



# COVID Risk Assessment including Guidance & Outbreak Management Action Plan



## St Mark's CofE Primary School School Year 2021 - 2022

PHONE **0203 7436 715** to report close contacts for the school (quoting 8 digit code that starts with a z) when we have a positive staff member (not child)  
HELPLINE - **0800 046 8687**, **0800 3307 350** and selecting option 1 URN - **131450**. Phone number for advice should there be a positive case. Option 3 if  
general advice.

Hampshire and Isle of Wight HPT (South East) - 0344 225 3861 (?02084953428)

### Updated 14th December 2021

- Government has confirmed that any double vaccinated person; child aged between 5 to 18 years and 6 months; or people who are not able to get vaccinated for medical reasons regarded as a close contact to any type of COVID MUST now take a daily lateral flow test for 7 days and do not need to isolate as long as these remain negative.
- Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

### Updated 9th December 2021

- As of 13th December the school will return to class bubbles to help mitigate the spread of COVID. The exception to this will be the Carols around the Christmas Tree for YR and Y6 - this is taking place outside, year groups will not sing together, parents will be split into Y6 and YR, adults will wear masks throughout the event and all parents have been asked to consider taking a lateral flow test before arriving and to stay away if they have symptoms, have COVID or are meant to be isolating.
- Track and Trace: The government will be introducing daily contact testing as soon as possible as an alternative to self-isolation for contacts who are fully vaccinated or under the age of 18 years and 6 months - this is connected to the new variant.
- Mandatory Certification - Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds. Where applicable, schools should follow guidance on mandatory certification of events. Under 18s are exempt from showing their COVID status but should be counted towards attendance thresholds. (Indoor - crowded settings with 500+ attendees where those attendees are

likely to be in close proximity to people from other households. Outdoor - crowded settings with 4,000+ attendees where those attendees are likely to be in close proximity to people from other households. Any setting with 10,000+ attendees).

- Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.
- School Workforce:
  - From 13th December office workers who can work from home should do so. Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work.
  - School leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home without disruption to face-to-face education.
  - CEV adults are not being asked to shield again but they may receive personal advice from their specialist or or clinician on additional precautions to take and they should continue to follow that advice. Staff who were previously identified as CEV can come and speak with SLT about any concerns they may have.
  - The workplace risk assessment (this document) covers the mitigations in place that all staff will follow including expectant employees. At this time no further assessment is needed. Staff who may be pregnant can speak to SLT if they have any concerns.

#### **Updated 29th November 2021**

- New variant - Omicron - therefore new measures have been brought in for schools. The new guidance is [here](#).
- Updates include:
  - ❖ updated advice on Tracing close contacts and isolation to reflect the change in measures for close contacts of suspected or confirmed Omicron cases - ALL individuals who are identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.
  - ❖ updated advice on Face coverings to reflect the change in measures – they are now recommended in communal areas in all schools for adults and for pupils from year 7 onwards - we already wear masks in communal areas and this will continue.
  - ❖ replacement of references to Public Health England with references to the United Kingdom Health Security Agency (UKHSA)
  - ❖ updated information in the Other considerations section on vaccination of under 18 year olds - details of 16-17 and 12-15 vaccination programs can be found [here](#). This does not affect us.
  - ❖ an updated Travel and quarantine section to reflect that pupils arriving from abroad will need to isolate and test on arrival - ALL travellers arriving in the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. ALL RED list arrivals will enter quarantine.
  - ❖ an updated Educational visits section to advise you to consider whether to go ahead with any planned international educational visits - We recommend that you consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. You should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling.

- [How to use](#) a CO2 monitor
  - CO2 monitors should be placed at head height
  - They should not be near windows, doors or any other air supply.
  - Monitors should be positioned at least 50cm away from people as their exhaled breath contains CO2.
  - Measurements can vary throughout the day - changes to number of occupants, activities, ventilation rates, doors and windows being open or closed etc.
  - The amount of CO2 in the air is measured in parts per million (ppm). If measurements in an occupied space seem very low (far below 400ppm) or very high (over 1500ppm), it's possible your monitor is in the wrong place and you should move it to another location in the space to get a more accurate reading.
  - Instantaneous or 'snapshot' CO2 reading can be misleading, so you should take several readings throughout the day frequently enough to represent changes in use to the room or space. Then calculate an average value for the occupied period.
  - Readings will help you decide if a space is adequately ventilated. We will be performing readings across the next couple of days - see below in [CO2 Monitors](#).

#### **Updated 24th Sept 2021**

- Due to high levels of COVID within the school we are moving to class bubbles for a short period of time (this will be reviewed weekly). Breaks/lunch times will be zoned for classes; no whole year group meetings in person such as worship; adults and children can work across bubbles if it is for the benefit of the children such as 1:1 LSAs, the Bridge, small group work.
- Hygiene regime is updated to include washing/sanitising hands before and after PE due to sharing of equipment.

#### **Updated 21st Sept 2021**

- *If there are 3 or more known PCR positive COVID cases in a class, the parents will be notified and advised (encouraged) to have their children tested using a PCR test. The children should still come into school whilst awaiting their results unless they have symptoms or a positive lateral flow test.*

#### **Updated 17th Sept 2021**

- A reminder about cleaning technology equipment (e.g. Chromebooks, iPads) after use

#### **Updated 16th Sept 2021**

- *If there are 3 or more known PCR positive COVID cases in a class, this class will then become its own bubble for 10 days to reduce the risk of an outbreak across the school. Breaks and lunch times must also be operated within this single class bubble.*

#### **Updated 15th Sept 2021**

- *If there are 3 or more known active cases of COVID (confirmed by a PCR test) within 10 days in a class within your year group, please do not gather as a year group for worship or other activities in your class or the church. The hall can still be used, but classes must sit socially distanced apart from each other and all windows & the external door open.*

#### **Update 13th Sept 2021**

*In order to keep staff members as safe and informed as possible:*

- *We would encourage every staff member to share with the team you work with if a family member or close contact has either tested positive, has gone for a PCR, or has had a positive LFD.*
- *We would encourage staff members to be especially vigilant if they are a close contact of a positive, or suspected positive, case. This would include wearing a mask during the infectious period to reduce the viral load for others.*
- *SLT will endeavour to inform staff when positive cases occur in either staff or children, as soon as possible.*

# Table of contents

## [Sources of Guidance](#)

## [Key messages](#)

[Covid-19 Symptoms \(These haven't changed\)](#)

[System of Controls](#)

## [Prevention](#)

### [Prevention - The Four Measures of Control](#)

[Transmission of COVID-19:](#)

[PPE](#)

[Cleaning Systems:](#)

[Ventilation:](#)

[Public Health Advice:](#)

[Asymptomatic Testing:](#)

[Confirmatory PCR tests:](#)

[Contact Tracing:](#)

[Bubbles:](#)

[Face Masks/Coverings:](#)

[Coronavirus is an airborne virus. The wearing of a mask helps to reduce the viral load.](#)

[Outbreak Plan:](#)

### [Prevention - Movement around school & Toilets](#)

[Movement:](#)

[Children's Toilets:](#)

[Staff Toilets:](#)

[Breakfast Club and After School Club Toilets:](#)

[Visitor Toilets:](#)

[Prevention - Visitors to the school](#)

[Visitors](#)

[Governors, Local Authority and Diocesan visitors](#)

[Therapists](#)

[Response to Infection](#)

[Positive Cases](#)

[Test and Trace Support Payments for Parents/Carers:](#)

[School Operations](#)

[School Operations - Staffing](#)

[Vulnerabilities](#)

[Teachers](#)

[Support Staff](#)

[Pastoral Team](#)

[Regular Supply Staff including Planet Ed](#)

[Volunteers and Students](#)

[Shared Staff areas](#)

[Increased workload](#)

[School Operations - Arrival, drop-off and attendance](#)

[Public transport](#)

[Staggered Start/end times](#)

[Children who do not attend school](#)

[School Operations - Breakfast Club/After School Club](#)

[Breakfast Club](#)

[After School Club - Hatch Warren](#)

[After School Club - ISIS](#)

[After School Club - SCL - \(onsite\)](#)

[School Operations - Bubbles & Resources](#)

[Year Group bubbles set up](#)

[Libraries](#)

[Resources](#)

[Patio Areas](#)

[The Bridge](#)

[The Peri Room](#)

[School Operations - Medical Needs](#)

[Medicines](#)

[Inhalers and Auto-Injector](#)

[First Aid](#)

[School Operations - Behaviour](#)

[Challenging behaviour increases risk of infection to others](#)

[School Operations - Break and Lunch Times](#)

[Social distancing and bubbles](#)

[School Operations - Communication between staff](#)

[Communication in school](#)

[School Operations - Reception / Office Area](#)

[Shared resources and general operations](#)

[Home Learning](#)

[Home Learning Guidelines](#)

[Learning opportunities reduced as children are not in school](#)

[Home Learning Guidelines](#)

[Remote Education](#)

[Our Remote Education Offer](#)

## Sources of Guidance

Risk Assessment including Guidance and Action Plan for Re-opening of School from September 2020. It is based on the Government Guidance, the Hampshire Guidance, the NAHT/NEU Guidance and what is right for our school at this time.

Government Guidance Used:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#school-workforce>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note>

<https://get-help-with-remote-education.education.gov.uk/>

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

[https://e-bug.eu/eng\\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

<https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

<https://www.cibse.org/coronavirus-covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/get-coronavirus-test>

<https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

<https://www.gov.uk/government/publications/school-attendance>

<https://www.legislation.gov.uk/uksi/2021/582/contents>

<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

<https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries>

<https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

<https://oeapng.info/>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures>

## Key messages

The government is clear that they need to reduce the disruption to children's education. Their priority is to deliver face-to-face, high-quality education to all pupils. This risk assessment and Outbreak Management Plan lays out the steps we are taking or may need to take to continue to make school as safe as we can whilst living with the impact of COVID.

## Covid-19 Symptoms (These haven't changed)

The medical advice is clear: you must self-isolate if you have coronavirus symptoms. The main symptoms of coronavirus are:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- For more information, read the further guidance on symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

If you have one or more of these symptoms, you must self-isolate straight away and arrange a PCR test. You will need to self-isolate until you know the outcome of your test result and if positive for at least 10 days (Day 1 being the day after you developed symptoms). You'll usually need to self-isolate for 10 days if someone you live with has symptoms or tested positive; someone in your support bubble has symptoms or tested positive; you have arrived in England from a 'red list' country or from an 'amber list' country and not been fully vaccinated. or you've been told to self-isolate by NHS Test and Trace. **However, if you have been double-vaccinated (at least 2 weeks prior to contact with a positive case) or are under the age of 18 years and 6 months then you do not need to isolate BUT are strongly advised to take a PCR test.**



# System of Controls

This is the set of actions schools MUST take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

## Prevention:

1. Ensure **good hygiene** for everyone.
2. Maintain appropriate **cleaning regimes**.
3. Keep occupied spaces **well ventilated**.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

## Prevention

### Prevention - The Four Measures of Control

In this document, unless explicitly stated, the terms face mask and face coverings are interchangeable.

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
Transmission of COVID-19: Pupils, staff & other adults could spread COVID-19 by touch and sneezing and coughing.	<b>HIGH</b>	<b>HAND HYGIENE</b>  <ol style="list-style-type: none"><li>1. Frequent and thorough hand cleaning should continue using soap and water or hand sanitiser. Children will wash their hands/use sanitiser:<ol style="list-style-type: none"><li>a. On arrival to school</li><li>b. Before and After snack/break time</li><li>c. Before and After Lunch</li><li>d. Before and After PE</li><li>e. After any sneezing or coughing</li><li>f. Before leaving school</li></ol></li><li>2. Hand sanitiser used by children should be supervised by adults at all times due to the risk of ingestion.</li><li>3. Visitors: Must use hand sanitiser when entering the building and use it throughout their time in school as appropriate.</li></ol>	<b>LOW</b>

		<ol style="list-style-type: none"> <li>4. Soap, sanitiser and hand towels will be stocked by the site staff throughout the day - please let them know if extra supplies are needed.</li> <li>5. RESPIRATORY HYGIENE - The 'catch it, bin it, kill it, approach should continue.             <ol style="list-style-type: none"> <li>a. All classes will have tissues available to children.</li> <li>b. All classrooms will have a bin with a lid which should be used for any tissue waste.</li> <li>c. All adults and children must wash their hands or use hand sanitiser after coughing or sneezing.</li> <li>d. Equipment that may have been sneezed on or coughed over must be cleaned as soon as possible.</li> </ol> </li> <li>6. Children who may find it hard to follow these guidelines must have a risk assessment in place outlining mitigations and procedures for adults supporting them to follow.</li> </ol>	
<p><b>PPE</b></p> <p>Someone who has COVID-19 can transmit it to other people.</p> <p>Some children when in crisis can spit or bite adults.</p>	<b>HIGH</b>	<ol style="list-style-type: none"> <li>1. Most staff in schools will not require PPE beyond what we would normally use.</li> <li>2. Classes will be provided with PPE - gloves, aprons, goggles &amp; masks - to be used if needed.</li> <li>3. The Bridge provision will have PPE for each member of staff to use when required.</li> <li>4. The site team &amp; Sandra Sim will provide all PPE - please let them know when you have used something and need it reordered.</li> </ol>	<b>LOW</b>
<p><b>Cleaning Systems:</b></p> <p>COVID-19 can be transmitted to others by touch, especially in high people traffic areas.</p>	<b>HIGH</b>	<ol style="list-style-type: none"> <li>1. Cleaning will continue to be of high importance.</li> <li>2. All frequently used common areas will be cleaned at least twice a day by the site team such as door handles.</li> <li>3. Classroom desks will be cleaned before and after lunch as children are eating in the classroom.</li> <li>4. Hand sanitiser will be available in all classrooms, offices and common areas.</li> <li>5. All adults have a responsibility to clean frequently touched areas such as photocopiers, PPA desks etc.</li> <li>6. Any room or equipment used by visitors or between year groups should be cleaned after use to reduce the risk of transmission.</li> <li>7. Children's toilets will be cleaned at least twice a day and adults at least once a day.</li> <li>8. Visitors must use the church toilets.</li> </ol>	<b>LOW</b>

		<ol style="list-style-type: none"> <li>9. The site manager will continue to monitor the cleaning regime based on COVID guidance for <a href="#">cleaning</a>.</li> <li>10. Lidded bins will be emptied at least once during the day - there are three bins in each class: <ol style="list-style-type: none"> <li>a. Lidded Bin - for tissues, waste containing any bodily fluids or suspected infectious material.</li> <li>b. General Waste Bin - for paper towels, food waste, pencil shavings and general classroom waste - these will be single bagged.</li> <li>c. Recycling Bin - for paper and any other CLEAN recyclable materials.</li> </ol> </li> <li>11. Please keep bins near the external doors of the classroom, where possible, for easy collection and emptying.</li> <li>12. Please alert the site team if waste has been placed in a bin which may be infectious.</li> <li>13. All waste can be disposed of in the normal way and there is no need for us to double bag or store waste for a time before throwing it away unless it is from a person showing symptoms or an area cleaned after possible infection.</li> <li>14. Personal waste of an individual with symptoms of COVID-19 and waste from cleaning a possible infected area. <ol style="list-style-type: none"> <li>a. Should be put in a plastic rubbish bag and tied when full.</li> <li>b. The plastic bag should then be placed in a second bin bag and tied.</li> <li>c. This should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>d. If the test result is negative then the waste can be thrown away as normal.</li> <li>e. If the test result is positive then the waste must be stored for at least 72 hours before disposal with normal waste.</li> </ol> </li> <li>15. Teachers and children should clean resources, as appropriate, at the end of each day.</li> <li>16. Any classroom or area that has been occupied by a child or adult with symptoms must be cleaned and disinfected by the site team as soon as possible.</li> </ol>	
<p>Ventilation:</p> <p>COVID-19 can be transmitted more easily in poorly ventilated spaces especially when there are</p>	<b>HIGH</b>	<ol style="list-style-type: none"> <li>1. Windows must remain open in classrooms at all times.</li> <li>2. External doors should be opened when the weather allows and at break times to allow air to flow through the classroom..</li> <li>3. Internal doors should also be open to create an air flow through the classrooms.</li> <li>4. Any space/room used by a group of people should have windows and doors open to create good ventilation.</li> </ol>	<b>LOW</b>

lots of people in a small space.		<p>5. The government are providing some CO2 monitors to measure airflow. These will be used across the school to check ventilation on a regular basis by the site team. If areas are deemed as not having enough ventilation then measures will be taken as appropriate to increase it. This may include opening windows and doors, limiting use of the space or asking adults to wear masks in particular areas of the school.</p>	
CO2 Monitors		<ul style="list-style-type: none"> <li>● Information is taken from the <a href="#">HSE website</a>.</li> <li>● Y1 - Y6 and the Bridge have a CO2 monitor for each class.</li> <li>● One monitor is used for various rooms on a need by need basis including Beehive, SENCO offices etc.</li> <li>● Monitors are read at intervals across a day and ventilation monitored by the teachers and LSAs. Decisions are made on whether to ventilate a room more are made in connection with this monitoring.</li> <li>● One off readings are not used to make these decisions, an average from a number of readings is more likely to be an accurate indication of good or poor ventilation for an area in the school. However, if the monitor is showing a high level of CO2 at any point during the day, please do act to increase ventilation in your room.</li> <li>● Halls and large spaces do not have a CO2 monitor as it is impossible for them to make accurate readings due to the high ceilings - it would not be clear that air is fully mixed in these spaces. See table below for where best to use monitors.</li> </ul>	

Characteristics of space	Examples	Suitability of CO2 monitor
Small spaces up to 50 square metres floor area. Occupied by a consistent number of people for more than an hour	Small offices and meeting rooms	Can be used, but results should be treated carefully as concentrations can be affected by the differences between individual breathing rates.
Small spaces up to 50 square metres. Occupancy varies over short periods	Changing rooms and small retail premises	Unlikely to give reliable measurements
Mid-sized spaces of 50-320 square metres. Occupied by a consistent number of people for more than an hour	Larger office and meeting rooms, classrooms, restaurants/bars, and some indoor sports (low aerobic activity)	Often well suited to monitoring as the higher number of occupants provides more reliable values
Mid-sized spaces of 50-320 square metres. Occupancy varies over short periods	Larger office and meeting rooms, classrooms, restaurants/bars, and some indoor sports (low aerobic activity)	Often well suited to monitoring as the higher numbers of occupants provides more reliable values
Mid-sized spaces of 50-320 square metres. Occupancy varies over short periods	Some retail spaces	Can be used, but results should be treated carefully as concentrations may be affected by variations in occupancy levels
Large spaces over 320 square metres. Occupied by a consistent number of people for a longer period of time	Indoor concert venues, large places of worship and airport concourses	Can be appropriate for monitoring in occupied areas, but might require multiple sensors to provide meaningful measurements
Large spaces over 320 square metres. Occupancy varies over short periods	Rail concourses and shopping malls	Unlikely to give reliable measurements

How to get an accurate reading of your classroom ventilation:

- Check the monitor is calibrated before making CO2 measurements. Follow the manufacturer's [instructions](#) including the appropriate warm-up time for the device to stabilise.
- Know how to use your portable monitor correctly, including the time needed to provide a reading.
- Take multiple measurements in occupied areas to identify a suitable sampling location to give a representative measurement for the space. In larger spaces it is likely that more than one sampling will be required.
- Take measurements at key times throughout the working day and for a minimum of one full working day to ensure your readings represent normal use and occupancy.
- Record CO2 readings, number of occupants, the type of ventilation you're using at the time and the date. These numbers will help you use the CO2 records to decide if an area is poorly ventilated.

To aid our monitoring of ventilation we are asking teachers to take measurements approximately 6 times on an average day once a week:

- 8.55am - once the whole class is in, the outside door is likely to still be open.
- Just before break - please note timings of outside door closure during the morning so you get an accurate picture.
- Just after break, once children are back in class and the classroom has been purged with fresh air during the break.
- Before lunch, again noting times of closed doors etc.
- Just after lunch after the classroom has been purged with fresh air again.
- Just before the children leave the room at the end of the day again noting any open door time etc.

Once you have collected these results, average the results to determine if your room has good ventilation across the day. The key part is not to become too focussed on 'on the spot' readings as we need to know that our systems of ventilation are working.

Any concerns about ventilation should be reported to SLT as soon as possible. With this consistent monitoring we will be accurate in our assessment that a room has good ventilation.

<p><b>Public Health Advice:</b></p> <p>Children and adults may not follow public health advice and therefore risk spreading COVID-19 through the school or develop symptoms while in school.</p>	<p><b>HIGH</b></p>	<ol style="list-style-type: none"> <li>1. Children and staff should not come into school if they have symptoms, have had a positive test result or have been told they are required to quarantine.</li> <li>2. If someone develops <a href="#">COVID-19 symptoms</a>, <b>however mild</b>, they will be sent home and asked to follow public health advice including getting a PCR test.</li> <li>3. Anyone displaying symptoms should avoid using public transport and, where possible, should be collected by a member of their family or household.</li> <li>4. Whilst a pupil is awaiting collection, they should be left in a room on their own (if possible and safe to do so). A window would be opened for fresh air ventilation, if possible. Appropriate PPE should be worn if close contact is needed - gloves, apron, mask and goggles.</li> <li>5. Any rooms they have used should be cleaned.</li> <li>6. The household (including any siblings should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</li> </ol>	<p><b>LOW</b></p>
<p><b>Asymptomatic Testing:</b></p> <p>Asymptomatic children and adults can spread COVID-19 without realising they have it.</p>	<p><b>HIGH</b></p>	<ol style="list-style-type: none"> <li>1. HANDS - FACE - SPACE is still key even if you test negative.</li> <li>2. Staff should undertake twice weekly home tests (LFD) until the end of September when this will be reviewed (this is voluntary but highly recommended).</li> <li>3. Testing days are Monday and Thursday and staff must submit their test <a href="#">results to the school google form</a> by 7.30pm and the <a href="#">NHS testing form</a>.</li> <li>4. All staff have been asked to test on <b>Wednesday 1st September 2021</b> before returning to work on 2nd September.</li> <li>5. Parents and children can choose to use LFD to test also but this is not a requirement by the school or the government for primary children and their families.</li> <li>6. If anyone has a nose bleed they should wait 24 hours to repeat the test.</li> <li>7. Before testing you must not eat or drink 30 minutes before</li> <li>8. Test Kit Log must be kept by the school</li> <li>9. Register must be kept of results. Must be separate to the test kit log.</li> <li>10. Yellow Card to report clinical issues such as blood in the mouth etc. <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a></li> <li>11. Testing is optional but encouraged - a register is kept of all staff participating in the testing regime.</li> <li>12. An automated email is sent to all staff in the morning of the day of testing to remind those participating to test themselves that evening.</li> <li>13. An automated email is sent to staff if they do not submit their test results to the school by 7.30pm on the day of testing. This is followed up by a direct</li> </ol>	<p><b>LOW</b></p>

		<p>message from a member of SLT if the test result is still not received but expected.</p> <p>14. Any positive result MUST be reported directly to SLT using the special MSTEams channel setup for this purpose.</p>	
<p><b>Confirmatory PCR tests:</b></p> <p>Staff may not take a PCR confirmatory test after receiving a positive LFD result.</p>	<p><b>MEDIUM</b></p>	<ol style="list-style-type: none"> <li>1. Staff, parents or pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19)</a>.</li> <li>2. They should book a free <a href="#">PCR test to check if they have COVID-19</a></li> <li>3. Whilst waiting for the PCR result, the individual should continue to self-isolate.</li> <li>4. If the PCR test is taken <b>within 2 days</b> of the positive LFD, and is negative, it overrides the LFD test and the pupil or staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>5. If the PCR test is positive, the individual must continue to self-isolate and follow <a href="#">the guidance for households with a COVID-19 positive case</a>.</li> </ol>	<p><b>LOW</b></p>
<p><b>Contact Tracing:</b></p> <p>Staff, parents and children may not register their PCR result on the NHS website.</p>		<ol style="list-style-type: none"> <li>1. Close contacts are identified via NHS Test and Trace who will work with the positive case to identify close contacts.</li> <li>2. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</li> <li>3. Close mixing in a school may include: <ol style="list-style-type: none"> <li>a. A class.</li> <li>b. A friendship group mixing at break times/discovery time.</li> <li>c. A sports team.</li> <li>d. A group in a before/after school activity.</li> </ol> </li> <li>4. Schools may be contacted in exceptional circumstances to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>5. From 16th August 2021, children under the age of 18 years old and adults who are double-vaccinated (or unable to be vaccinated for medical reasons) will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case or live in the same household with someone who has tested positive for COVID-19..</li> <li>6. From 16th August 2021, children and adults will be strongly advised to undertake a PCR test if identified as a close contact and should be encouraged to do so (although it is optional) but they do not need to isolate while they await the results.</li> </ol>	



<p><b>Bubbles:</b></p> <p>Coronavirus is still a highly infectious virus and not all adults will be double vaccinated.</p>	<p><b>Medium</b></p>	<p>It is no longer a requirement to keep children in consistent Bubbles however we will be taking a more cautious approach from September 2021, this will be reviewed on a half-termly basis.</p> <ol style="list-style-type: none"> <li>1. Children and adults will be in year group bubbles.</li> <li>2. Adults and children may mix within their own year group outside but inside the school building this should be kept to where it is essential to the wellbeing and education of a child or children.</li> <li>3. Some adults will need to move year groups - this has been kept to a limited number of adults, such as some 1:1 LSAs and all PPA teachers - this is for the benefit of the children.</li> <li>4. Children accessing the Bridge and the Bridge team of adults will mix across relevant year groups to enable children to be supported in their mainstream classroom as per each child's learning plan.</li> <li>5. Breaks and lunch times will continue to be staggered and year groups should keep to the zones allocated to them at all times.</li> <li>6. Lunches will continue to be eaten within classrooms except for Year R who will eat in the hall.</li> <li>7. Year R will be sat in their classes in the hall for lunch time with supervision and support from the lunchtime staff.</li> <li>8. The hall may be used by a year group for worship and other appropriate activities.</li> <li>9. Classrooms can be used for year group worship with all windows and doors open.</li> <li>10. If there are 3 or more known active cases of COVID (confirmed by a PCR test) within 10 days in a class within your year group, please do not gather as a year group for worship or other activities in your class or the church. The hall can still be used, but classes must sit socially distanced apart from each other and all windows &amp; the external door open.</li> </ol>	<p><b>Low</b></p>
<p><b>Face Masks/Coverings:</b></p> <p>Coronavirus is an airborne virus. The wearing of a mask helps to reduce the viral load.</p>	<p><b>Medium</b></p>	<p>Face coverings are no longer advised children, staff and visitors in the classroom or communal areas (and it is no longer a requirement in law) but the government does expect and recommend that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet - this includes public transport and dedicated school transport.</p> <p>We are taking a cautious approach in September and will continue to expect and recommend masks are worn in communal areas.</p> <p>Who should or shouldn't wear a mask?</p>	<p><b>Low</b></p>

1. Parents must wear masks when on the school site, including when:
  - a. Dropping off or collecting a child
  - b. Visiting the office (having first spoken to the office via email/phone)
2. Visitors, including those who visit the school regularly to meet with pupils, must wear masks at all times. Where this is difficult because of the nature of the provision (e.g. music teachers), it is essential that the other precautions are adhered to ([system of controls](#)).
3. Pupils should not wear masks whilst in school, although they can wear them to and from school. If a child has particular health needs, then please consult with the school about this.
4. Staff:
  - a. Within the classroom, staff do not need to wear masks, unless managing an incident where PPE is required. If an adult has particular health needs or circumstances, then please consult with the leadership team about this.
  - b. Outside of the classroom a face mask must be worn. This includes areas such as communal areas, corridors, photocopying areas and cupboards.
  - c. If a member of staff has to work in/with a bubble that is outside of their normal working bubble, they may wear a mask if they decide to. Examples of this include: lunchtime team going between different classes; senior leaders monitoring lessons; cleaners going between classrooms when children are present; office staff taking messages to a classroom (if they need to enter the classroom).

Where face masks are worn, they must be suitable and appropriate in style.

Masks may be worn by adults and children to and from school particularly if they are using public transport.

When adults need to remove their masks, they must do so using the correct procedure. See [COVID-19: personal protective equipment use for non-aerosol generating procedures](#)

Adult's should not touch the front of the mask at any time.

For best practice, adults should wash their hands before removing their mask; if disposable, dispose of their mask in a lidded bin; and then wash their hands again.

## Outbreak Plan:

If there is a local breakout of Coronavirus and/or a breakout within the school then there is a higher chance of children and adults contracting COVID.

**High**

1. We may be advised by PHE and/or the government that Bubbles must be put back into place if there are higher levels of COVID in the school or the local area - see [contingency framework](#).
2. For most settings taking advice from PHE would be if the following happens (whichever threshold is met first):
  - a. 5 children or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.
  - b. 10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.
3. At this point we will take advice from PHE and follow their instructions - it is likely that this will not involve the school or a whole year group to be closed.
4. Recent advice from PHE since having 10% of a class with COVID cases has been that those classes become a bubble and do not mix with any other class in the school or their year group.
5. On reaching 10% a letter will be sent to the class parents to advise them to have their child tested using a PCR test. They should still attend school whilst awaiting the results for this.
6. Possible outcomes maybe:
  - a. To review our hygiene and ventilation measures and improve ventilation where possible (this must not significantly impact thermal comfort).
  - b. Activities may be advised to take place outside, including exercise, assemblies or classes.
  - c. One-off enhanced cleaning focusing on touch points and any shared equipment - SLT will inform the cleaning team of any class or year group who need an enhanced deep clean when a threshold is met.
  - d. Increase testing for staff on a more regular basis.
  - e. Face coverings in all communal areas and in class for staff only.
  - f. Shielding may be reintroduced for those on the clinically extremely vulnerable [list](#).
  - g. Limits on residential educational visits, open days, transition/taster days, parental attendance in settings and live performances in settings.
  - h. Return to online remote learning for all children except those of key workers or classified as vulnerable.
  - i. Bubbles will then be class-based and we will revert back to operating as we did in 2020-21.

**Low**

## Prevention - Movement around school & Toilets

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p><b>Movement:</b> Although passing someone in the corridor is considered low risk we need to keep bubbles apart as much as possible at all times to reduce the risk of cross-contamination.</p>		<ol style="list-style-type: none"> <li>1. All staff, pupils and visitors should try to reduce their movement around the school and only leave their designated areas if necessary.</li> <li>2. Teachers monitor visits to the toilets for their class.</li> <li>3. Children should be taught to look, call out or knock before entering a toilet block to minimise the risk of cross year group bubble contamination.</li> <li>4. Break times will be staggered KS1/YR, Lower KS2, Upper KS2 and the playground and field will be zoned so no year group bubbles are mixing.</li> <li>5. Lunch time will be staggered and shortened to 50 minutes K1/YR, Lower KS2, Upper KS2 and the playground and field will be zoned so no year group bubbles are mixing.</li> <li>6. Staggered times and zones are in place for break and lunch time, in order to keep bubbles separate.</li> </ol>	
<p><b>Children's Toilets:</b> Cross-contamination could happen in the toilets as bubbles need to share toilets and handwashing facilities.</p>		<ol style="list-style-type: none"> <li>1. Toilets will be allocated as follows:               <ol style="list-style-type: none"> <li>a. YR - toilets within their classroom areas</li> <li>b. Y1/Y2 - in class toilets</li> <li>c. Y3 &amp; Y4 classes - Y3/4 Girls and Boys toilets - no urinals</li> <li>d. Y5 &amp; Bridge - Y5 Girls and Boys toilets - no urinals</li> <li>e. Y6 - Girls and Boys Y6 toilets</li> </ol> </li> <li>2. ALL toilets will be cleaned at least twice during the school day and any paper towel/toilet paper replenished as needed.</li> <li>3. If the toilets have windows these MUST be opened at the beginning of each day.</li> <li>4. Main toilet doors will be open at all times to reduce handle contact - hence no urinals.</li> <li>5. YR and KS1 LSAs should wipe down handles to toilets frequently.</li> <li>6. Children will be taught about the need to maintain high levels of hygiene and why it is important - this will be revisited regularly.</li> <li>7. Children will be taught to knock on the outside door and wait if someone is in the toilet area.</li> <li>8. Posters on toilet doors and above sinks to remind children to wash hands.</li> <li>9. Teachers/LSAs to ask children to use hand sanitizer if they are concerned children have not washed their hands correctly.</li> </ol>	

		<p>10. Extra soap ordered and monitored by the site team.</p> <p>11. Children should use paper towels and NOT hand dryers as this distracts other classes..</p>	
<p><b>Staff Toilets:</b></p> <p>Cross-contamination could happen where staff are sharing individual toilets.</p>		<ol style="list-style-type: none"> <li>1. Toilets will be allocated as follows: <ol style="list-style-type: none"> <li>a. YR, Y1/SENCO - disabled toilet by SENCO rooms</li> <li>b. Y2 - Toilet C in corridor</li> <li>c. Y3/4/5 - Toilet A &amp; B in corridor</li> <li>d. Y5/Y6/Bridge - Y6 disabled toilet</li> <li>e. SLT/Office/Site Team/PPA staff - Disabled toilet</li> </ol> </li> <li>2. Signage will be in all toilets to remind people to put the lid down when flushing and to wash hands thoroughly.</li> <li>3. Toilets will be cleaned at least once during the school day by the site team.</li> </ol>	
<p><b>Breakfast Club and After School Club Toilets:</b></p> <p>All toilets are cleaned at the end of the school day and could end up being used again by clubs using the school before and after school.</p>		<ol style="list-style-type: none"> <li>1. The church toilets will be used by the breakfast club and after school club.</li> <li>2. Toilets will be cleaned immediately after breakfast club and after the after school club (this can be done first thing in the morning before the breakfast club starts).</li> </ol>	
<p><b>Visitor Toilets:</b></p> <p>Visitors pose a higher risk of spreading the virus and therefore we need to be able to clean the toilets as soon as they are used by them.</p>		<ol style="list-style-type: none"> <li>1. All visitors MUST use the Church Toilets only.</li> <li>2. Signage will be in the toilets to remind people to put the lid down before flushing and to wash their hands thoroughly.</li> <li>3. These toilets will be cleaned at least once during the school day.</li> </ol>	

## Prevention - Visitors to the school

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Visitors</p> <p>Visitors who are on site for more than 15 minutes pose a risk of cross contamination and increasing the spread of the virus.</p>	<b>HIGH</b>	<ol style="list-style-type: none"> <li>1. No visitor should come into school if they have any one of the three agreed symptoms of COVID - a high temperature; a persistent cough; and/or a loss of taste/smell.</li> <li>2. All visitors must use hand sanitiser before coming into the building.</li> <li>3. Visitors who are staying on site for longer than 15 minutes (such as contractors) MUST leave their name, contact details, organisation and reason for being in school with the office staff. This will be recorded on paper and kept for 48 hours, and then shredded.</li> <li>4. If possible contractors should be arranged to come out of school hours.</li> <li>5. If the visitor is on site during school hours they should try to maintain distance from other adults and children in the school.</li> <li>6. If a visitor needs to use a toilet, this MUST be the church toilets.</li> <li>7. Face coverings should be worn as much as possible.</li> <li>8. Hand washing must be carried out throughout the visit, as appropriate.</li> <li>9. We recognise that visitors will attend the school for a variety of reasons. Previous to carrying out the visit, a discussion will be had as to the specifics of the visit.</li> <li>10. Any visiting training groups being held in school should have limited numbers relevant to the size of the training room so that adults can remain socially distanced (in a classroom - MAX of 10 participants plus one trainer); windows and doors should remain open at all time; and masks worn to reduce the viral load.</li> </ol>	
<p>Governors, Local Authority and Diocesan visitors</p>		<ol style="list-style-type: none"> <li>1. Where possible meetings should continue to be held remotely but under the guidelines below meetings can take place face-to-face where necessary - this will be reviewed on a regular basis.</li> <li>2. Where possible, social distancing is recommended however this may not always be possible to achieve for example, when visiting classrooms or speaking to children.</li> <li>3. Masks must be worn at all times unless social distancing of 2m can be maintained.</li> <li>4. Details about visitors using the toilets can be <a href="#">found here</a>.</li> <li>5. Meetings can take place in the Church (with windows open for ventilation), people should sit 2m apart if they are not wearing masks.</li> </ol>	
<p>Therapists</p>		<ol style="list-style-type: none"> <li>1. All therapists must use hand sanitiser before coming into the building.</li> <li>2. The visitor MUST be registered by the office team - leaving their name,</li> </ol>	

		<p>contact details, organisation and reason for being in school. This will be recorded on paper for 48 hours and then shredded.</p> <ol style="list-style-type: none"> <li>3. Use the Bridge Quiet room or RR room.</li> <li>4. The windows MUST be open at all times</li> <li>5. Any staff accompanying the child MUST stay 2m from the therapist.</li> <li>6. The room MUST be cleaned as soon as the therapist leaves.</li> <li>7. If the therapist is seeing more than one child they MUST use hand sanitiser between each child.</li> <li>8. The child and adult MUST wash their hands before and after working alongside the therapist.</li> </ol>	
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## Response to Infection

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Positive Cases School response</p>		<p>If a child tests positive:</p> <ul style="list-style-type: none"> <li>● The child will need to self-isolate off for 10 days</li> <li>● The school will be required to provide work to ensure learning can take place, if the child is well</li> <li>● Siblings will remain in school</li> <li>● The class/year group (and staff) will remain in school</li> <li>● The school covid register will be updated.</li> <li>● Close contacts (identified through Test and Trace) will be requested to get a PCR test; they can attend until a positive result is returned.</li> <li>● Staff members who are not double vaccinated and are deemed a close contact by Test and Trace will need to self-isolate.</li> </ul> <p>If a staff member tests positive:</p> <ul style="list-style-type: none"> <li>● SLT should be informed immediately.</li> <li>● The class/year group bubble (and staff who are double vaccinated) will</li> </ul>	

		<p>remain in school.</p> <ul style="list-style-type: none"> <li>Staff members who are not double vaccinated and are deemed a close contact by Test and Trace will need to self-isolate.</li> </ul> <p>Communication of positive cases:</p> <ul style="list-style-type: none"> <li>As we are following government guidelines, we will not communicate to parents regarding each instance of a positive case. This is the role of NHS Test and Trace.</li> <li>We will however continue to reiterate to parents the new government guidelines, the need to be vaccinated, and the processes/procedures that are now in place.</li> </ul>	
<p><b>Test and Trace Support Payments for Parents/Carers:</b></p> <p>Parents/Carers may be put off from self-isolating due to loss of income.</p>		<ol style="list-style-type: none"> <li>Eligible parents/carers of children who have been advised to self-isolate by NHS Test &amp; Trace can also apply for Test and Trace Support Payments if they are on a low income and need to take time off work to care for a child who is self-isolating.</li> <li>The scheme is open to eligible parents/carers of children aged 15 and under, and parents/carers of young people aged 16 - 25 with an EHC plan. Further information is here <a href="#">Claiming financial support under the Test and Trace Support Payment scheme</a></li> </ol>	

## School Operations

### School Operations - Staffing

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Vulnerabilities</p> <p>Vulnerable staff members</p>		<ol style="list-style-type: none"> <li>As we are applying the full measures of the guidance and being cautious in our approach to health and safety the government regards the risks to all staff is mitigated significantly.</li> </ol>	



<p>or those who live with people who are vulnerable may be concerned about returning and find it difficult to return to the workplace</p>		<ol style="list-style-type: none"> <li>2. Guidance on protecting people considered clinically extremely vulnerable people can be found <a href="#">here</a>.</li> <li>3. Any person living with someone who is clinically vulnerable or clinically vulnerable can attend the workplace this includes pregnant staff members.</li> <li>4. Any staff member who is pregnant needs a workplace risk assessment.</li> <li>5. For those identified as at risk and whose risk will not be reduced through the measures detailed in this document, a separate risk assessment will be made; the staff member will meet with SLT to talk through their RA and modifications in order to minimise risk.</li> </ol>	
<p>Teachers</p>		<ol style="list-style-type: none"> <li>1. All staff are strongly recommended to try and maintain socially distanced from other adults to help reduce transmission within the school.</li> <li>2. Teachers should remain in their year group bubbles as much as possible.</li> <li>3. Any large group meetings should be held virtually or socially distanced in a large ventilated room or outside.</li> <li>4. Teachers should use hand sanitiser before entering the building or using any door entry/exit buttons.</li> <li>5. Teachers MUST sign-in using the electronic app on their phone or the ipad outside Charles Applegate's office or in reception.</li> <li>6. Teachers MUST wash their hands on arrival in school.</li> <li>7. Teachers MUST wash their hands regularly throughout the day including when working with a child in close proximity.</li> <li>8. Bags and coats should be properly stored</li> <li>9. If teachers need to bring their own children into their class early in the morning or after school they may do so but MUST ensure the environment is clean and ready for when school opens and clean any area that requires it.</li> </ol>	
<p>Support Staff</p>		<ol style="list-style-type: none"> <li>1. LSAs should use hand sanitiser before entering the building or using any door entry/exit buttons.</li> <li>2. LSAs MUST sign-in using the electronic app on their phone or the ipad outside CA's office or in reception (below TV)..</li> <li>3. LSAs MUST wash their hands on arrival in school.</li> <li>4. All children who require 1:1 support will be provided by LSAs. <ol style="list-style-type: none"> <li>a. LSAs MUST wash their hands before working alongside children and MUST wash their hands more frequently throughout the day.</li> </ol> </li> <li>5. Class LSAs MUST wash their hands more frequently if supporting multiple children.</li> <li>6. LSAs working with groups of children outside of their bubble if required MUST follow the following guidelines:</li> </ol>	

		<ul style="list-style-type: none"> <li>a. LSAs must wash their hands before meeting with the group</li> <li>b. Children must wash their hands once they return to the classroom</li> <li>c. Any furniture or resources used must be wiped down immediately after the group has returned to class.</li> <li>d. A record should be kept of who the LSA has been working with (in case there is a need to track and trace)</li> </ul> <p>7. LSAs MUST wash their hands regularly throughout the day including when working with a child in close proximity.</p>	
Pastoral Team		<p>1. The pastoral lead will be able to meet with children across the school but MUST adhere to the following procedures:</p> <ul style="list-style-type: none"> <li>a. Tables, chairs and all resources MUST be cleaned between each child (Children can bring their own pencil case with them to reduce the risk of cross contamination of shared resources such as pens)</li> <li>b. The pastoral lead MUST wash their hands or use hand sanitiser before and after working with every child.</li> <li>c. Children should wash their hands before leaving and when they return to the classroom.</li> </ul>	
Regular Supply Staff including Planet Ed		<ul style="list-style-type: none"> <li>1. We intend to only use regular supply staff who can work across the school.</li> <li>2. All temporary staff MUST use hand sanitiser before entering the building and should wash their hands using the church toilets as soon as possible upon arrival.</li> <li>3. They should try to maintain as much distance as possible from children in school.</li> <li>4. They should wash their hands regularly while in school but particularly between classes.</li> <li>5. Therapists can work with SEND children if it is part of their normal SEND offer: <ul style="list-style-type: none"> <li>a. They MUST wash their hands on arrival and try to maintain social distance from all adults in school.</li> <li>b. Any 1:1 support such as OT must take place in a ventilated room.</li> <li>c. This room should be cleaned between uses.</li> <li>d. The child working with the adult should wash their hands before going into the session and wash their hands after the session.</li> </ul> </li> <li>6. All temporary staff and therapists MUST leave their name, contact details, organisation and reason for being in school with the office staff. This will be recorded on paper for 48 hours and then shredded.</li> <li>7. If a therapist or temporary staff need to use a toilet, this MUST be the church toilets.</li> </ul>	

Volunteers and Students		<ol style="list-style-type: none"> <li>1. Volunteers will be allowed in school (e.g. Lunchtime Heroes). They must adhere to the guidance set out in this document for visitors, including wearing masks outside of their bubble.</li> <li>2. Where possible, they will join in with the LFD unless they are completed within their other environment (e.g. college/school).</li> <li>3. Students in classes are attached to one Bubble only and may remove their mask if they want to when in class.</li> </ol>	
Shared Staff areas		<ol style="list-style-type: none"> <li>1. Allocated staff areas: <ol style="list-style-type: none"> <li>a. YR/Y1/Y2 - Small hall (left side)</li> <li>b. Y3/4/SLT/Office/Site Team/SENCO/PPA - Main staffroom</li> <li>c. Y5/Y6/Bridge - Back of main hall</li> </ol> </li> <li>2. Staggered break and lunch times will allow a natural reduction of staff using any of the staff areas at any one time.</li> <li>3. Tea and coffee making facilities will be available - site staff will replenish water for kettles. Travel mugs must be used when children are present.</li> </ol>	
<p>Increased workload</p> <p>The increased need to clean areas more frequently, to adapt our curriculum significantly and to provide interventions for children may increase workload significantly for all staff.</p>		<ol style="list-style-type: none"> <li>1. The Governing body will monitor work/life balance alongside SLT to promote a work-life balance and wellbeing for ALL staff.</li> <li>2. Staff MUST be offered mental health support and signposted to organisations that can support them. <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></li> <li>3. Staff will be directed to the Education Support Partnership through staff meetings, our wellbeing board, the TV screen <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></li> <li>4. Natalie Greer and SLT will work together to support staff through signposting of relevant sites, a wellbeing board in staff rooms, toilets and direct support.</li> <li>5. Staff will be encouraged to approach Natalie or SLT with any concerns or worries and know that we have an open door policy to support for ALL staff.</li> </ol>	

### School Operations - Arrival, drop-off and attendance

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
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<p><b>Public transport</b></p> <p>Families and staff may use public transport to arrive at school or to return home.</p>		<ol style="list-style-type: none"> <li>1. Staff and parents should be referred to safer travel guidance for passengers:  <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> </li> </ol>	
<p><b>Staggered Start/end times</b></p> <p>630 children and their parents entering the site all at one time will increase the risk of infection due to the number of people on site at any one time.</p>		<ol style="list-style-type: none"> <li>1. Staggered starts and end times for families allocated by surname from 8.30 to 8.50 am in 10 minute slots and different entrances/exits dependent on Key Stage:</li> <li>2. Start Times will be: <ol style="list-style-type: none"> <li>a. A-L - 8.30 - 8.40</li> <li>b. M-Z - 8.40 - 8.50</li> </ol> </li> <li>3. Exit Times will be: <ol style="list-style-type: none"> <li>a. A-L - 3.10 - 3.15</li> <li>b. M-Z - 3.15 - 3.20</li> </ol> </li> <li>4. <a href="#">See map</a> for details of entrances and exits.</li> <li>5. Lines and signage will be displayed to encourage social distancing.</li> <li>6. SLT and the site team will monitor arriving and leaving of all families.</li> <li>7. Parents <b>MUST</b> make an appointment if they want to come into the school building for any reason.</li> <li>8. All communication with the office <b>MUST</b> be made by telephone or email.</li> <li>9. If a parent needs to come into school please see the visitors section above.</li> </ol>	
<p><b>Children who do not attend school</b></p> <p>Parents will not send their children into school as they may be afraid of the coronavirus or shielding.</p>		<ol style="list-style-type: none"> <li>1. Usual school attendance rules apply: <ol style="list-style-type: none"> <li>a. Parents have a duty to ensure that their child attends school regularly where they are registered and of compulsory school age.</li> <li>b. Schools are responsible for recording attendance and follow-up absence.</li> <li>c. Availability of issuing sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</li> </ol> </li> <li>2. Pupils who are shielding or self-isolating: <ol style="list-style-type: none"> <li>a. The majority of children will be able to return to school</li> <li>b. There may be exceptions due to public health advice for the local area such as self-isolating, if rates rise and shielding is required again, on the advice of their doctors.</li> <li>c. If a child is unable to attend school we should immediately offer access to remote education and we must monitor engagement with this activity.</li> </ol> </li> </ol>	

		<ul style="list-style-type: none"> <li>d. If a child is expected to be at home due to a parent following clinical and/or public health advice their absence should not be penalised.</li> <li>3. Schools MUST support parents who may be afraid to send their children back to school by discussing concerns with the parents and provide reassurance of the measures put in place to protect their children. We will do this by: <ul style="list-style-type: none"> <li>a. Providing a copy of the risk assessment to parents</li> <li>b. A virtual tour of the school</li> <li>c. A prearranged visit outside of school hours to reassure parents and children</li> <li>d. A transition towards full time attendance to help parents see that it is safe for their child</li> <li>e. A different arrangement for drop-off and pick-ups if they are concerned about other parents being on site.</li> </ul> </li> <li>4. We MUST communicate clear and consistent expectations on school attendance through our website, newsletters and phone calls home.</li> <li>5. Catch-up funding and PP funding will be used for those identified children to support their needs to encourage attendance in school such as breakfast club, booster sessions, high level invitations to learn through the curriculum offer and individual pastoral support.</li> <li>6. We will work with all agencies to ensure children are attending and will notify social workers if a family in need or LAC children are not attending as expected.</li> </ul>	
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### School Operations - Breakfast Club/After School Club

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
Breakfast Club		<ul style="list-style-type: none"> <li>1. Breakfast Club will run as normal - children do not need to be booked in.</li> <li>2. Children will be sat in Year Group Bubbles.</li> <li>3. A register will be taken daily.</li> <li>4. Children will use the church toilets.</li> </ul>	
After School Club - Hatch Warren		<ul style="list-style-type: none"> <li>1. Children wait in their classroom for Hatch Warren staff to collect them and take them to the KS2 Playground to be registered and wait until they can all leave together.</li> </ul>	

After School Club - ISIS		<ol style="list-style-type: none"> <li>1. Children wait on the wooden benches in the Reception Area to be collected by ISIS. (usually 2 / 3 children)</li> </ol>	
After School Club - SCL - (onsite)		<ol style="list-style-type: none"> <li>1. Children will be brought to the main hall by an adult (teacher/LSA) and will follow SCL's own risk assessment and guidelines.</li> <li>2. Children use the church toilets.</li> </ol>	

### School Operations - Bubbles & Resources

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
Year Group bubbles set up		<ol style="list-style-type: none"> <li>1. All excess furniture and clutter should be removed from classrooms to make space for tables and children's resources.</li> <li>2. Ventilation in the classroom is key. Windows MUST be open at all times and external should be open if it is not too cold. Internal doors should remain open at all times.</li> <li>3. Every classroom will have the following items (please let the site team know if you are running out of any of these items) <ol style="list-style-type: none"> <li>a. Detergent in a spray bottle</li> <li>b. A cloth for cleaning - this will be replaced regularly</li> <li>c. Hand sanitiser</li> <li>d. Gloves</li> <li>e. Mask</li> <li>f. Apron</li> <li>g. Bin bags to double bag any bodily fluid waste</li> <li>h. Lidded bins for all potentially contaminated items</li> <li>i. General waste bin for food and non-recyclable waste</li> <li>j. Paper bin for recyclable paper waste</li> </ol> </li> <li>4. Teachers, LSAs and the site team MUST clean regularly used surfaces and resources frequently through the day.</li> <li>5. Recognition point class charter developed with children in first week to highlight important routines and rules for their classroom - include: <ol style="list-style-type: none"> <li>a. Washing hands</li> </ol> </li> </ol>	

		<ul style="list-style-type: none"> <li>b. Catch it, Bin it, Kill it</li> <li>c. Social distancing as appropriate to the year group</li> <li>d. Lining up</li> <li>e. Moving around the classroom &amp; school</li> <li>f. Child's own resources</li> <li>g. Shared resources</li> <li>h. Books - reading</li> <li>i. Toilet rules</li> <li>j. Lunch time eating in the class</li> <li>k. Break and Lunch time rules</li> <li>l. Fire drill</li> </ul> <ul style="list-style-type: none"> <li>6. Charter MUST be displayed and visited regularly to remind children of the expectations.</li> <li>7. Children should have their own resources they use everyday in their own pencil case - pencil, pen, ruler, rubber, sharpener, glue stick, scissors, colouring pencils, white board &amp; pen - these are provided by the school.</li> <li>8. Shared resources should be limited and children encouraged to wash or sanitise hands regularly.</li> <li>9. All surfaces MUST be left clear at the end of the day for cleaning purposes.</li> </ul>	
Libraries		<ul style="list-style-type: none"> <li>1. Libraries are open and will operate using a strict rota to avoid year groups mixing.</li> </ul>	
Resources		<ul style="list-style-type: none"> <li>1. Individual equipment and resources, such as those children need to use throughout the day, children should have their own items.</li> <li>2. Equipment and resources that are not used regularly can be shared within a bubble but they should be cleaned more regularly throughout the day.</li> <li>3. Any materials or equipment that is shared between bubbles should be cleaned meticulously.</li> <li>4. Outdoor equipment such as the trim trails can be used depending on whether it has been mended.</li> <li>5. Children are allowed to use the table tennis tables within zones.</li> <li>6. Children MUST NOT bring in any unnecessary items from home and should only bring: <ul style="list-style-type: none"> <li>a. A lunch box</li> <li>b. A snack</li> <li>c. A water bottle</li> <li>d. Outside clothing such as hats and coats if needed</li> <li>e. A small book bag provided by us</li> </ul> </li> <li>7. Reading books can be sent home although children and parents should be</li> </ul>	

		<p>reminded to wash their hands before and after reading with their child at home when using a school book.</p> <p>8. Teachers should wash their hands before and after handling any reading books that have been at home with children.</p>	
Patio Areas		<p>1. Because of the staggered break times, patio areas should be avoided if a class is still working next to that patio area.</p>	
The Bridge		<p>1. PPE will be available to all staff working within the Bridge provision</p> <p>2. Every child will have a risk assessment in place with appropriate measures and procedures detailed to support adults in maintaining safe working procedures.</p> <p>3. All LSAs in the Bridge classroom will be allocated a consistent child/children to work with across the day.</p> <p>4. All staff should wash their hands or use hand sanitiser when moving between children when required.</p>	
The Peri Room		<p>1. Space will be created by removing as many items as possible.</p> <p>2. Ventilation in this room is key, and windows must be left open.</p> <p>3. A log must be kept of who is in the room, on which days, and for how long, in case of needing to track and trace.</p>	

### School Operations - Medical Needs

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
Medicines		<p>1. All medicines will be kept in class for children in the class safe or locked cupboard. The safe MUST BE locked at all times.</p> <p>2. Adults in the bubble will administer the medicines and complete the paperwork. Adults should wash hands before and after.</p> <p>3. Medication Procedures: Tablets: The CT/LSA will wash their own hands and place the tablet in a named cup for the child to take. They will release the tablet from the blister packet ensuring they do not touch the tablet at any</p>	



		<p>time. The cup will be kept on the child's table and cleaned at the end of the day. If disposable, it should be thrown away.</p> <ol style="list-style-type: none"> <li>4. Medication Procedures - Fridge medication - If children have medicine that is to be kept in the fridge, it must be still kept in the medicine fridge as it cannot be stored with food. Children should come to the office area to collect the medicine and a member of the office team administer it for them.</li> <li>5. Staff Medication - Please carry your own medicines (in a safe, locked away place) such as paracetamol etc. In emergencies the office team have a supply of medication available to be used.</li> </ol>	
Inhalers and Auto-Injector		<ol style="list-style-type: none"> <li>1. Inhalers and Auto-Injectors will be in individual named bags for children. They must be kept in an accessible but safe space.</li> <li>2. If possible, children must wash their hands before and after using their inhalers and if you provide assistance you should also wash your hands before and after supporting the child.</li> <li>3. In an emergency where an auto-injector is administered, please wash hands or use hand sanitiser as soon as you are able; this may not be possible before you need to administer the medication. Always wash your hands afterwards.</li> </ol>	
First Aid		<ol style="list-style-type: none"> <li>1. Simple first aid can be administered in the classroom as previously - please use PPE as needed. This is particularly important if there are any bodily fluids visible.</li> <li>2. If you need to send a child to the office, please contact the office initially by using Teams or phoning, then one adult must accompany the child to the chairs in the office unless it is a suspected case of coronavirus.</li> </ol>	

### School Operations - Behaviour

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
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Challenging behaviour increases risk of infection to others

1. At all times, staff and children will promote positive behaviour through accurate learning opportunities, rewards, RPs, role-models and positive interactions.
2. Teachers should support children in understanding & behaviour:
  - a. Altered routines to start & end of day
  - b. School instructions for hygiene
  - c. Moving around the school site
  - d. Expectations on sneezing, coughing & disposal of tissues etc
  - e. Expectations of not touching their faces
  - f. Telling adults they are experiencing symptoms
  - g. Rules about sharing resources
  - h. Expectations at break and lunch times
  - i. Use of toilets
  - j. Rules about coughing or spitting near or towards another person
  - k. Rules for remote learning at home
  - l. Rewards and sanctions where appropriate & communicated to parents via the website
  - m. Identify any reasonable adjustments that need to be made for children with more challenging behaviour.
3. If a child is known to spit when in crisis or nearing crisis, staff must endeavour to have and wear appropriate PPE including goggles when supporting a child in crisis. Appropriate PPE will be dependent on the situation, and staff must use their best judgement.
4. Use of restraint and close proximity must be a last resort, but is allowed where a child or adult needs to be kept safe. Individual risk assessment will give specific guidance as to how to manage the child when in crisis.
5. If a child is being difficult in not following safe practice, then teachers will use their best endeavours to turn the situation around. Head of Years and support staff will also support. Senior leaders can also be called to support where a situation is escalating.
6. PPE - Masks (N95 grade), Aprons, Goggles, Visors, Gloves all considered and may be necessary.

School Operations - Break and Lunch Times

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Social distancing and bubbles</p> <p>Lack of social distancing at break and lunch times.</p>		<ol style="list-style-type: none"> <li>1. Bubbles Staggered break and lunch times.</li> <li>2. Hands washed before and after every break and lunch time</li> <li>3. Reduced lunch time to 50 minutes so teaching time is not reduced due to staggering lunches.</li> <li>4. Lunch eaten in class for all year groups except YR - lunches provided by HC3S or packed lunch from home.</li> <li>5. LSAs to have dedicated 30 minutes lunch break</li> <li>6. Teachers to have 50 minute lunch break</li> <li>7. Midday Supervisors to support lunch break supervision for year groups and vulnerable children.</li> <li>8. Areas zoned for break and lunch time to avoid any mixing of bubbles</li> </ol>	

### School Operations - Communication between staff

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Communication in school</p> <p>between different teachers, LSAs, office staff, site team and SLT could break bubbles and cause a higher rate of infection</p>		<ol style="list-style-type: none"> <li>1. All communication should be through electronic means - MS Teams, Walkie Talkies, Email or telephones.</li> <li>2. Please do not send excessive or unnecessary messages to all groups.</li> <li>3. Staff should not be on their phones unnecessarily. Please read our policy regarding mobile phone usage.</li> <li>4. Urgent messages for teachers or LSAs MUST be delivered in person by office staff.</li> </ol>	

### School Operations - Reception / Office Area

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
Shared resources and general operations		<ol style="list-style-type: none"> <li>1. Photocopier - Where possible, use machines close to the classroom. Hand Sanitiser next to machines, must be used before using, wiped down after use and hands washed.</li> <li>2. See section on <a href="#">visitors to the school</a>.</li> <li>3. Toners etc for printers to be done by Kat/Chris.</li> <li>4. All parents will be asked to telephone or email members of staff if they need to talk to them unless it is an emergency.</li> <li>5. If someone needs to enter the site, hand sanitiser is provided outside the main entrance at all times with clear signage to use it before entering.</li> <li>6. Signing in - managed by the office team using the mobile phone APP for staff (or non-touch badge option) and a paper form for visitors.</li> <li>7. Perspex screen purchased to put around the office area to protect staff.</li> <li>8. Telephones should be cleaned regularly throughout the day especially around the ear and mouthpiece.</li> <li>9. Office team to regularly clean high-contact areas such as buzzers and buttons for door releases.</li> </ol>	

## Home Learning

### Home Learning Guidelines

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
Learning opportunities reduced as children are not in school		<ol style="list-style-type: none"> <li>1. At any point, teachers need to have work ready on Google Classroom for a child, multiple children, or the whole class, should they be absent from school because of Covid-19 reasons. Teachers therefore need to have this in mind as work is planned. However, work does not need to be duplicated where there is no need (ie when children are not at home).</li> <li>2. The work set should be aligned with in-school provision.</li> </ol>	

		<ol style="list-style-type: none"> <li>3. The amount of work set online should mirror the experience of pupils in-school.</li> <li>4. This work and activity should be given due diligence, and treated as if they were in school, including regular marking of work.</li> <li>5. Where appropriate, Google Meet check-ins should happen to ensure the child is accessing education and maintaining contact with the teachers.</li> <li>6. The school will have spare laptops available to give to students where required.</li> </ol>	
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## Home Learning Guidelines

Identified Risks	Risk Level	Actions and controls to reduce risk at our school	Reduction in Risk Outcome
<p>Remote Education</p> <p>Increased workload for staff which may affect their mental health and wellbeing.</p> <p>Digital access for children may be reduced due to home circumstances.</p> <p>Children may not engage with learning at home and require extra support.</p> <p>Safeguarding concerns for children and staff due to online learning.</p>		<ol style="list-style-type: none"> <li>1. KS1: 3 hours a day on average across the cohort with less for younger children.</li> <li>2. KS2: 4 hours a day</li> <li>3. Schools will teach a planned and well-sequenced curriculum.</li> <li>4. Google Classrooms will be used to facilitate our curriculum offering interactions, assessment and feedback through the classroom streams and Google Meet. Teachers have been trained and are confident using this platform.</li> <li>5. We will overcome barriers to digital access by providing laptops or providing printed resources to structure learning, supplemented with other forms of communication to keep pupils on track and answer questions about work.</li> <li>6. Under the discretion of the SLT we may invite a child to access our face-to-face provision under the vulnerable children's guidance if their engagement in remote education is a barrier.</li> <li>7. All staff will check daily on engagement of children by attendance on Google Meets, uploading of work, direct contact by staff and/or emails from parents. Where engagement is a concern this should be reported to Charles Applegate (HT) to be followed up and solutions put in place.</li> <li>8. Charles Applegate supported by Nikki Ford and Rebekah Alsey will have overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education.</li> <li>9. All information regarding remote education provision will be published on our website</li> </ol>	

		<p>10. As a school we will be very mindful of staff well being, understanding that whilst the job at hand is demanding, we must look after staff wellbeing. We will support staff through: (a) regularly talking to them about wellbeing (b) always looking for ways to reduce bureaucracy (c) ensuring our risk assessment is as robust as possible (d) utilising</p> <p>11. Our children protection has been updated (Annex 13) to include safeguarding children and staff when working online.</p>	
<p><b>Our Remote Education Offer</b></p> <p>Children at home may not receive a full curriculum due to not being in school with their teacher.</p> <p><a href="#">See our Remote Education Policy for more detail.</a></p>		<ol style="list-style-type: none"> <li>1. We will set meaningful and ambitious work each day in an appropriate range of subjects - English, Maths and foundation.</li> <li>2. We will provide teaching that is equivalent in length to the core teaching children would receive in school. This will be a mixture of recorded, live teaching and tasks uploaded on Google Classrooms.</li> <li>3. We will provide frequent, clear explanations of new content, delivered by a teacher or through high quality curriculum resources.</li> <li>4. We will provide opportunities for interactivity, including questioning, eliciting and reflective discussion - through Google Classrooms and/or Meets.</li> <li>5. We will provide suitable scaffolding and opportunities to apply new knowledge.</li> <li>6. We will provide children with timely and frequent feedback.</li> <li>7. We will use assessment to ensure teaching is responsive to the needs of the child and address any critical gaps in a child's knowledge.</li> </ol>	