sent to children affected. Remote learning planned for the next morning. Teaching partners supported/directed with regards to delivering 1:1 support. 	<p>Nikki Hill</p> <p>Nikki Hill</p> <p>Lara Hudson</p> <p>Vicki Walls/Lara Hudson/Sarah Prout/Katie Turner</p> <p>Sarah Prout/Katie Turner/Di Knowles</p>	
Uncertainty/anxiety over whether to have a staff 'get together' (low key) for Christmas.	Decision made to postpone until restrictions are less heavy/everyone feels safer, to ensure that all staff members have the strongest possible chance to enjoy the Christmas they deserve (particularly after their amazing efforts this year). Email sent to all staff members to explain the reasoning behind the decision.	Nikki Hill	2 nd December 2020
Concern linked to possible confirmed cases occurring after 9 th December (as this would lead to forced self-isolation for staff and pupils/families) over the Christmas period.	Letter sent out to parents and staff to urge/encourage everyone to be as sensible/vigilant as possible in these remaining weeks.	Nikki Hill	3 rd December 2020
Issues arising – 13th November 2020	Action to be taken/changes already made	Responsible person	Date
Confirmed case of COVID-19 on Saturday 7 th November.	<ul style="list-style-type: none"> Conversation with staff member to determine contacts. Phone call to DfE helpline to gain further advice. Letters sent to staff and children who were required to self-isolate. Letters sent to all staff and families to alert them of the case. Logged partial closure with emergency school closure line. 	<p>Nikki Hill</p> <p>Nikki Hill</p> <p>Nikki Hill</p> <p>Nikki Hill</p>	November 2020

	<ul style="list-style-type: none"> • Remote learning log ins sent to children affected. • Remote learning planned ahead of the start of the week. • Teaching partners supported/directed with regards to delivering 1:1 support. • Cover arranged, where necessary, to support operation of the school safely. 	<p>Nikki Hill</p> <p>Lara Hudson</p> <p>Emma Chew/Lara Hudson</p> <p>Katie Turner/Emma Chew/Lara Hudson</p> <p>Lara Hudson</p>	
Pregnant member of staff	Individual pregnancy risk assessment carried out, including information relating to COVID (gained from SHE unit).	Nikki Hill	November 2020
Operational issues relating to planning for Christmas lunch at school.	Further discussion held between HT and Caterlink staff.	Nikki Hill	November 2020
Counting of Children in Need money.	Money to be put directly into plastic wallets and left untouched over the weekend. This will then be counted on Monday, by a member of staff wearing gloves.	All teachers and admin staff.	November 2020
Issues arising – 6th November 2020 (new guidance released this week ahead of 4 week lockdown)	Action to be taken/changes already made	Responsible person	Date
Additional protection needed for staff members at drop off/collection time in the playground (2 metre distance is not always possible)	All staff members who are on the playground at these times have been asked to wear a face covering (unless exempt).	Nikki Hill	November 2020
Lettings not permitted during lockdown period.	All hirers notified of this fact.	Helen Whitelock	November 2020
Clarification required regarding after school clubs (non-wrap around).	Not permitted as extra-curricular during the lockdown period.	Nikki Hill/Lara Hudson	November 2020
Staff members who are categorised as clinically extremely vulnerable must work from home.	Staff audit sent out to all staff ahead of lockdown period to gauge numbers of potential CEV.	Nikki Hill	November 2020

	Two members of staff (in receipt of Government CEV letter) sent home to work from home.	Nikki Hill	November 2020
Issues arising – 23rd October 2020	Action to be taken/changes already made	Responsible person	Date
Query arising from adult fitness class wanting to hire the hall once per week (during the evenings). Uncertainty about the compliance linked to this.	<p>Phone call made to Stuart Heggs (SHE) and issue raised with LA.</p> <p>If you are in a Tier 1 (medium risk) area, this means exercise classes can continue for more than 6 people, with numbers based on the size of the hall to ensure social distancing and the participants do not mix. The person hiring your hall will need to ensure compliance with the guidance. Where it says that people are in separate groups of up to six people, this still means the six people in the group must keep 2 metres distance between each other.</p> <p>Risk assessment requested from hirer prior to agreement (to include non-use of toilet facilities, measuring of hall and wipe down of high touch points).</p>	<p>Nikki Hill</p> <p>Helen Whitelock</p>	October 2020
Uncertainty linked to provision of Christmas lunch at school and whether logistics will need to be altered to support this.	<p>Initial conversation held with school cook. A decision will be made after ½ term to explore the following:</p> <ol style="list-style-type: none"> 1. Can lunch service run as normal on one day? 2. Should Christmas lunch be split over 2 days? (although the 'other' Key Stage would still require food). 3. Should the lunch period be extended to enable it to take place on one day? 	Nikki Hill, Lara Hudson and Sarah Whittle	November 2020

Issues arising – 9th October 2020	Action to be taken/changes already made	Responsible person	Date
Uncertainty linked to planning for Christmas school events. We have to maintain high levels of infection control but do not children to miss out on the joy of Christmas in school.	No Christmas cards to be brought in from home, alternative to be thought of. Each class to decorate their own Christmas tree – to be displayed in the hall. Plans underway for whole school 'bubble-friendly' filmed carol concert or suchlike.	All teachers	October/November/December 2020
Clarification required regarding local walks/visits following the rule of 6.	Classes are permitted to take part in local walks/visits as the rule of 6 does not apply to schools, and our bubbles are our protective measure. If parent volunteers are required to assist on this trip, they should be from the same bubble.	Nikki Hill	October 2020
Issues arising – 2nd October 2020	Action to be taken/changes already made	Responsible person	Date
Student teachers requiring observation from mentor, but still need to protect the bubble.	Student mentor to wear a face covering at all times when in classrooms. This can be removed when meeting (socially distanced) 1:1 with the student teacher.	Hils Waring	October 2020
Uncertainty regarding the provision of extra-curricular clubs in Term 2, in light of current restrictions.	Nikki Hill to check with Local Authority to seek further guidance.	Nikki Hill	September 2020
Risk of cross infection if subject leaders monitor their subject areas in their normal way.	Subject leaders informed to not include lesson observations and/or pupil conferencing as part of their monitoring schedule.	Subject leaders	October 2020
Increased risk of infection from Governors/PTA holding meetings within school.	All meetings will continue to be held remotely, using Teams.	Nikki Hill/Tim Callaghan/PTA Chair	October 2020
Impact of having windows/doors open to ensure ventilation as the weather gets colder. Have ended up with heating on and doors/windows open.	Nikki Hill to raise with Local Authority.	Nikki Hill	September 2020
Despite strong recommendations from LA for all schools NOT to hold onsite open days, some secondary schools are. Concern around our children visiting these	Only Y6 children permitted to visit (Y5 will have an opportunity next year). Children are to change uniform and wash hands before returning to school.	Nikki Hill Deborah Lochman Alison Williams	September 2020

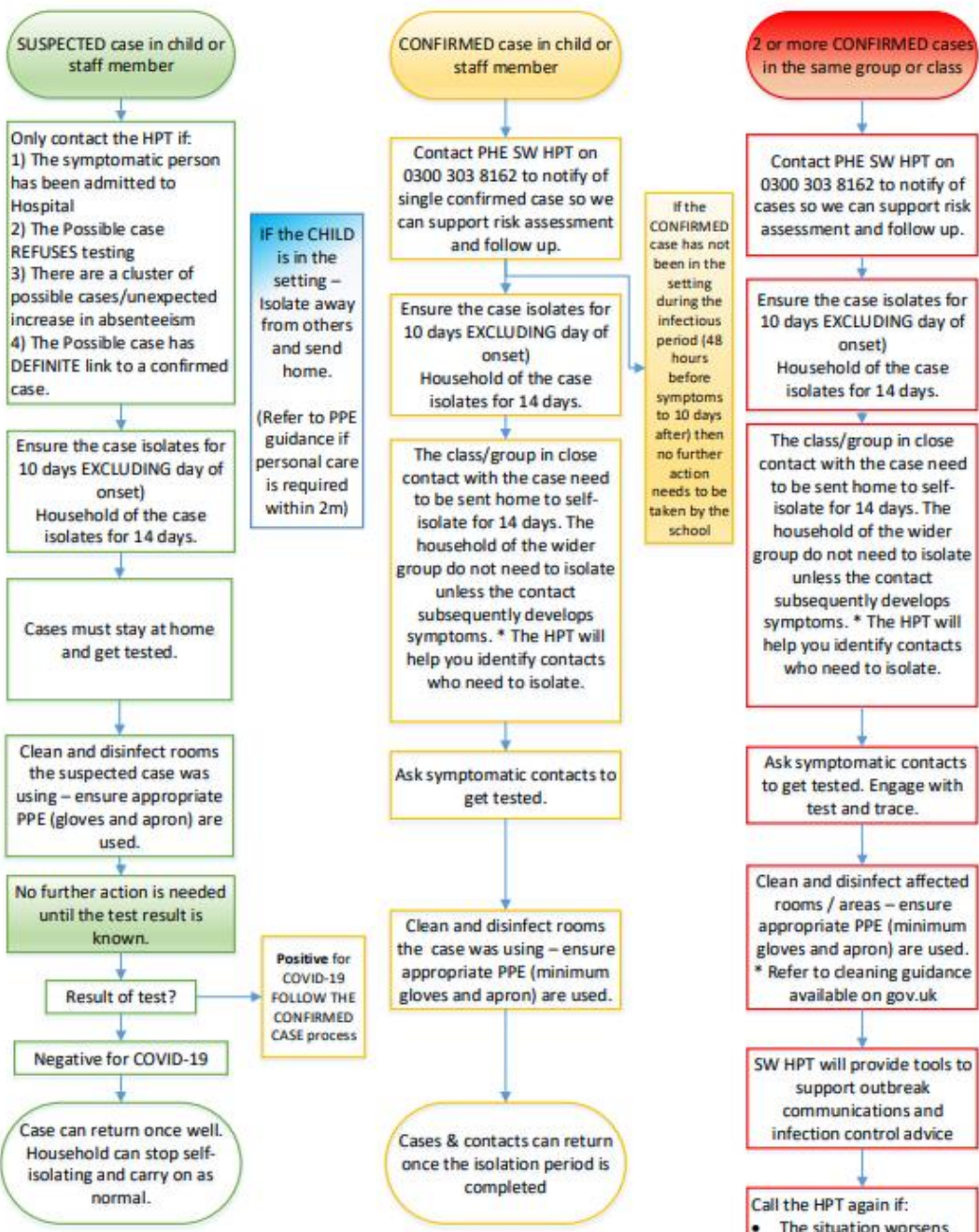
schools (at the same time as other children from other school) and then returning to our school – increased possibility of infection.			
Issues arising – 25th September 2020	Action to be taken/changes already made	Responsible person	Date
Concern as to whether lettings can continue to be allowed following the tighter restrictions dictated by the Government.	Nikki Hill checked with SHE unit. As long as the letting is for a children’s club, the rule of 6 does not apply. Obviously, we need to do all the other proactive mitigating activity such as ensuring they have an appropriate risk assessment and that they are reminding adults working within that club to socially distance themselves from each other.	Nikki Hill	September 2020
Children in KS1 are being called out of lower gates of the playground by parents, who either a) don’t want to wear masks or b) don’t want to follow one-way system. This means that young children are slipping out of the gate and parents are blocking the main path in to the playground.	Parents notified by text and in Park Life that children must be collected from the playground (unless they are in Y5/6 and either have permission to walk home or have arranged to meet parents in Naunton Park).	Nikki Hill/Lara Hudson	September 2020
Parental anxiety as local schools (primary and secondary) are now starting to report positive COVID cases.	Weekly COVID information in Park Life. Speaking directly with those parents who are particularly concerned.	Nikki Hill/admin team	September 2020
Significant damage to drains outside school (8 metres worth of tree roots), resulting on ability to use 60% toilets/run water to wash hands – initial concern is that school may have to close.	Liaised with senior property services personnel to authorise significant excavation process to repair the damage.	Nikki Hill/Darren Williams	September 2020
Parents are continuing to stop to chat whilst on the playground rather than collecting their child swiftly and moving on to allow a flow of people.	All teachers asked to assist with gently reminding parents to move on once they have collected their child.	All teachers	September 2020
Issues arising – 18th September 2020	Action to be taken/changes already made	Responsible person	Date
Reception children will end up arriving and leaving at the most congested period of the day from 28 th September.	All Reception parents informed of alteration to drop off and pick up times from 28 th September.	Nikki Hill and EYFS team	September 2020

Continued lack of capacity in the laboratory system to analyse tests, resulting in parents/staff members really struggling to access a COVID test. There is real concern on the potential impact of the running of the school with this.	GCC have liaised with NHS England and PHE, and continue to lobby this.	Nikki Hill	September 2020
Impact on the running of staggered lunchtimes when MDSAs are off poorly.	Have adapted the lunch plan slightly to accommodate this.	Nikki Hill and Lara Hudson	September 2020
Nikki Hill and Lara Hudson currently on 2-hour lunch duty each day, and over an hour each day on the gates– this has an impact on normal work. Katie Turner also on additional gate duty.	No easy answer at present. Have trialled it being just one of us on occasions where possible.	Nikki Hill, Lara Hudson, Katie Turner	September 2020
PHE swamped with phone calls from schools nationally with confirmed cases, and requiring clear direction regarding isolation of bubbles.	Schools have now been informed to call the DfE number to get through a new service delivered by the NHS Business Services Authority. Number shared with relevant parties.	Nikki Hill	September 2020
Issue arising – 11th September 2020	Action to be taken/changes already made	Responsible person	Date
Staggered start times/finish times – parents finding it difficult to know which year group are supposed to be coming through the gate.	We have made ‘paddle’ signs that can be mounted on the school railings and turned with ease to ensure that parents further down the path can see the digits clearly.	Darren Williams	September 2020
Timings in dining room with number of children needing access with quick turnaround.	Timings amended slightly.	Lara Hudson	September 2020
Rule of 6 announced by Prime Minister and ongoing difficulties for parents to socially distance in the playground (despite staggered starts).	Parents, respectfully, asked to wear face masks when entering the school playground.	Nikki Hill	September 2020
Milk being served in cups requires high level of washing to prevent the spread of germs.	Have reverted to having children’s milk delivered in small, individual cartons.	Nikki Hill	September 2020
New Risk Assessment required following changed guidance during the summer.	Awaiting template from GCC and then new risk assessment will be created.	Nikki Hill	September 2020
Clarity required with regards to the issuing of the COVID tests that have been delivered to school (10 only).	Attend webinar on 11 th September to find out more information.	Nikki Hill	September 2020

Lack of capacity in the laboratory system to analyse tests, resulting in parents/staff members really struggling to access a COVID test (e.g. being asked to go to Inverness!)	Have raised with GCC who are escalating further, as our MPs who are lobbying about this.	Nikki Hill	September 2020
Confusion over which symptoms require a child to be sent home/tested.	All staff informed that a child needs to go to the recovery room and will be sent home and asked to be tested if they show any of the following 3 symptoms ONLY : 1. Continuous cough. 2. High temperature. 3. Loss of taste.	Nikki Hill	September 2020
Peripatetic teachers resuming their lessons.	All peripatetic teachers have been sent – Phase 4 plan, risk assessment and DfE guidance.	Lara Hudson	September 2020
Remote learning strategy required by end of September	Digital platform has been set up (using Microsoft Teams). Staff training has begun. Remote learning policy currently being written.	Nikki Hill/Lara Hudson	September 2020
Issue arising – July 2020	Action to be taken	Responsible person	Date
Ensure policies are updated in line with COVID guidance.	Ensure policies are on the school website in September: <ul style="list-style-type: none"> • Safeguarding • Behaviour • Curriculum • SEND Visitors to school	NH/LH	September 2020
Parent visitors/volunteers	Inform parents regarding visiting school site via Road Map.	NH	July 2020
Minimise contact and mixing – bubbles, lunches, break, drop off, collection, OSCC	Share Phase 4 Plan with all staff, governors and parents.	NH	July 2020
Minimise contact etc.	Re-do site markings	DW/NH	August 2020
Organise classrooms effectively	KS2 classrooms – desks in rows (front facing). EYFS/KS1 – similar to current	All staff	By September 2020

Office staff – contact	Office staff to continue to keep glass screen closed as protective measure.	HW/DL/AW	July 2020
Visitors to school – details	Office staff to ensure that we have name, contact number, date of visit, arrival/departure time and name of staff member being visited of all visitors to school.	HW/DL/AW	July 2020
Caterlink – risk assessment	Ask Caterlink for their risk assessment for the kitchen.	HW	August 2020
Caterlink – risk assessment	Provide Caterlink with our risk assessment.	HW	August 2020
Reduce transmission possibilities for breakfast/after school club.	Work with E4 Education to install a booking system as part of our school website, so that parents can book on for one term at a time, this will enable us to plan 3 x small groups.	HW/LH/NH	July 2020
Manage lettings correctly	Liaise with My Stage School, Music Group and Motorbike training (outside only), to ask for hirer's COVID19 risk assessment ahead of confirming bookings for Autumn.	HW	July 2020
Reduce risk from meetings	Hold meetings virtually as much as possible – HT, DHT, SENDCo, SBM	NH/LH/HW/KT	September 2020
Reduce risk from meetings	Make a plan for parent consultation evenings (scheduled for October 2020).	NH/LH	September 2020
Reduce contact and maintain bubbles	Purchase additional walkie talkies/radios to enable contact.	HW	September 2020
Increased risk from educational visits	No visits to take place during term 1.	All staff	September 2020
Vulnerability of pupils if self-isolating or locked down	Create contingency plan to address remote learning depending on the scenario.	NH/LH/KT/DM/JP/NF	September 2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19, as well as other infectious diseases, spreading in schools.
 If you have any infection control concerns or questions please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk.
 GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance
 TESTING: Visit nhs.uk/ask-for-a-coronavirus-test or call 119.



COVID-19 Case Definition: (as of 18/05/20)
 • A high temperature
 • A new, continuous cough
 • A loss of, or change to, your sense of smell or taste

INFECTIOUS PERIOD:
 48 hours before the onset of symptoms to 10 days after onset.
 IF case has no symptoms but a positive test, it is 48 hours prior to test

Cleaning:
 For detailed guidance refer to the guidance on gov.uk:

Routine measures during COVID-19 pandemic should already be to outbreak standard.

PPE should be worn for cleaning – minimum gloves and disposable apron. Consider using face mask and eye protection if risk is high – ie. Cleaning areas where there are visible bodily fluids.

Public areas (e.g. corridors – clean as normal)

Surfaces that could be contaminated need cleaning and disinfection.

All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted milton. [Check chemicals in use are effective against enveloped viruses]

Avoid splashes and spray when cleaning where possible.

Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal.

Five key principles

