



# WOODLANDS ACADEMY OF LEARNING

## COVID – 19

Updated and revised September 2021

### Step 4 = learning to live with covid



- Staff, children and visitors to not enter the site if they display any covid symptoms or are unwell
- Rigorous hygiene routine with a high level of hand washing and use of 'Catch it, bin it, kill it' (Teach hygiene)
- Windows and doors to remain open to enable good ventilation (balance with temperature)
- Cleaning packs for every learning room – surfaces to be cleaned twice daily (team to undertake in classes)
- LFD Testing for staff twice weekly, will be reviewed at the end of September
- If infected numbers rise within the school community then, upon advice from public health, the outbreak management plan to be implemented and a return to previous covid control measures (bubbles, face coverings)
- Bubbles have ended, children can mix, but remain cautious
- Continued vigilance of covid symptoms, unwell children/staff to go/remain at home. Track and Trace of close contacts.
- Continued high contact with Public Health Walsall regarding positive cases
- Parents to keep school updated as to covid within the home so linked children can be monitored in school If a positive case in a household or a close contact identified by public health (if under 18 or double jabbed) then are advised to undertake a PCR test but can continue to come to school
- Remote Education continues for isolating children
- All trips, swimming and residential to consider ventilation and hand hygiene
- Staff to keep seating plans for learning room and lunchtime seats for Track and Trace
- Events and performances with an audience can resume in school
- Social Distancing has ended (But space between people is advocated by Woodlands)
- Face coverings or visors can be worn by staff in communal busy areas if they choose
- PPA can be undertaken at home
- Screens can be used for one to one work (reading and interventions)
- Visitors on site are asked about their health and to sanitise before entering the building
- Move around the building on the left
- Increased cleaning of shared areas - toilets by cleaners to be undertaken twice a day
- Shared spaces for teaching – staff clean when used
- Woodies remain in the hall in three separate groups, although can mix when outside

# Covid Risk Assessment



Daily Timetable						
Year Group	Entry	RWI	Assembly	Morning Break	Lunch 60 minutes	Exit
Nursery	8:30 – 8:35 12:30 Ramp			Ongoing access	11.30 – 12:30 EYFS or KS1	11:30 3:30 Ramp
Reception	8:40 – 8:50 EYFS Entrance	9:45 – 10:15 Horse Chestnut	Join Shoot Assembly later in year	Ongoing access	11:40 – 12:40 EYFS	3:10 Reception Door
Y1 - 60	8:40 – 8:55	9:00 – 9:45 HC, Oak, Cedar	Monday 9:45 – 10:15	11:00 – 11:15 KS1	12.40 – 1.40 KS1	3:10 KS1 Door
Y2 - 60	8:40 – 8:55	10:15–11:00 Horse Chestnut	Monday 9:45 – 10:15	11:00 – 11:15 KS1	12.30 – 1.30 KS1	3:10 KS2 Door
Y3 - 60	8:40 – 8:55	11:15–12:00 Horse Chestnut	Wednesday 9:00 – 9:30	10:30 – 10:45 KS2	12:10 – 1.10 KS2	3:20 KS2 Door
Y4 - 60	8:40 – 8:55		Wednesday 9:00 – 9:30	10:30 – 10:45 KS2	12:00 – 1:00 KS2	3:20 KS2 Door
Y5 - 60	8:40 – 8:50 Back Door		Thursday 9:00 – 9:30	11:00 – 11:15 KS2	1:10 – 2.10 KS2	3:20 KS1 Door
Y6 - 60	8:40 – 8:50 Back Door		Thursday 9:00 – 9:30	11:00 – 11:15 KS2	1:00 – 2.00 KS2	3:20 KS1 Door
			Mon Phase class assemblies 2:45-3:05			

## Covid Risk Assessment

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# COVID-19

The health and safety for pupils and staff lead this Risk Assessment.

If at any time safety is compromised and the risk level rises to an unacceptable level, then the school will be closed.

All staff have the responsibility to implement and monitor the implementation of the Risk Assessment.

This is a dynamic risk assessment and our starting point, decisions will need to be undertaken using the principles of the RA, shared thoughts and common sense. Always putting the safety of children and staff first.

SLT will monitor effectiveness of implementation and review on a daily basis, updating the whole team as necessary.

Significant Hazards	Persons Affected	Controls	Risk Rating	Additional Action Required	Action By & Date
Lack of understanding and lack of knowledge leads to poor practice	Pupils Parents Staff Governors	<p><b>Documentation and guidance</b>                      Guidance Referred to in the completion of this Risk Assessment are all the latest government updates</p> <p>Opening schools guidance link:  <a href="http://www.gov.uk">Guidance for full opening: schools - GOV.UK (www.gov.uk)</a></p> <p>What parents and carers need to know link:  <a href="http://www.gov.uk">What parents and carers need to know about early years providers, schools and colleges - GOV.UK (www.gov.uk)</a></p> <p>Risk Assessment discussed and agreed by Staff and Governors at periodic points during the year                      RA also shared with Elite during the Autumn term – Health Safety Audit requested by school focus on covid arrangements                      RA elements shared with parents through weekly newsletters as needed                      RA saved onto school website                      RA formally reviewed October 2020                      RA formally reviewed November 2020                      RA re-written for lockdown January 2021</p>	Low	Guidance read, understood and filtered into RA. Done and ongoing as new updates released	

## Covid Risk Assessment

		<p>RA formally reviewed March 2021 RA formally reviewed May 2021 RA formally reviewed August 2021</p> <p>Weekly phase meetings provide opportunity for consultation Weekly staff briefing provides updates for all staff Staff can talk to a member of SLT at any time regarding any aspect of the RA</p> <p>Schools and colleges in England can raise questions, concerns or report issues, via the DFE coronavirus helpline: 08000 468687 or at <a href="mailto:RapidTesting.SCHOOLS@education.gov.uk">RapidTesting.SCHOOLS@education.gov.uk</a></p>			
Awareness of policies / procedures / Guidance	Staff Pupils Others	<p><b>Awareness of policies / procedures / Guidance</b></p> <ul style="list-style-type: none"> <li>○ Leadership team keep updated regarding national and local changes (daily DFE emails, weekly Walsall bulletins)</li> <li>○ Leadership team keep governors updated with access to current RA</li> <li>○ All staff in all teams must ensure they are aware of the current guidelines, RA content and weekly updates</li> <li>○ All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures.</li> <li>○ All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>○ The Health Protection (Notification) Regulations 2010</li> <li>○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>○ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>○ The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>○ The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>○ DfE</li> </ul> </li> </ul>	Medium		

## Covid Risk Assessment

		<ul style="list-style-type: none"> <li>○ NHS</li> <li>○ Department for Health and Social Care</li> <li>○ PHE</li> <li>○ Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>○ Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and website – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>○ Pupils are made aware of the need to tell a member of staff if they feel unwell.</li> </ul>			
Lack of communication	Staff Pupils Others	<p><b>Lack of communication</b></p> <ul style="list-style-type: none"> <li>○ The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>○ The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken.</li> <li>○ Schools put into place any actions or precautions advised by their local HPT.</li> <li>○ Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	Low		
Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	<p><b>Disruption to the running of the school in cases of local outbreak</b></p> <ul style="list-style-type: none"> <li>○ The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary.</li> <li>○ The school has a management outbreak plan</li> <li>○ The school is aware that previous covid measures may need to be adopted if there is an outbreak</li> <li>○ The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.</li> <li>○ Follow Government advice and follow any instructions</li> </ul>	Medium		
Parents awareness of safety guidelines	Staff Parents Pupils	<p><b>Parents and Pupils knowledge</b></p> <ul style="list-style-type: none"> <li>○ Parents are made aware of the school's infection control procedures in relation to coronavirus via newsletter, posters, text and the website</li> <li>○ They are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> </ul>	Medium		

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		<ul style="list-style-type: none"> <li>○ They know that no ‘ill’ person must enter the site, nor should any person who is isolating</li> <li>○ Parents must collect their child as soon as possible if the school has identified their child is unwell</li> <li>○ Pupils are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</li> <li>○ Adults will directly teach changes to children as they occur. Using games, songs, social stories to help explain the new rules to the children</li> </ul>			
Admitting children into school	Staff Pupils Others	<p><b>Admitting children into school</b></p> <ul style="list-style-type: none"> <li>○ In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> <li>○ Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</li> </ul>	Medium		
CEV children	Staff Pupils Others	<p><b>CEV children</b></p> <ul style="list-style-type: none"> <li>○ All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend</li> </ul>	Low		
Admitting people into school	Staff Pupils Others	<p><b>Admitting people into school</b></p> <ul style="list-style-type: none"> <li>○ Pupils, staff and other adults <b>should not</b> come into school if they have symptoms, have had a positive test result or have been instructed to quarantine</li> <li>○ Anyone staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice</li> <li>○ In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised – Bonsai room or outside if possible</li> </ul>	Low		

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		<ul style="list-style-type: none"> <li>○ If the member of staff is in close contact with the child then they should wear appropriate PPE</li> <li>○ A window should be opened for fresh air ventilation if possible</li> <li>○ Any rooms that have been used for this purpose should be cleaned after they have left</li> <li>○ As anyone within the household should follow the PHE guidance for households with possible or confirmed COVID-19 infection, then any siblings within the school will be identified and also sent home.</li> </ul>			
Staff CEV	Staff Pupils Others	<p><b>Staff CEV</b></p> <ul style="list-style-type: none"> <li>○ CEV people are <b>no longer advised</b> to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus</li> <li>○ Staff should attend their place of work the instruction to work from home has ended</li> <li>○ The school will follow DHSC updated guidance</li> </ul>	Low		
Statutory Tests and Inspections	Staff Pupils Others	<p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>○ Prior to reopening completing a check of all statutory compliance using Walsall Council's statutory and best practice check available on 'Walsall Link'</li> <li>○ Partner with Elite Health and Safety</li> <li>○ Regular timetabled health and safety inspections to ensure best practice</li> <li>○ Elite covid inspection undertaken in October was repeated in November</li> <li>○ Gained covid secure certificate from Elite in November</li> <li>○ Statutory inspections to continue</li> <li>○ In-house inspections will continue to ensure the school remains as safe as possible. Actions will be taken to ensure the RA is fully implemented</li> </ul>	Low		
Communication	Staff Parents Governors	<p><b>Communicating with parents, staff and Governors</b></p> <ul style="list-style-type: none"> <li>○ The school will ensure that all members of the community are kept updated regarding the covid situation in terms of control systems, reviews, changes and confirmed cases.</li> </ul>	Low		



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		<ul style="list-style-type: none"> <li>○ The identify of a confirmed case will be kept private to the community external to the school</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>○ If there is a face to face meeting staff and parent could wear a face covering or visor, staff to try and maintain distance</li> <li>○ Communication with parents could be through year group or school email or telephone when possible, urgent messages by telephone</li> <li>○ Cloud system purchased for online video consultations</li> <li>○ Additional telephone calls made at the end of the summer term if requested by parents</li> <li>○ Weekly newsletter to keep parents updated</li> <li>○ Marvellous Me by staff to keep parents updated</li> <li>○ Year group emails enable a two correspondence with parents and teachers</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>○ Meetings staff to utilise the whole room to ensure distancing and ensure the windows and doors are open.</li> <li>○ Weekly briefing emailed to staff</li> <li>○ Use of email</li> <li>○ Use of TEAMs when appropriate</li> </ul> <p><b>Governors</b></p> <ul style="list-style-type: none"> <li>○ Virtual meetings through TEAMs, when considered safe will resume to face to face</li> </ul>			
Visitors on site	Staff Pupils Visitors	<p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>○ No 'ill' visitors to enter Woodlands, poster reminder on front entrance</li> <li>○ Restricted numbers of people in the entrance foyer – sign on the door</li> <li>○ When entering through the main school reception doors, all visitors must sign in and wear the visitor's badge throughout their stay at the school.</li> <li>○ All visitors sign out of the school using the same system.</li> </ul>	Low	Entry questionnaire  Poster – numbers in the foyer	

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		<ul style="list-style-type: none"> <li>○ Visitors are encouraged to use the sanitiser on arrival in the main reception area</li> <li>○ Visitors follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>○ All Visitors to be made aware of all relevant Trust policies and procedures. Visitors will have received all necessary information at entry and asked about their health.</li> <li>○ Visitors will be advised as to which toilets they can use</li> <li>○ The office staff will ask visitors to wait in the reception area until the person they are wishing to see has been contacted.</li> </ul> <p>Visitors are made aware of the school's infection control procedures in relation to coronavirus via email or meetings and must contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p> <p><u>Poor hygiene practice</u></p> <ul style="list-style-type: none"> <li>○ Posters are displayed throughout the building reminding Visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>○ Visitors are encouraged to wash their hands with soap or alcohol-based sanitiser and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>○ Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>○ Visitors must wash their hands before and after visiting the toilet.</li> <li>○ Visitors must wash their hands prior to eating and drinking.</li> </ul> <p><u>Management of diseases</u></p> <ul style="list-style-type: none"> <li>○ Everyone is instructed to monitor themselves and others and look out for similar symptoms if a Visitors member has been sent home with suspected coronavirus.</li> </ul>			
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		<ul style="list-style-type: none"> <li>○ Visitors are vigilant and report concerns about their own, a colleague's or other's symptoms to the Headteacher or SLT as soon as possible.</li> <li>○ The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> </ul>			
School site not safe	Pupils Parents Staff	<p><b>School Site Ready and organisation</b></p> <ul style="list-style-type: none"> <li>○ F&amp;O Manager and Site Manager will go through the latest government guidance on 'reopening' that refers to water systems, electricity, fire safety, kitchen equipment, security systems and ventilation prior to September.</li> <li>○ All the usual site checks will be undertaken after the school has been closed</li> <li>○ Staff to store own items in own learning spaces</li> <li>○ Staff can sign in using their badge or mobile app, reducing need to touch the screen</li> <li>○ Staff to wash their hands or sanitise when they enter the building</li> <li>○ There will always be a member of the safeguarding team on site during school hours</li> <li>○ There will always be a member of SLT / SMT on site during school hours</li> <li>○ There will always be trained first aiders on site, including paediatric first aiders</li> <li>○ Fire evacuation will be directly taught in September and there will be a known practice fire evacuation (Plus 1 evacuation during the Spring term and 1 evacuation during the summer term)</li> <li>○ Laptop / ipad trolleys will not be left on overnight</li> </ul>	Low	Fire Evac Sept	
Use of Transport	Staff Pupils Others	<p><b>Use of Transport</b></p> <ul style="list-style-type: none"> <li>○ Facemasks do not need to be worn by children or staff on transport, unless the coach company specify this is a condition of use</li> <li>○ It is important to ensure vehicles are well ventilated when occupied, by opening windows and ceiling vents. The need for increased ventilation while maintaining a comfortable temperature should be balanced.</li> <li>○ On dedicated transport:</li> </ul>			

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		<ul style="list-style-type: none"> <li>Children should not board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19.</li> <li>If a child or young person develops COVID-19 symptoms, however mild, while at school, they will be sent home. They should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> </ul>			
<p>Arriving at school</p> <p>Spread of virus through congestion and close contact</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p> <p>Others</p>	<p><b>Arriving At School</b></p> <p><b>Car Park</b></p> <ul style="list-style-type: none"> <li>Families enter through the pedestrian gate and exit through the car park at the front entrance (one-way system)</li> <li>There will be no need for cones on the car park – staff will be able to use the full car park to park</li> <li>No vehicles can travel on site between             <ul style="list-style-type: none"> <li>8:25 – 9:00</li> <li>3:00 – 3:30</li> </ul> </li> </ul> <p>Dennis to prevent vehicles entering the site in the morning</p> <p><b>Children drop off</b></p> <p>Always greeting our children and families with a smile and warm welcome</p> <p>8:20 Woodies gate onto KS1 playground is locked</p> <p>8:30 Pedestrian gate onto school site will open and KS1 playground gate will open</p> <p>8:30 – 8:35 Nursery door will open</p> <p>8:30 Parents can wait on KS1 playground</p> <ul style="list-style-type: none"> <li>Nursery 8:30 - 8:35 entry by the ramp staffed by Nursery team</li> <li>EYFS gate will open at 8:40 – 8:50 for R staffed by R team</li> <li>Lower playground door will open at 8:40 – 8:55 for Y1 and Y2 staffed by Shoot team</li> <li>Upper corridor playground door will open at 8:40 – 8:55 for Y3 and Y4 staffed by Branch team</li> <li>Back playground gate will open at 8:40 – 8:50 for Y5 and Y6 staffed by Oak team</li> </ul>	Low		

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		<p>Pastoral team will circulate at different entry points on different days (JG / LB) TN / CM will circulate at different entry points on random days</p> <p>Principle – distribute entry across different doors and times still staggered. One-way system at the front</p> <p>First few weeks CM, JG, LB and TN meet and greet on car park helping flow of one way</p>			
Staff receiving child from Parent	Staff Children	<p><b>Entering Learning room</b></p> <ul style="list-style-type: none"> <li>○ Ensure the child puts their mask in their bag on the playground before entering the building. Staff to be sensitive if this causes distress.</li> <li>○ Children go straight to class</li> <li>○ Once undertaken tasks children sit in their chair – minimum movement encouraged</li> <li>○ All their items to be placed in their lockers – coats hung up.</li> <li>○ Crates for lunchboxes</li> <li>○ Water bottles that have lids and labelled</li> <li>○ Can bring stationary but needs to be kept to the minimum</li> <li>○ Mobile phone in Y6 to be placed in a tray kept up in Y6 learning room. A specific child signs in each mobile phone on a clipboard. Tray locked away during the day. (Y6 team to share expectations and policy – children to bring if they walk home or they express another reason ie go to another home after school)</li> <li>○ Children wash hands (or use sanitiser) every time they enter learning room</li> <li>○ Support staff to ensure sanitiser is filled daily</li> <li>○ Children can bring own sanitiser into school</li> </ul>	Low		
Classroom set up	Staff Pupils	<p><b>Classroom Set Up</b></p> <ul style="list-style-type: none"> <li>○ Staff to have seating plans</li> <li>○ Children can be sat in groups</li> <li>○ In September try to avoid children sitting with different children</li> <li>○ Children in Y1 have carpet spots so staff know who children sit by</li> <li>○ Tissues available in each class pupils to use when coughing or sneezing and they must go into a bin after one use.</li> <li>○ Lidded bin for each learning room</li> </ul>	Medium		

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		<ul style="list-style-type: none"> <li>○ Where pupils move around for phonics they remain in same bubbles and cleaning in place for each area used</li> <li>○ Every child has their own pen, pencil, ruler in a pack.</li> <li>○ Classroom pack of glue sticks, colours that will need cleaning by the staff at regular points</li> <li>○ Keep class doors open and windows</li> <li>○ Have clutter free surfaces for ease of cleaning</li> <li>○ Ensure cleaning materials are stored high up away from children or in the cupboard</li> <li>○ Sprays not used when children are in the learning room</li> <li>○ Children’s main toilets doors wedged.</li> <li>○ Corridors should not be busy</li> <li>○ Staff will need to walk children to different spaces ie break, lunch.</li> <li>○ Children reminded to walk on the left around school</li> </ul>			
Classroom Lessons  Germ contamination  Physically too close  Spread of virus	Staff Pupils	<p><b>Learning Provision</b></p> <ul style="list-style-type: none"> <li>○ Normal teaching practice can resume but staff to be aware of space and face to face conversations</li> <li>○ Staff can continue to use the screens for 1:1 working if they choose</li> </ul> <p><b>Home Learning</b></p> <ul style="list-style-type: none"> <li>○ Items can go back and forth between home and school, including reading books and home learning.</li> <li>○ Reading books can be placed back in the library</li> <li>○ Children sanitise before going to choose a new book from the library</li> </ul> <p><b>Assemblies</b></p> <ul style="list-style-type: none"> <li>○ Assemblies can resume with no restrictions.</li> <li>○ However, Woodlands will start with two / three year groups at a time in September and then review.</li> <li>○ Phase meetings to take place during this time – staff to be distanced within</li> </ul>	Low		

		<p>the room.</p> <p><b>PE</b></p> <ul style="list-style-type: none"> <li>○ Curriculum map can resume</li> <li>○ Use of the hall for aerobic exercise is to be avoided and outside space utilised instead</li> </ul> <p><b>Music</b></p> <ul style="list-style-type: none"> <li>○ Singing can resume, children to be facing forward with good ventilation</li> <li>○ Resources will be cleaned between family groups if necessary. Eg ukuleles</li> </ul> <p><b>Hygiene and protective measures</b></p> <ul style="list-style-type: none"> <li>○ Children and staff wash / sanitise their hands every time they enter and leave the learning room</li> <li>○ Windows and doors to be kept open</li> <li>○ Every learning room has a screen that can be used for 1:1 working</li> <li>○ Staff to ensure that they wash their hands frequently, following same model as the children</li> <li>○ Staff to talk to their children about hygiene when necessary - the need to avoid touching your face and the need to cough or sneeze into your arm</li> <li>○ Tissue box per class</li> <li>○ Cleaning pack per learning room containing gloves, one use cloths, spray, lidded bin, bucket</li> <li>○ Hand sanitiser to be filled by staff in the learning room or the company / site staff if fixed to the wall</li> <li>○ Handwashing facilities are available in every learning room (except 5M)</li> <li>○ Soap and hand towels in every learning space with a sink</li> <li>○ Hand sanitisers have been made available in rooms without a sink (5M, office space, intervention spaces, SS, First aid area and hall)</li> <li>○ Providing tissues, lidded bins and handwashing facilities or sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it'</li> </ul>			
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## Covid Risk Assessment

		<ul style="list-style-type: none"> <li>○ If children move between learning rooms for different lessons then tables must be cleaned in-between</li> </ul>			
Ventilation class/office	Staff Pupils Others	<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>○ AP to open all corridor first thing windows in the morning</li> <li>○ Staff to open their windows first thing in the morning</li> <li>○ Internal doors to be propped open</li> <li>○ Corridor fire doors can be left open, linked to fire alarm system</li> <li>○ External doors to be propped open for periods of time – depending on the weather</li> <li>○ If external doors are opened, ensure that they are not fire doors and are safe to do so</li> </ul> <p>When temperature falls later in the Autumn Term Aim for 18 degrees, 16 is advocated working temperature</p> <ul style="list-style-type: none"> <li>○ Can close windows a fraction, or open every other window</li> <li>○ When temperature falls significantly then windows can be closed but opened when children go out for break (every couple of hours)</li> <li>○ Parents informed that children will need to wear base layers under uniform, and can bring in an additional layer such as fleece or tracksuit top. Coats to be worn in school if necessary</li> </ul>	Low		
Children requiring using the toilet in lesson times	Pupils Staff	<p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>○ Nursery have their own toilets</li> <li>○ Discourage going mid lesson (but if they need to go then they must be allowed)</li> <li>○ If children have toileting needs then they can access when needed, we recognise younger children will also need more often.</li> <li>○ Talk to children about toilet routines and hygiene.</li> <li>○ Only 2 children in the toilet at once</li> <li>○ Main toilet doors to be wedged open</li> <li>○ Must wash their hands (staff may ask children to wash their hands again when they enter the learning room)</li> <li>○ Hand dryers in use</li> </ul>	Low	Toilet signs hand washing	



## Covid Risk Assessment

		<ul style="list-style-type: none"> <li>○ Signs in the toilets to remind everyone to wash their hands and to do this effectively</li> <li>○ Hand washing to be taught in class</li> </ul> <p>Staff toilets</p> <ul style="list-style-type: none"> <li>○ Numbers in staff toilets to be reduced – signs on the doors</li> <li>○ Middle toilet in ladies to be cordoned off</li> <li>○ Wipes to be provided for staff to clean touch points (lock, flush, tap) after use</li> <li>○ Wipes to be placed in the bin</li> <li>○ Lidded bin in the toilets</li> <li>○ Hands to be washed – posters to remind staff</li> </ul>			
Rest times / non contact times	Staff	<p><b>Staff break time / PPA</b></p> <ul style="list-style-type: none"> <li>○ Staggered breaktimes and staggered lunchtimes will reduce pinch points</li> <li>○ Staff to wear visors or face coverings or L2 masks in busy communal areas</li> <li>○ Majority of staff eat their lunch in learning rooms following social distancing</li> <li>○ PPA time can be taken at home – timetable redesigned to enable this</li> <li>○ Staff to ensure they follow social distancing</li> <li>○ Staff to ensure they don't share resources eg stationary, laptops</li> <li>○ Staff in the kitchen area to use a visor or face covering</li> <li>○ Use lidded cups for moving hot drinks around school</li> <li>○ Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils (or use of dishwasher)</li> <li>○ Staff must make their own drinks to avoid cross-contamination.</li> <li>○ No T-towels to be used – blue tissue is in the staffroom and lower office</li> </ul>	Low		
Not following social distancing guidelines	Pupils Staff	<p><b>Morning Break Time</b></p> <ul style="list-style-type: none"> <li>○ Tuck shop closed. Children asked to bring own healthy snack</li> <li>○ Jungle gym, pick up sticks are timetabled</li> </ul>	Low		

## Covid Risk Assessment

Germ contamination		<ul style="list-style-type: none"> <li>○ Children to use toilets as required and wash hands. Member of staff monitors, 2 in at a time. Main door wedged open. No use of toilet bands.</li> <li>○ Wash hands before playtime (eating) and when they re-enter learning room.</li> <li>○ Stagger break-times, less children outside.</li> <li>○ Supervised by the phase staff</li> <li>○ If field is being used – phases need to be split into areas using cones</li> <li>○ Children line up in register order</li> <li>○ Wash hands on re-entry to learning room</li> </ul> <p><u>Wet Play</u></p> <ul style="list-style-type: none"> <li>○ DVD in the children’s learning room or individual activities</li> <li>○ Staff to release each other during learning time</li> </ul>			
Kitchen Team and Area	Staff Visitors	<p><b>Kitchen Team and Area</b></p> <ul style="list-style-type: none"> <li>● School kitchen to be fully open and normal legal requirements will apply to the provision of food for pupils.</li> <li>● A hot meal is offered to all our children. Children in YR to Y2 have a school meal. Children can choose to eat a school meal or bring a packed lunch in Y3 to Y6.</li> <li>● All office team are fully aware of school risk assessment and up to date guidance</li> <li>● Weekly update sent to all staff with any changes to RA</li> <li>● Posters are displayed in the kitchen area</li> <li>● Kitchen staff wash their hands with soap or sanitiser and follow infection control procedures in accordance with the DFE and PHE’s guidance.</li> <li>● Sufficient amounts of soap (hand sanitiser) clean water and paper towels are supplied in the kitchen</li> <li>● Hands are washed every time staff enter the kitchen area, before and after handling food, when moving between work spaces, after being out of the</li> </ul>	Low		

## Covid Risk Assessment

		<p>kitchen, after blowing nose, coughing or sneezing. Coughs or sneezes should be caught in a tissue or the crook of your elbow</p> <ul style="list-style-type: none"> <li>• Staff carry out thorough daily cleaning that is compliant with National guidance and with current guidelines</li> <li>• Daily cleaning to include high touch points (light switches, appliance handles, taps etc)</li> <li>• Staff to have had appropriate training in the cleaning materials</li> <li>• Staff are allocated roles and work stations within the kitchen to enable social distancing</li> <li>• Staff work side by side, not facing each other</li> <li>• No non kitchen staff enter the area without just reason</li> <li>• When using the staff room social distancing must be followed. No more than 2 members of staff in this space or use masks during this time</li> <li>• Toilets to be used by kitchen staff only and to be cleaned regularly. Wash hands after each visit and use wipes for flush, taps, lock etc</li> <li>• Ensure windows are open</li> <li>• Food is plated up in the kitchen by the kitchen team and served to the children in their seats by a different team</li> </ul>			
Lunch breaks	Pupils Parents Staff	<p><b>Lunchtime</b></p> <ul style="list-style-type: none"> <li>○ N – Y2 will have a set lunch, that will be served at the table. Office to ring up to Faye with the numbers for these children</li> <li>○ Y3 – Y6 will be offered different choices for lunch</li> <li>○ A dinner register with the options for the week will be in TA pigeon holes for Y3, Y4, Y5 and Y6.</li> <li>○ TAs to ask children what they would like for their main meal and complete the sheet</li> <li>○ The sheet needs to be placed at the kitchen hatch by 9:20 every morning</li> <li>○ Late children will need to order their lunch at the office</li> <li>○ Hot lunches will be plated up and distributed to children</li> <li>○ Puddings, fruit and sandwiches will be distributed to children</li> </ul>	Low		

## Covid Risk Assessment

		<ul style="list-style-type: none"> <li>○ Children will continue to sit in family groups</li> <li>○ Lunchbox crates at each end of the hall - Class monitors bring and take lunchbox crates</li> <li>○ Children use hall doors closest to them</li> <li>○ All children wash hands in classes before going out to lunch</li> <li>○ Teacher to take children down to the hall and help them be seated</li> <li>○ Children to have a set seat in the hall for contact tracing</li> <li>○ Clean apron for each family group</li> </ul> <p>Staffing in the hall</p> <ul style="list-style-type: none"> <li>○ Frequent hand sanitising, particularly between family groups</li> <li>○ 2 lead staff based in the dining hall GS/DD</li> <li>○ Clean all tables between groups,</li> <li>○ Help give out the food to the correct child</li> <li>○ Supervise children, ensure no sharing of food, high levels of behaviour</li> <li>○ If the next year group arrive and there are still a few children eating then move them to the spare table</li> </ul> <table border="1" data-bbox="506 874 1583 1321"> <thead> <tr> <th></th> <th>Lunch Break</th> <th>Hall</th> <th>Playground</th> </tr> </thead> <tbody> <tr> <td>YR</td> <td>11:40 – 12:40</td> <td>11:40 – 12:00 (S)</td> <td>11:55 – 12:40 <b>EYFS or KS1</b></td> </tr> <tr> <td>Y4</td> <td>12:00 – 13:00</td> <td>12:00 – 12:20</td> <td rowspan="2">12:10 – 13:10 <b>KS2</b></td> </tr> <tr> <td>Y3</td> <td>12:10 – 13:10</td> <td>12:10 – 12:30 (S)</td> </tr> <tr> <td>Y2</td> <td>12:30 – 1:30</td> <td>12:30 – 12:50</td> <td rowspan="2">12:40 – 1:40 <b>KS1</b></td> </tr> <tr> <td>Y1</td> <td>12:40 – 1:40</td> <td>12:40 – 13:00 (S)</td> </tr> </tbody> </table>		Lunch Break	Hall	Playground	YR	11:40 – 12:40	11:40 – 12:00 (S)	11:55 – 12:40 <b>EYFS or KS1</b>	Y4	12:00 – 13:00	12:00 – 12:20	12:10 – 13:10 <b>KS2</b>	Y3	12:10 – 13:10	12:10 – 12:30 (S)	Y2	12:30 – 1:30	12:30 – 12:50	12:40 – 1:40 <b>KS1</b>	Y1	12:40 – 1:40	12:40 – 13:00 (S)		<p>Outside equipment timetable</p>	
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**Covid Risk Assessment**

		<table border="1"> <tr> <td>Y6</td> <td>13:00 – 14:00</td> <td>13:00 – 13:20</td> <td rowspan="2" style="background-color: #fce4d6;">13:10 – 14:10 <b>KS2</b></td> </tr> <tr> <td>Y5</td> <td>13:10 – 14:10</td> <td>13:10 – 13:30 (S)</td> </tr> </table> <p><b>Wet Lunch Plan</b>          KS1 &amp; KS2 – 3 rooms open per phase (4<sup>th</sup> room for teacher use) One room for film, one room for games, one room for chatting</p> <ul style="list-style-type: none"> <li>○ Nursery/Reception in Reception with NH and HU</li> <li>○ Y1/Y2 with GR, SM, SC</li> <li>○ Y3/Y4 with RS, KF, TD</li> <li>○ Y5/Y6 with RS, KF, TD</li> <li>○ J Townsend – un-allocated to coordinate</li> </ul> <p><b>Field Plan - Field Space split into 6 zones</b></p> <ul style="list-style-type: none"> <li>○ Y1 and Y2 – car park side of the field.</li> <li>○ Y3 and Y4 – jungle gym side of the field.</li> <li>○ Y5 and Y6 – in the dip.</li> </ul> <p><b>Equipment and play</b></p> <ul style="list-style-type: none"> <li>○ Kelly and Gwen to sort equipment into 3 family groups</li> <li>○ Outside equipment timetable</li> </ul>	Y6	13:00 – 14:00	13:00 – 13:20	13:10 – 14:10 <b>KS2</b>	Y5	13:10 – 14:10	13:10 – 13:30 (S)			
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Y5	13:10 – 14:10	13:10 – 13:30 (S)										
First Aid – minor treatment	Staff Children	<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>○ There are appropriate numbers of first aiders on site with a range of qualifications: First Aid at work, Outdoor first aid at work, emergency first aid and paediatric first aid</li> <li>○ Always try to maintain social distancing when possible</li> <li>○ Main first aiders to advise other first aiders rather than treat the patient, if possible</li> </ul>	Low									

## Covid Risk Assessment

		<ul style="list-style-type: none"> <li>○ Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries if they are less than 1m</li> <li>○ PPE available in first aid area</li> <li>○ Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>○ Ensure any dressings or wipes are double bagged and disposed of correctly</li> <li>○ Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>○ Always wash hands after contact</li> <li>○ Accident notes can be used to notify parents of minor injuries</li> <li>○ Phone call to be made and note sent home if there is a head injury</li> </ul>			
First Aid – Life threatening	Staff Children	<p><b>First Aid – Life Threatening</b></p> <ul style="list-style-type: none"> <li>○ In the event of a serious injury or incident call 999 immediately.</li> <li>○ Wear face covering and gloves when in close contact or dealing with body fluids</li> <li>○ CPR: If there is a perceived risk of infection, rescuers should place a cloth / towel over the victims mouth and nose and attempt compressions only CPR and early defibrillation until the ambulance arrives</li> <li>○ For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival</li> <li>○ Always wash hands after contact</li> </ul>	Moderate		

## Covid Risk Assessment

First Aid & Medication	Staff Pupils Others	<b>First Aid and Medication</b> <ul style="list-style-type: none"> <li>○ Main first aiders must keep a 2m distance from children when possible</li> <li>○ First Aiders must always wear gloves when administering medication</li> <li>○ First Aiders must wear a visor when administering medication</li> <li>○ Where any medications are administered try and encourage the pupils to self-administer if possible</li> </ul>	Low		
Children who are upset	Staff Pupils	<b>Child who is Upset</b> <ul style="list-style-type: none"> <li>○ Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</li> <li>○ Encourage child to use a tissue to wipe eyes/nose etc. and then child bins</li> <li>○ Wash hands after contact</li> <li>○ Staff undertake what they are comfortable with</li> </ul>	Low		
Intimate Care	Staff Pupils	<b>Intimate Care</b> <ul style="list-style-type: none"> <li>- Use of PPE for intimate care. Visors, aprons, gloves as appropriate, lidded bin, double bagged</li> <li>- Identified staff to provide personal care</li> <li>- Discuss need with parents and their possible involvement</li> <li>- Cream</li> <li>- Diabetes</li> <li>- Changing pull ups</li> <li>- Administering medication</li> <li>- Ensuring that personal care environment and equipment is thoroughly sanitised following each use</li> <li>- Parents also informed they may need to come and change their child if intimate care is needed.</li> <li>- Judgement call by staff – ring parents to undertake or undertake by staff depending upon the degree of clean up needed</li> <li>- Parents encouraged to give medicines at home or follow school medicine policy</li> </ul>	Low		

## Covid Risk Assessment

Children with behavioural issues	Staff Pupils	<p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>○ The school behaviour plan will be in operation from 1<sup>st</sup> September.</li> <li>○ Children will need reminding of expectations, rules, rewards and consequences.</li> <li>○ Class rules created with children</li> <li>○ Individual behaviour plans are to be followed</li> <li>○ Pastoral team to review these plans as necessary</li> </ul> <p><b>Level 4 behaviour</b></p> <ul style="list-style-type: none"> <li>○ Follow the plan and ask the child to go the SS</li> <li>○ If further support is needed send immediately for a member of the pastoral / SLT team who will then lead interventions</li> <li>○ Where possible allow the child to vent their frustrations in a safe space ie Bonsai room</li> <li>○ If team teach techniques are required, staff choose whether they undertake.</li> <li>○ Parents contacted to come and collect if necessary</li> <li>○ It is advised face masks and gloves are worn.</li> <li>○ Cover arms and legs</li> <li>○ Individual risk assessments will be completed for individuals as needed</li> </ul>	Low to moderate		
Children leaving at the end of the school day. Primary	Staff Parents Others	<p><b>Children Leaving at the end of the day</b></p> <p><b>Woodies to be based in the hall from 3:10</b></p> <ul style="list-style-type: none"> <li>○ No cars enter school car park between 2:50 and 3:35</li> <li>○ <b>3:00 open the side gate onto KS1 playground.</b></li> <li>○ Parents stand on the playground.</li> <li>○ One Way System: In through the pedestrian entrance up to the KS1 playground gate and leave through the car park</li> <li>○ Children will be dismissed one at a time from the line in the corridor</li> <li>○ Reception parents collect from EYFS outdoor area</li> </ul>	Low		



## Covid Risk Assessment

		<ul style="list-style-type: none"> <li>○ Nursery parents queue around the side of the ramp</li> <li>○ Communication to be mainly through email or telephone unless necessary – staff to ensure space and wear a visor</li> <li>○ Parents encouraged to walk and not drive down Hunts Lane</li> <li>○ Staff dismiss from the site doors.</li> </ul>			
Educational Visits	Children Staff	<p><b>Educational Visits</b></p> <ul style="list-style-type: none"> <li>○ Educational Visits to be resumed from Autumn</li> <li>○ If booking new visits ensure that the school have adequate financial protection in place</li> <li>○ Educational visits will be reviewed in line with government guidance changes</li> <li>○ Residential visits will commence in line with Government Guidance</li> <li>○ Swimming lessons will commence September 2021</li> <li>○ As normal, undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely</li> <li>○ As part of this risk assessment, consider what control measures need to be used to reduce the risk of COVID 19 and ensure awareness of wider advice on visiting indoor and outdoor venues ie hand sanitising and ventilation, use of face coverings on coaches</li> </ul>	Low		
Before and after school provision	Pupils Staff	<p><b>Woodies</b></p> <ul style="list-style-type: none"> <li>- In order to reduce risk Woodies will operate in three family groups (R, Y1 and Y2. Y3 and Y4. Y5 and Y6.)</li> <li>- Revert to normal times of opening in the morning and evening</li> <li>- To be based in the Hall before and after school, split into the above groups. When playing outside children can mix</li> <li>- 8:40am Taking groups into learning rooms</li> <li>- Cleaners do hall last in the day</li> <li>- Woodies to have access to a cleaning pack and clean tables, resources, lidded bin etc</li> <li>- Think about food, breakfast and snack – staff do, wearing gloves and visors and aprons. Children can't self-serve, create own wraps etc</li> </ul>	Low		

## Covid Risk Assessment

		- Tables and chairs to be cleaned at the end of each session			
Staff with COVID-19 symptoms	Staff	<p><b>Staff with COVID-19 symptoms</b></p> <ul style="list-style-type: none"> <li>○ Staff who have any symptoms are advised not to attend work and should make contact with CM or VB and book a test</li> <li>○ Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role</li> <li>○ If a staff member becomes unwell whilst at work they should be advised immediately to go home and book a test</li> <li>○ TN / CM / VB should be informed immediately</li> <li>○ Government guidance for staff with symptoms will be followed: this can be found at: <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></li> <li>○ In the event of any staff member is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice</li> <li>○ The school may be contacted by 'Test and Trace' and will cooperate fully with them</li> <li>○ The area that the person has been working in needs to be evacuated and where possible – closed off for 72 hours. It will then be cleaned thoroughly by the site team. Site team need to wear PPE during this</li> <li>○ In the event of any staff member is identified as positive then the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice</li> <li>○ An action plan has been created with associated letters in the advent of a positive case of a staff.</li> </ul>	Low to moderate		
Pupils with COVID-19 symptoms	Staff Pupils	<p><b>Pupils with COVID-19 symptoms</b></p> <ul style="list-style-type: none"> <li>○ If a pupil starts to show symptoms of COVID 19, they should be sent home immediately</li> <li>○ TN / CM / VB should be informed immediately</li> <li>○ Whilst waiting collection by a parent/guardian the pupil should be moved to Bonsai room or outside if appropriate</li> </ul>			

## Covid Risk Assessment

		<ul style="list-style-type: none"> <li>○ If they need to use a bathroom they must use the men’s toilet and this must be thoroughly sanitised following the use. A poster to be put on the door stating this bathroom should not be used</li> <li>○ Suitable PPE including Apron, Goggles, moisture resistant face mask and gloves are available for staff who are supervising</li> <li>○ Staff and pupils who engage with the person showing symptoms should be encouraged to keep their distance and wash their hands immediately following the min washing of 20 seconds and using the correct technique</li> <li>○ Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in Bonsai room. Isolated from other contacts.</li> <li>○ Members of staff with the child to wear PPE – apron, visor, gloves. Will also frequently wash their hands</li> <li>○ Members of staff will stay outside the room with the door open</li> <li>○ The relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen.</li> <li>○ The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>○ Areas used by unwell staff and pupils who need to go home are closed when the person goes home. To remain closed for 72 hours</li> <li>○ The area is to be deep cleaned after 72 hours, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>○ After use a poster should be put onto the door stating that the room should not be used (Bonsai and Male toilet)</li> <li>○ Government guidance for pupils with symptoms will be followed: this can be found at: <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></li> <li>○ In the event of any pupil is identified as positive then the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice</li> <li>○ The school may be contacted by ‘Test and Trace’ and will cooperate fully</li> </ul>			
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## Covid Risk Assessment

		with them			
Ill health	Staff Pupils Others	<p><b>Ill Health</b></p> <ul style="list-style-type: none"> <li>○ Remind parents and staff to not attend work / school if feeling unwell</li> <li>○ Staff to be vigilant, if concerned that a child is 'off colour', talk to parents ie it maybe hayfever, asthma</li> <li>○ No person displaying symptoms to enter the school site.</li> <li>○ Staff to contact Catherine or Vicky at home if they display symptoms and then seek medical advice and arrange for a test to be undertaken. Staff to keep school informed as to the outcomes of advice and test</li> <li>○ Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents. Whilst waiting, the child is placed in a suitable place with a 2m distance with others (outside if warm) (Bonsai room) Supervising staff member to wear a mask but try to retain distance</li> <li>○ Any members of staff who display signs of infection are sent home immediately</li> <li>○ If symptoms worsen for the child or staff member then school will call 999</li> <li>○ Temperature can be taken using thermometer</li> <li>○ Staff and families are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, changes in senses, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>○ Inhalers back in school are a priority – parents have been informed. First day back – LSAs go round their family groups with medical list checking they have been returned. If not, immediately contact parents. To be stored in new learning room medical box.</li> <li>○ All staff to have updated medical list</li> </ul>	Medium		
Poor hygiene practice	Staff Pupils Others	<p><b>Poor Hygiene Practice</b></p> <ul style="list-style-type: none"> <li>○ You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser: when entering a</li> </ul>		Posters in the bathrooms to	

## Covid Risk Assessment

		<p>classroom, leaving a classroom, before eating, after eating (20 seconds singing Happy Birthday) Posters in the bathrooms to remind everyone</p> <ul style="list-style-type: none"> <li>○ Staff remind children to not touch their face, eyes or mouth</li> <li>○ Staff actively enforce the ‘Catch it, bin it, kill it’</li> <li>○ Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance.</li> <li>○ Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>○ Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>○ Pupils are discouraged from sharing cutlery, cups or food.</li> <li>○ All cutlery and cups are thoroughly cleaned before and after use.</li> <li>○ Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>○ A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE</li> <li>○ Staff directly teach good hygiene practice with children. Use of e-bug teaching resources</li> <li>○ .Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>○ Cleaning kits for every learning room. All items to be stored in a bucket away from children</li> <li>○ Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>○ Pupils are discouraged from sharing cutlery, cups or food.</li> <li>○ All cutlery and cups are thoroughly cleaned before and after use</li> </ul>		<p>remind everyone</p>	
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# Covid Risk Assessment



Spread of infection	Staff Pupils Others	<p><b>Reduce spread of infection</b></p> <ul style="list-style-type: none"> <li>○ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times</li> <li>○ Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>○ Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>○ Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</li> <li>○ Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>○ The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>○ Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</li> <li>○ Follow effective cleaning schedules listed</li> <li>○ Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible.</li> <li>○ Thermometer to be used to check temperatures</li> <li>○ Staff members will go home</li> <li>○ Identified toilet for children and staff to be used</li> <li>○ Parents to be informed if child looks unwell, has any of the symptoms and asked to collect immediately</li> <li>○ Parents are required to access advice / test if someone in the household shows symptoms</li> <li>○ Parent are required to keep the school updated as to whether the case is confirmed positive</li> </ul>	Medium		

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		<ul style="list-style-type: none"> <li>○ The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>○ If there is a confirmed case the school will seek advice from public Health advice as to who needs to isolate</li> <li>○ The school is informed by pupils’ parents when pupils return to school after having coronavirus – the school informs the relevant staff.</li> <li>○ Staff inform the headteacher when they plan to return to work after having coronavirus following government guidelines</li> <li>○ Soap and hand sanitiser in every learning room</li> <li>○ Children taught to ‘catch it, kill it, bin it’</li> <li>○ Children taught to cough into their arm</li> <li>○ Access to school will be limited to staff, pupils and essential visitors. There will be no parent assemblies, productions, consultations.</li> <li>○ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>○ Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>○ Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance.</li> <li>○ Well ventilated rooms, doors propped open, windows open when possible</li> </ul>			
PPE provision	Pupils Staff	<p><b>PPE</b></p> <ul style="list-style-type: none"> <li>○ PPE is available for any person that has to come within 1m of a child that may be possibly infected, or if intimate care is needed</li> <li>○ PPE is available as required by the RA (aprons, gloves, masks, visors)</li> <li>○ If PPE is not available then the task will not be undertaken</li> <li>○ If resources are running low, staff to alert Site Team</li> <li>○ Set of PPE in the first aid area for team teach situations and first aid if required by staff</li> </ul>	Low		

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		<ul style="list-style-type: none"> <li>○ Set of PPE in N and R for intimate care if required by staff</li> <li>○ PPE must be thoroughly cleaned following use or disposed of</li> <li>○ WHO guidance on wearing PPE in the staffroom for staff to read, informed via email 20.5.20</li> <li>○ Staff to be careful in their use of gloves. Handwashing supersedes hygiene of gloves</li> </ul>			
Staff wearing face coverings	Staff Children Parents Visitors	<b>Face Coverings</b> <ul style="list-style-type: none"> <li>○ Could be used for busy and communal areas – staffroom, shared toilets</li> <li>○ Not necessary for moving down the corridor</li> <li>○ If speaking to each other – try to maintain distance</li> <li>○ Staff can wear face coverings when speaking to parents if they choose but not necessary</li> </ul>	Low	Need to re-order level 2 masks	
Staff receiving LFD Tests	Staff	<b>Risk of infection: Testing</b> School Staff will be given tests to complete at home twice a week and to be carried out first thing in the morning. This will be reviewed at the end of September. <ul style="list-style-type: none"> <li>○ Lateral flow test box to be collected by staff on a fortnightly basis</li> <li>○ Anyone with a positive result will need to take a confirmatory Polymerase Chain Reaction test,</li> <li>○ If the confirmatory PCR test is positive, the person is required to continue to isolate for the 10 day period. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the person can return to school.</li> <li>○ It is necessary for the setting to isolate close contacts of the case for the 48 hours prior to the LFT being conducted. A negative PCR would allow the close contacts to end isolation so we would advise that the wording used allows this is be an option.</li> <li>○ Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear.</li> </ul> <b>Testing staff who have returned after a positive test result</b> <ul style="list-style-type: none"> <li>○ If staff have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity.</li> </ul>	Low	Need to re-order tests on a regular basis	



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		<ul style="list-style-type: none"> <li>○ These people are exempt from testing by both PCR and LFT within 90 days of a positive test, unless they develop new symptoms.</li> <li>○ However, they may choose to take a LFT after the isolation period. If found positive on LFT, they will be required to self-isolate for 10 days or longer if symptomatic. This should only be done after completion of the required self-isolation period</li> <li>○ A new LFT must <b>not</b> be taken whilst the person is still within a period of isolation. If symptoms (other than cough or a loss of, or change in, your normal sense of taste or smell) persist for longer than 10 days, this isolation period could be longer.</li> <li>○ <b>Further PCR tests</b>, within 90 days of a positive test result, should only be obtained where the person develops a new incidence of symptoms.</li> </ul>			
Positive Cases	Staff Pupils Others	<p><b>Positive Cases</b></p> <ul style="list-style-type: none"> <li>○ School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace.</li> <li>○ School will support NHS Test and Trace when required to help identify close contacts</li> </ul> <p><b>The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.</b></p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>➤ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or</li> <li>➤ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> <li>○ All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk</li> </ul>			

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		<p>assessments and communicating with staff and parents.</p> <p>Settings may wish to seek additional public health advice if they are concerned about transmission in the setting.</p> <p><b>Staff / Pupils</b></p> <ul style="list-style-type: none"> <li>○ with a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 and continue to self-isolate</li> <li>○ If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self test and the pupils/staff can return to school as long as the individual doesn't have COVID-19 symptoms</li> </ul>			
Visitors and Contractors in school	Staff Pupils Others	<p><b>Contractors and visitors in School</b></p> <ul style="list-style-type: none"> <li>○ Site Manager to identify essential site visitors and modify current working partnerships and timetable if non-essential</li> <li>○ All visitors will sign in according to policy providing a log of visitors on site and will read a code of conduct</li> <li>○ If they become aware of a contractor coming down with symptoms within 2 days of being at the school they must inform the school immediately.</li> <li>○ Site Manager will go through covid safety measures in school (walking on the left, washing hands or using sanitiser when they enter the school, follow social distancing guidelines)</li> <li>○ Contractors will be designated a toilet they can use whilst on site.</li> <li>○ Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> </ul>	Low		
Office Team and Area	Staff Visitors	<p><b>Office Team and Area</b></p> <ul style="list-style-type: none"> <li>○ All office team are fully aware of school risk assessment and up to date guidance</li> <li>○ Normal office hours to resume</li> <li>○ Weekly update sent to all staff with any changes to RA</li> <li>○ Posters are displayed in the office area</li> <li>○ Dedicated work stations are identified for each staff member.</li> <li>○ Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk</li> </ul>	Low		

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		<ul style="list-style-type: none"> <li>○ Office cleaning kit so that the area can be cleaned at the end of the day by each person</li> <li>○ Only one person at a time around the photocopier</li> <li>○ Only two people allowed in the foyer so it doesn't become crowded</li> <li>○ Office team will go through visitor expectations before they enter the main building and have used the hand sanitiser</li> <li>○ No visitors to enter the school if they display any coronavirus symptoms</li> <li>○ Office team will ensure hand sanitiser is filled in the foyer</li> </ul>			
Cleaning	Staff Pupils Others	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>○ Specific reference to Covid 19 guidance: cleaning in non-healthcare settings.</li> <li>○ Stock for cleaning kits is stored in a central location (Sycamore Suite) including gloves, hand gel, spray, paper tissues, bin bags etc..</li> <li>○ Use of blue paper rolls – avoid multi use cloths</li> <li>○ Mop heads to be stored separately and washed when used</li> <li>○ All used cloths to be bagged and thrown away in a secure bin area</li> <li>○ Lidded bin in every area</li> <li>○ If there is a known case then school will follow government guidance – decontamination in non-healthcare settings for a deep clean</li> <li>○ Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul> <p><b>Cleaning Schedule as stated in gov guidance July 21</b></p> <ul style="list-style-type: none"> <li>○ All hard surfaces to be cleaned on a regular basis, this will include</li> <li>○ All door handles</li> <li>○ All tables and chairs used by staff and pupils</li> <li>○ Toilet flushes and regular cleaning of toilets.</li> <li>○ All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</li> </ul>	Low	Wipes needed in staff bathrooms	

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		<ul style="list-style-type: none"> <li>○ Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>○ All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.</li> </ul> <p><b>Bathrooms</b></p> <ul style="list-style-type: none"> <li>○ When staff have used the bathroom, clean touch points (tap, flush, door handle) with disinfectant wipes.</li> <li>○ Child bathrooms to be cleaned twice a day – high touch points (flush, locks, taps)</li> </ul> <p><b>Learning Spaces</b></p> <ul style="list-style-type: none"> <li>○ Surfaces to be kept clutter free</li> <li>○ Will be cleaned by the cleaners at the end of the school day</li> <li>○ Every class learning space to have own cleaning kit. To be stored in a bucket and kept out of reach of children, high up where possible</li> <li>○ If a shared learning space with different year groups, then staff to clean after their group has used the space – tables and chair tops</li> <li>○ Staff to use own judgement as to how often tables, chairs, resources are cleaned, class and family group can share resources</li> <li>○ Spray to not be sprayed when children are in the room</li> <li>○ If numbers of cases rise in the local area, then daily cleaning of learning spaces to be re-introduced</li> </ul> <p><b>During the day cleaning by cleaners:</b></p> <ul style="list-style-type: none"> <li>○ Child Toilets cleaned once during the school day and at the end of the school day (taps, locks, flushes, surfaces, sinks etc Not mopping)</li> <li>○ Water fountains</li> <li>○ Door handles</li> </ul> <p><u>Evening cleaning, start at 3:30 to normal finish times</u></p> <ul style="list-style-type: none"> <li>○ Tina cleans Branch Phase</li> <li>○ Sarah cleans KS2 toilets and Y6, Oak Corridor, then buff hall from 5:00</li> </ul>			
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# Covid Risk Assessment



		<p>(children to be separated by a barrier of tables)</p> <ul style="list-style-type: none"> <li>○ Lyndsey cleans Shoot, KS1, N and disabled toilets</li> <li>○ Gwen cleans shared areas, library, sycamore suite, staffroom, ladies toilets, men’s toilets, office area, PPA room</li> <li>○ Rest of team go to the hall to support Sarah when their cleaning completed: to wipe down walls, door frames, doors, handles, light switch</li> </ul> <p>Review: Ongoing daily, weekly meetings of VB, AP, GR</p> <p>Spotty Book Audit: ongoing by Andy and Gwen</p>			
Site Team	Staff Children Site Team Visitors	<p><b>Site Team</b></p> <ul style="list-style-type: none"> <li>• Site staff to ensure they are fit and well to carry out maintenance tasks at school.</li> <li>• Any sign of feeling unwell i.e. cough, fever they must self - isolate and inform their Head Teacher immediately</li> </ul> <p>Additional daily job:</p> <p><u>Morning jobs</u></p> <ul style="list-style-type: none"> <li>• Ensure windows in corridors are open for ventilation (AP)</li> <li>• Check heating is on (AP)</li> <li>• Open pedestrian gate (DD)</li> <li>• Cones on road (front) (DD)</li> </ul> <p><u>Morning jobs 9am</u></p> <ul style="list-style-type: none"> <li>• Close and lock gates (front/back) (AP)</li> <li>• bring in cones (front) (DD)</li> </ul> <p><u>Morning cleaning 10.45am (GR)</u></p>	Low		

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		<ul style="list-style-type: none"> <li>• Door handles / walls</li> <li>• Toilets KS1 boys &amp; girls/ KS2 boys &amp; girls/ men’s lower disabled toilet</li> </ul> <p><u>Daily cleaning (AP)</u></p> <ul style="list-style-type: none"> <li>• Nursery toilets/touch points (12pm)</li> <li>• Touch points around school</li> </ul> <p><u>Afternoon cleaning 1:30pm (GS)</u></p> <ul style="list-style-type: none"> <li>• Door handles / walls</li> <li>• Toilets KS1 boys &amp; girls/ KS2 boys &amp; girls/ men’s lower disabled toilet</li> </ul> <p><u>Afternoon jobs 2.30pm (AP)</u></p> <ul style="list-style-type: none"> <li>• put cones out with year group signage for collection points</li> <li>• put cones and no parking signs on road</li> <li>• open gates for parents 2:55pm</li> </ul> <p><u>Afternoon jobs 4.30pm (AP)</u></p> <ul style="list-style-type: none"> <li>• put cones and signs away (off road)</li> <li>• put collection point cones away</li> <li>• close large gate on ks1</li> <li>• take out all rubbish</li> </ul> <p><u>Locking up jobs 5.30pm (AP)</u></p> <ul style="list-style-type: none"> <li>• close and lock all windows all site</li> <li>• check and fill hand gel in communal areas</li> <li>• check all soap dispensers in toilets are full</li> <li>• Empty bins (ks1/ks2/front carpark)</li> </ul>			
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**Covid Risk Assessment**



		<p>Teachers/ TA's to refill hand sanitiser bottles themselves</p> <p>Teachers/TA's to make (AP) aware when wall mounted hand sanitiser dispensers are empty bags to be changed by site team/Cathedral Hygiene straight away.</p> <p>Cleaning kit spares are available in the Sycamore suite list of spares below:</p> <ul style="list-style-type: none"> <li>• hand gel</li> <li>• facial tissues</li> <li>• gloves</li> <li>• aprons</li> <li>• black bags</li> <li>• soap</li> <li>• Spray &amp; Wipe</li> <li>• Blue roll</li> </ul>			
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**This risk assessment has been completed based on the national and local guidance at the time of completion having taken account of the additional risks/hazards/controls specific to this school.**

**Signature:** .....

**Date:** .....

\* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review
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## Covid Risk Assessment



October 2020	See right hand column	TN	Elite to monitor implementation of RA
November 2020	See below action plan from 12 <sup>th</sup> October visit	TN	Elite to monitor implementation of RA
January 2021	Lockdown	CM	February 22nd
March 2021	Re-opening following lockdown	TN	April 2021
April 2021	Following latest advice from the Government	TN	June 2021
June 2021	Changes to the daily cleaning plan	VB	July 2021
August 2021	Changes due to end of the Road Map	TN	August 2021