



# Wellesley Park Primary School (393)

## Risk Management - Assessment Report

<b>Risk Area:</b>	COVID-19
<b>Assessment Framework:</b>	Covid-19 - Full opening September 2020
<b>Work Area or Activity:</b>	Covid 19
<b>Competent Person</b>	Carly Wilkins
<b>Assisted by:</b>	Ali Crudginton
	Emmie Hartley-Criddle
	Jo Lilley
<b>Groups Affected:</b>	All staff, pupils and visitors

**Notes:**

This review takes into account the latest changes in guidance and taking into account that Somerset was placed into Tier 4 on the 30th December 2020. To add additional information regarding pupils/staff at IKB

This is a review of an assessment carried out on 28/08/2020

This is a review of an assessment carried out on 02/11/2020

This is a review of an assessment carried out on 16/12/2020  
It was marked as 'nothing had changed' by Carly Wilkins on 04/01/2021

This is a review of an assessment carried out on 04/01/2021

This is a review of an assessment carried out on 04/01/2021  
It was marked as 'nothing had changed' by Carly Wilkins on 08/03/2021

This is a review of an assessment carried out on 04/03/2021

This is a review of an assessment carried out on 04/03/2021

**Assessed on:** 20/06/2021

**To be Reviewed on:**

What are the Hazards?	What is already being done?	Is this considered satisfactory?
Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement: 1) whether the school has enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly 2) supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue	Staff and pupils will continue to be instructed/encouraged to wash their hands thoroughly and/or use hand sanitiser regularly. Staff will ensure that children wash their hands on a regular basis including when they arrive at school; before and when they return from breaks; when they change rooms; before and after eating; after every cough or sneeze. Children and staff will also wash their hands at other times, as and when appropriate. Hand washing is of paramount importance to control and minimise the risks of catching the virus. Handwashing will always take priority over hand sanitising. Hand sanitising will be used if washing facilities are not	Yes

<p>to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative 3) building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. How will this be arranged and communicated?</p>	<p>available or if there are queues to wash hands at sinks. Hand sanitiser will also be readily available for all contractors and visitors to use. Hand sanitiser will be kept out of reach from children and staff will encourage them to use soap and water so far as is reasonably practicable. However, if hand sanitiser is used by children then they will always be supervised due to the risks associated with that product under COSHH. Children are always encouraged to wash their hands for 20 seconds and, they may sing Happy Birthday twice as a teaching method. Staff are always available to supervise the children, especially the younger ones or children with special educational needs. Children will be discretely taught how to wash their hands correctly using the e-bug recommended resources. There are also signs throughout school detailing the correct method for washing hands. The soap dispensers are topped up daily and there are spare supplies available in the cleaner's cupboards. Stocks are regularly checked by the School Business Manager and orders are placed to ensure that we do not run out.</p>	
<p>How will you ensure that you 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?</p>	<p>Staff, parents and carers of pupils have been regularly informed, via numerous methods of communication, that they should not attend school if they, or any other members in their household, are displaying Coronavirus symptoms or have tested positive in the last 10 days. Visitors &amp; contractors are also informed of this when they call to book an appointment. Staff are always encouraged to remain vigilant in terms of spotting the symptoms of Coronavirus in children &amp; to inform the Head Teacher immediately who will then make any final decisions. All staff are fully aware of the symptoms of Coronavirus.</p>	Yes
<p>If anyone becomes unwell <math>\frac{1}{2}</math> how will you ensure you follow these guidelines? <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>	<p>All staff, parents and carers have been informed not to attend school if they have symptoms. This has been re-emphasised during staff meetings and training where re-opening plans have been discussed. Anyone displaying symptoms will be immediately isolated and collected from school. All parents have been informed via a pamphlet and via on-going school communication. This will also be made available on the school website. There is a flowchart which includes instructions about what to do if they themselves or their child/ siblings have symptoms. Staff will also be on the lookout for children showing any signs or symptoms and strict plans are in place, along with PPE <math>\frac{1}{2}</math> if required, to cover this whilst at school. we will follow the advice of PHE and will continue to risk assess bubble closures following a positive case. Letter templates are prepared.</p>	Yes
<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Where is the best location for this?</p>	<p>A space has been identified for children to await collection in the main school and in pre-school which is well ventilated. The board of governors have checked and scrutinised the school plans and are happy with the areas chosen. The member of staff will try to maintain a 2m distance from the child where possible. If a 2m distance cannot be maintained between the member of staff and the child, then full PPE will be worn by the member of staff. If they need to go to the bathroom while awaiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. IKB - to use an allocated spare classroom designated for WP use.</p>	Yes
<p>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</p>	<p>All first aiders have been provided with PPE and have been provided with advice on the <math>\frac{1}{2}</math> Putting on and taking off personal protective equipment (PPE) <math>\frac{1}{2}</math> for Standard Infection Control Precautions and well as how to performing CPR for children and adults.</p>	Yes

<p>children's social care settings, including the use of personal protective equipment (PPE) guidance. Do you have sufficient stocks?</p>	<p>This will include:</p> <ul style="list-style-type: none"> <li>- a face shield/mask</li> <li>- gloves</li> <li>- apron</li> <li>- hand sanitiser</li> </ul> <p>The School Business Manager will monitor the stock level of these items and will replenish them as and when required.</p> <p>Everyone must wash their hands for 20 seconds with soap and running water after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of transmission.</p> <p>Face coverings will be worn by staff in situations where social distancing between adults is not possible in communal areas and corridors. Primary school children are not required to wear face coverings. Staff are permitted to wear a face covering even if they can maintain social distancing.</p>	
<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. How is this communicated to staff?</p>	<p>Meetings have been held with staff to discuss. This is also written into the re-opening plans, which have been shared with all staff. For staff members who were not present for a meeting, because they were either shielding or working from home, they were either communicated with via email or telephone. The cleaning will be overseen by the School Business Manager.</p> <p>If there is a bubble closure, following a positive result, the classrooms will be:</p> <ul style="list-style-type: none"> <li>- Closed off and left to decontaminate for 72 hours.</li> <li>- A sign will be displayed at point of entry to ensure that no one enters.</li> <li>- A full deep clean of the affected areas will take place after the 72 hour period.</li> <li>- Put a plan in place to clean any other affected areas e.g. staff room, toilets, offices, etc.</li> </ul> <p>The minimum PPE that needs to be worn when cleaning a COVID affected area are a disposable apron and disposable gloves.</p> <p>All cloths used to clean a COVID affected area must be disposable and must be double bagged and stored in a safe place for 72 hours before disposing in with the general waste.</p>	Yes
<p>As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education. If you have a pupil with additional needs have you undertaken an individual risk assessment(s)?</p>	<p>SLT will identify any children who fit into this category and request that the SENDCO completes an individual risk assessment for that child where applicable. Parents will be asked to contribute in the writing of these risk assessments, where applicable.</p>	Yes
<p>As much as you reasonably can, how will you ensure the grouping of children together and therefore avoiding contact between groups? Arranging classrooms with forward facing desks and staff maintaining distance from pupils and other staff as much as possible should also be adhered to.</p>	<p>We have created bubbles by year groups, apart from Reception and Year 1 due to a mixed aged class. However, the children will predominantly be working in their own class. The Trust CEO along with the board of governors have reviewed all plans and are happy with how the groups have been established. Groups will not be allowed to mix with other groups. Plans to ensure that this does not happen include having staggered start and finish times, staggered lunches, allocated playground space, etc. We will ensure, so far as is reasonably practicable, that groups do not mix as per the current guidance, however this may be needed for a small number of pupils who require additional and necessary interventions. Year groups will be allocated toilets to reduce mixing between groups.</p>	Yes

	<p>Teachers will be allowed to move between groups; however, we will try to ensure that the same teachers remain with the same groups as much as possible and that they remain front facing.</p> <p>EYFS will not be sitting in rows as it is not age/developmentally appropriate to i½teachi½ continuous provision, in this way. Activities will instead be well spaced around both the indoor and outdoor environment. The adults will continue to socially distance where possible. However, children will be front facing, when sat on the carpet.</p> <p>Year 1-6 will have forward facing desks and children will be allowed to sit next to one another. Staff will maintain a safe distance from pupils, where possible however, with smaller children, this is not always possible. In terms of social distancing, for younger children, we will focus on keeping groups consistent and for older children, staff will support and educate them to maintain a distance. Staff will, where possible, maintain a safe distance of 2m or 1m+ if they cannot do 2m. Staff will minimise the amount of time they spend within less than 1m of a child. All staff members are actively encouraged to stay a safe distance away from their colleagues, both inside and outside the classroom, so far as is reasonably practicable. All large gatherings will also be avoided, with assemblies only take place in individual groups or virtually.</p> <p>WP will create their own bubble whilst at IKB</p>	
<p>Have you Introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach? Points to consider and implement: 1) putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes 2) more frequent cleaning of rooms / shared areas that are used by different groups 3) frequently touched surfaces being cleaned more often than normal 4) different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>A deep clean programme is in place. Additionally, school staff will be carrying out regular cleaning throughout the day and will focus on high traffic/touch areas e.g. light switches, door handles, tables, chairs, windows as well as additional shared items in communal areas e.g. phones, photocopiers, kettles, etc. This is also applicable for shared areas that are used by different groups.</p> <p>To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area.</p> <p>The School Business Manager will create and check the cleaning schedules for all staff to use and the Trust Premises Manager will monitor. Viricidal cleaner will be the cleaning product as well as household disinfectants, which complies with Government cleaning guidance for schools. These products are always kept out of reach of children. Toilets can be shared between groups, but they will be cleaned on a more frequent basis i.e. after breaks and Lunch. All pupils will be reminded to wash their hands thoroughly and posters will remind them of this. If there are very young children or children with SEND needs, then teachers will assist them to wash their hands correctly.</p> <p>Staff will assist and supervise very young children or children with complex SEND needs, to ensure they wash their hands correctly.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff where possible. We recognise that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p>	Yes
<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. This can be achieved through keeping groups separate (in i½bubblesi½) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on i½ 1) childreni½s ability to distance 2) the lay out of the school 3) the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary). How will this be achieved?</p>	<p>We have created year group bubbles except for Reception and Year 1 as they are mixed age group[, however the children will predominantly be working in their own class/year group. The Trust CEO along with the board of governors have reviewed all plans and are happy with how the groups have been established. Groups will not be allowed to mix with other groups. Plans to ensure that this does not happen include having staggered start and finish times, staggered lunches, allocated playground zones. We will ensure, so far as is reasonably practicable, that groups do not mix as per the current guidance. In some of the schools, groups will be allocated separate toilets to reduce mixing between</p>	Yes

	<p>groups. Teachers will be allowed to move between groups; however, we will try to ensure that the same teachers remain with the same groups as much as possible and that they remain front facing. Staff will maintain a safe distance from pupils, where possible however, with smaller children, this is not always possible. In terms of social distancing, for younger children, we will focus on keeping groups consistent and for older children, staff will support and educate them to maintain a distance. Staff will, where possible, maintain a safe distance of 2m or 1m+ if they cannot do 2m. Staff will minimise the amount of time they spend within less than 1m of a child. All staff members are actively encouraged to stay a safe distance away from their colleagues, both inside and outside the classroom, so far as is reasonably practicable. All large gatherings will also be avoided, with assemblies will only take place in individual groups or virtually. We will work hard to ensure that we will cover classes internally where possible and limit our use of supply teachers.</p>	
<p>How will you follow the 'system of controls' as per the following guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<p>This is explained fully in the re-opening document for governors and staff as well as the parent pamphlet. The guidance is regularly reviewed for updates and we will follow all advice provide by Public Health England, should there be an outbreak.</p> <p>Notification of a positive case As we enter a new phase of the COVID-19 pandemic (March 2021) there has been a change to the way we are required to notify public health of a positive case. This is in recognition of how well schools and other setting have been able to manage single cases in their settings. SCCPHincidentroom@somerset.gov.uk which is monitored 7 days a week from 8am - 6pm.</p> <p>Report the case via the new Incident Notification form <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=BvYktXr3okqNov5wNDsMzrlhARpSqlBnmBgybuyM-xUNFVETEFQT1hZTIBIUEpGRTZORFk0SEgxVS4u">https://forms.office.com/Pages/ResponsePage.aspx?id=BvYktXr3okqNov5wNDsMzrlhARpSqlBnmBgybuyM-xUNFVETEFQT1hZTIBIUEpGRTZORFk0SEgxVS4u</a></p> <p>Please contact SCCPHincidentroom@somerset.gov.uk if any of the following criteria apply:</p> <ul style="list-style-type: none"> <li>• More than 5 cases in a single bubble</li> <li>• Cases affecting more than one bubble</li> <li>• Any hospitalisations associated with the incident</li> <li>• You are a special school, or the case is a residential student</li> </ul> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure or perhaps the whole site or year group.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will focus on:</p> <ol style="list-style-type: none"> <li>1. The class where there is a confirmed case.</li> <li>2. Year group testing</li> <li>3. Whole school, if necessary.</li> </ol>	<p>Yes</p>
<p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Bearing in mind that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. How will timetabling be arranged to facilitate this?</p>	<p>Each group will be allocated the same teaching staff who will always remain with them so far as is reasonably practicable. The normal school timetable will be followed to ensure that a broad and balanced curriculum is enjoyed. The crossing over of staff between groups will be kept to an absolute minimum e.g. PPA cover, interventions, etc and/or will only be done if there are no other alternatives available. If staff do need to move between groups, then they will always be instructed to</p>	<p>Yes</p>

	<p>maintain a 2m distance between themselves and the pupils. For staff coming in from outside i.e. staff who move between schools such as supply teachers (if cover cannot be provided internally), educational psychologists, speech and language advisors, etc, they too will need to ensure that they always maintain a 2m distance.</p> <p>MDSA will be allocated to year groups for lunchtime cover.</p> <p>Communication between staff and office carried out using telephone/walkie talkies and physical visits to the office must be only if essential</p> <p>Staff will be allocated to set times for the use of STAFF REST AREAS and social distancing to be adhered to when in REST AREA, at all times, as per the re opening guidance.</p>	
<p>Ideally, adults should maintain 2 metre distance from each other, and from children. However it will not be possible for some pupils who many require an additional risk assessment. How will the need to distance and not touch unnecessary objects be reinforced and communicated?</p>	<p>For younger children, they will be kept in their bubbles. For older children, they will be kept in their bubbles and encouraged to social distance. SEND pupils, who require it, will have their own individual risk assessment carried out by the SENDCo. Social distancing and not touching unnecessary objects will be built into the children's education across all schools; however, it must be known that this will not be achievable by all students due to site layout, their age, ability etc.</p>	Yes
<p>Large gatherings must be avoided. This should include staggering break/lunch/corridor gatherings. How will this be timetabled and arranged?</p>	<p>Break and lunch have allocated playground zones and times to ensure there are no large gatherings. All arrangements have been checked over by the Trust CEO and the local governing body. Assemblies will either take place in bubbles or online via teams. Movement around schools will be kept to a minimum. The use of the staff room will also be minimised to prevent overcrowding. Parents evenings will take place remotely, where appropriate, but there will be no face-to-face appointments.</p>	Yes
<p>How will start/end times be staggered to avoid groups coming in close contact?</p>	<p>The school re-opening plan and parent pamphlet will detail how start and end times will be staggered to ensure that phase bubbles entry and exit the school site at the same time, via the three pedestrian gates. No gathering is allowed at school gates by parents, which SLT will monitor. All school staff and pupils must wash their hands or hand sanitise upon arrival in school. If they are wearing face coverings then they will (a) remove it and place it in the waste bin once they get into school, if it is a disposable mask, and then wash their hands afterwards or (b) remove it and place it in a plastic bag once they get into school, if it's non-disposable, and then wash their hands again afterwards. All parents/carers are required to wear a mask when on the school site. All children will also be regularly reminded by staff not to touch their face throughout the school day. All arrangements have been checked over by the Trust CEO and the local governing body. WP pupils and staff at IKB will have a separate entrance/exit - this means that they will not come into contact with staff or pupils from IKB.</p>	Yes
<p>You should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. How will this be achieved?</p>	<p>Face coverings will be worn by staff and adult visitors in situations where social distancing between adults is not possible i.e. communal areas and corridors. Face coverings are not required in the classroom as they can have a negative impact on re-building relationships and teaching and learning. Face coverings are not required for those who are medically exempt.</p> <p>Primary school children are not required to wear a face covering.</p> <p>All school staff and pupils must wash their hands upon arrival in school.</p> <p>Parents are required to wear a face covering when dropping off and collecting their children.</p>	Yes

	If face coverings are worn then they will (a) remove it and place it in the waste bin once they get into school, if it is a disposable mask, and then wash their hands afterwards or (b) remove it and place it in a plastic bag once they get into school, if it's non-disposable, and then wash their hands again afterwards. All children will also be regularly reminded by staff not to touch their face throughout the school day.	
Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. How will this be coordinated?	All children, who require specific support and preparation for the changes have been identified by the SENDCo and a social story will be provided. All children, regardless of needs, will have the new expectations routines communicated to them regularly, especially within the first few weeks. There will continue to be regular contact between teachers and parents of these children. Additional personalised transition activities will take place to which 1-to-1 staff and the pastoral Lead will contribute. In September teaching staff will continue this support to ensure quick catch up. Social stories have been written as part of the transition to IKB and a teams meeting held for those working remotely.	Yes
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 – 1) where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 2) 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. How will this be communicated to staff?	PPE does form part of our school's plan and will be discussed with all staff at these meetings and via the re-opening plan. There will be reminders in on-going staff briefings.	Yes
Schools must ensure they understand the NHS Test and Trace process and how to contact their local public health protection team. <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a> . What are their contact details? (If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required).	As we enter a new phase of the COVID-19 pandemic response there has been a change to the way you are required to notify public health of a positive case. This is in recognition of how well schools and other settings have been able to manage single cases in their settings. Please note that if you have any questions or wish to discuss with a member of the public health team, we continue to offer support. Contact us on <a href="mailto:SCCPHincidentroom@somerset.gov.uk">SCCPHincidentroom@somerset.gov.uk</a> which is monitored 7 days a week from 8am – 6pm. Please report the case via the new Incident Notification form here, you can also find this on the SSE Covid-19 school toolkit webpage here. Please contact <a href="mailto:SCCPHincidentroom@somerset.gov.uk">SCCPHincidentroom@somerset.gov.uk</a> if any of the following criteria apply: <ul style="list-style-type: none"> <li>• More than 5 cases in a single bubble</li> <li>• Cases affecting more than one bubble</li> <li>• Any hospitalisations associated with the incident</li> <li>• You are a special school, or the case is a residential student</li> </ul>	Yes
Local authorities, transport providers, schools and parents must work together to ensure (where possible) this guidance is met <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>	Dedicated school transport used. No requirement for face masks. See separate COVID -19 transport risk assessments	Yes
As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available here <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a> how will this be facilitated?	As of 8th March pregnant women will be expected to return to school unless they have medical evidence to advise against this decision or if they have received a letter confirmed they are CEV. The work place is COVID secure and when they are in work they are required to maintain social distancing.  Pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission.	Yes

	<p>However, a Risk Assessment will be undertaken for anyone in the clinically vulnerable category to assess if their role permits them to work from home or if changes can be implemented to reduce the risk of them working in school. When they are in school, they will be required to maintain social distancing and the workplace will be COVID secure. If the pregnant woman cannot maintain social distancing within her role then she will be required to discuss this with the Head teacher who will make alternative arrangements i.e. work in an office alone or work from home.</p> <p>Employers should be aware that pregnant women from 28 weeks gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19).</p>	
Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. How will this take place?	<p>A return to school plan has been produced by the Headteacher, which has been reviewed by the CEO of the Governing Body. Once approved, the headteacher will meet with staff to consult the plans and to share a copy. Plans have been tweaked as necessary for the March 2021 re-opening and shared with staff via the weekly briefing.</p> <p>A separate IKB plan has been put together for any additional operations</p>	Yes
All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. These mechanisms must be reminded to staff. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information is available here <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>	<p>We will continue to have regular meetings and communication with staff to ensure everyone is consulted and kept upto date re changes in practice. The headteacher has already communicated to staff that safety and wellbeing is paramount and the H&amp;S measures reflect this.</p> <p>Care First support is available, and this is frequently communicated to staff. The Education Support Partnership also offers a free helpline for all staff 0800 0562561.</p>	Yes
Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance - <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a> and <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a>	All relevant policies, both local and Trust, have been reviewed prior to the full re-opening in March. The Safeguarding team are fully prepared for a possible increase in concerns when all children return to school.	Yes
Kitchens will be fully open from September 1 <sup>st</sup> how will these guidelines be adhered to? <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>	<p>The catering company will provide school meals and are following the guidance for food preparation. It is recognised that it is very unlikely that COVID-19 is transmitted through food or food packaging.</p> <p>High levels of food hygiene measures are in place in the school kitchen 1<sup>st</sup> where food is served from. It is not prepared on school site.</p> <p>Hot food will be served in individual packages with throw away cutlery.</p>	Yes
It is important that, prior to reopening in March 2021, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance here - <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a> who has the responsibility for this and how will they go about it?	The Trust Premises Manager and School Business Manager will ensure and monitor that compliance recording is up to date.	Yes
Once the school is in operation, it is important to ensure	Staff will ensure that all rooms/spaces are well	Yes

<p>good ventilation. Advice on this can be found in Health and Safety Executive guidance here <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> how will you ensure guidelines are followed?</p>	<p>ventilated, where possible as good ventilation can help reduce the risk of spreading coronavirus. The measures include: - natural ventilation “ opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air - natural ventilation “ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>Fans will not be used.</p> <p>To balance the need for increased ventilation while maintain a comfortable temperature, the following measures will also be used as appropriate: - Opening high level windows in preference to low level to reduce draughts - increasing the ventilation while spaces are unoccupied (E.g break and lunch time) - pupils and staff have the flexibility to wear additional suitable indoor clothing</p> <p>The air con unit at WP only serves one room so will not be circulating air to more than one bubble. Air in the room would circulate any way and without air con the room could get uncomfortably hot and put the server at risk of overheating.</p> <p>Heating will be used as necessary to ensure comfort levels are maintain, particularly in occupied spaces. Children and staff are also advised to wear additional layers if needed.</p>	
<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Guidance can be found here <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a> What additional arrangements will be put in place if any?</p>	<p>The PE curriculum will be delivered only to class/year group bubbles. Contact sports will not be taking place, at this time. All equipment will be thoroughly cleaned between use or re-used after 72 hours. Outdoor sports will be prioritised over indoor sports. If outdoors cannot be used due to weather, then large indoor spaces such as school halls will be used with windows and doors open to ensure good ventilation and air flow throughout. If indoor spaces are used, then the distance between pupils will be maximised as the risk is greater indoors as breathing is more intense from physical activity. Competitions between schools will not take place. A PE reopening guide has been shared with staff.</p>	Yes
<p>Schools should consider updating their behaviour policies with any new rules/policies and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a> has this been undertaken?</p>	<p>The school behaviour policy has been updated and reviewed to take account of new procedures/rules in relation to COVID-19. This can be found on the school website.</p>	Yes
<p>In the event of a local outbreak, the health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. Guidance on remote education support can be found <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> Have you written a contingency plan? Where is this located?</p>	<p>The contingency plan for remote learning is included in the re-opening plan and will be shared with staff. Our remote Learning offer is published on the school website.</p> <p>In the case of a local lockdown, our immediate response will be: - to consider offering a reduced provision for key worker and vulnerable children - Pupils will be set work remotely via class dojo. - Staff will share lessons via Class Dojo, often with references to Oak National Academy lessons that are tailored for every objective in the primary curriculum. Staff will be able to meet with children that require additional support through MS Teams online. Those children not requiring bespoke support to complete work will not be required to log on for a Teams meeting.</p>	Yes

	<p>- Children will be able to take photos for their learning and upload to the Class Dojo page so that teachers can monitor progress and offer supportive feedback if appropriate.</p> <p>Where children cannot access the internet, children will receive home learning packs (paper-based) to complete. Technology needs will be overcome for those who need it.</p> <p>Packs of work will be provided for those children who need it.</p>	
Will school trips and off site educational visits be taking place from March 2021? If so then what arrangements are in place to ensure safety?	We will not be offering external trips outside of school. This will be kept under review.	Yes
Will breakfast clubs and after school clubs be taking place from March 2021? If so then what arrangements have been put in place to ensure safety?	Breakfast club and after school club will commence again from March. Children will be kept in their phase bubbles. Parents are also encouraged to limit the number of wraparound care providers they use.	Yes
Will music lessons be taking place from March? If so then what arrangements have been put in place to ensure safety as there is an increased risk of infection when singing, chanting, playing wind or brass instruments or shouting, this applies even if individuals are at a distance?	Music lessons will be taking place in class bubbles. Singing and wind/brass instruments playing will not be taking place. Instruments will not be shared and they will be appropriately cleaned after use.	Yes
Have you considered arrangements for visitors and contractors?	<p>All visitors and contractors will be seen outside of school hours, where possible. This must be by prior appointment. Parents are not permitted in the school buildings either, or at the office, unless it is by prior appointment only. Appointments will be offered to parents if telephone or email contact is not possible. All communication with parents will be via telephone, class do-jo, email and school letters.</p> <p>All visitors are required to sign in and out and must always adhere to social distancing and wear a face covering when arriving on school site. Hand sanitiser is also available at school entrances for visitors to use before they enter the school. When booking appointments, they are also told not to come onto site if they are displaying any symptoms of Coronavirus. There is also a separate COVID risk assessment in place on EEC for visitors and contractors which can be used in conjunction with this Risk Assessment.</p>	Yes
Have you considered the arrangements for equipment and the sharing of resources?	All pupils and staff will have their own individual stationary and essential resources, e.g. pens, pencils, rules, rubbers, etc. Classroom based resources e.g. books & games, can be shared within a group/ bubble but must be cleaned regularly, along with all touched surfaces. Resources that are shared between groups/ bubbles e.g. sports, science, art equipment must be cleaned between groups/ bubbles or rotated to allow them to be left unused & out of reach for a period of 48hrs (72hrs for plastics) between use. Outside play equipment should be cleaned more frequently. Pupils to limit the amount of equipment they bring to school to essentials only i.e. lunch boxes, hats, coats, books, stationery & mobile phones. Bags are allowed. Pupils & teachers can take books & other shared resources home and unnecessary sharing will be avoided. Same rules for cleaning/ de-contaminating items as above apply.	Yes
Have you considered arrangements for peripatetic staff?	Staff who come in from outside e.g. supply teachers, will be permitted. We will try to use the same people, as far possible. The same measures will apply to staff who are moving between schools.	Yes
What arrangements are in place to manage self-testing for staff?	Staff received training on testing. They will continue to test with LFDs twice a week at home. There is a separate risk assessment in place which must be used in conjunction with this one.	Yes
What arrangements have been put in place for staff training?	A flexible approach to staff training, with alternative options to face-to-face training offered where possible. Where face-to-face training is necessary, the school's control measures will be implemented and made clear to both delegates and the trainer that they must follow the system of controls are in	Yes

	place. This will include any requirements for wearing face coverings where social distancing cannot be managed safely.	
What arrangements have been put in place for staff meetings or meetings with others either internal or external e.g., governors' meetings, head teachers' meetings etc?	A flexible approach to meetings, will be implemented with alternative options to face-to-face meetings offered where possible. Where face-to-face meetings are necessary, the school's control measures will be shared in advance and made clear to both staff and others to ensure that everyone follows the system of controls that are in place. This will include any requirements for wearing face coverings where social distancing cannot be managed safely.	Yes
Have you considered Covid secure measures for sports days?	Sports days can go ahead. In line with the rest of the system of controls, pupils must remain in their bubbles and early years children should remain in their consistent groups as is Usual for our setting. Sports equipment should be regularly cleaned throughout the event and between bubble use to mitigate the risk of transmission. We will not have spectators on site as it will prove challenging to ensure that current social distancing requirements are adhere.	Yes
Have you considered Covid secure measures for leaver's events?	Currently, we will avoid hosting large group gatherings indoors for more than one bubble (or in early years more than one consistent group), such as assemblies or mass worship. The schools COVID-19 operational guidance states that children should be kept in separate, independent groups (for example, their bubbles). The early years guidance states you should minimise contact between groups within settings (for example, keeping children in consistent groups). Outdoor events are generally lower risk.  Unfortunately, parents and carers will not be able to attend any leavers events as it will be difficult to ensure that spectators adhere to current social distancing requirements.	Yes
Have you considered Covid measures for transition or open days?	A thorough risk assessments will be completed before running transitional, taster afternoons in schools, to ensure that they are run in line with our system of controls and align with the advice contained within the guidance for their setting and the roadmap out of lockdown.  Our transition events will maintain the integrity of bubbles and adhere to the system of controls in place. The risk assessment will be shared with all staff before transition takes place.	Yes

Carly Wilkins

Signed .....

Dated .....

Co-ordinator

Signed .....

Dated .....

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