



## Covid-19 Return to School Risk Assessment

Coronavirus can survive on rough surfaces such as skin, paper, carpet, hair and clothes for 6 hours. It can survive on smooth surfaces, such as laminated book covers, tables and metal, for up to 6 days. It can survive in faeces for up to 30 days.

As an organism, it has a fatty membrane and is fairly fragile. As such, detergent + warm water + mechanical removal (wiping and washing it down the sink) is the most effective way to get rid of it.

We can also take measures to lower the viral load in a classroom to reduce the risk of the virus landing and being picked up; or breathed in from respiratory droplets.

Hand-washing, social-distancing and PPE can slow the rate of transmission.

The virus symptoms manifest in a variety of guises, but it can be shed prior to those symptoms appearing. Although, the greatest shed appears to be during the peak of being symptomatic. Some people are asymptomatic.

Speaking face to face with someone for around 15 minutes puts you at a higher risk of becoming infected.

Children contract and spread the disease in the same way and at the same rate as adults, however they don't display as severe symptoms. The overall risk to the adults is greater, especially those with underlying health conditions, which is why a risk assessment and a carefully thought out strategy has to be in place.

This risk assessment details how Pattishall CE Primary School, using Government and Local guidance, will mitigate the risks of the spread of COVID-19 through our community. Please read it carefully and completely (all 28 pages) and take any necessary actions.

Please note that this is a working document and may be updated at any time.

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Hazard	Who is at risk?	Level of risk before	Control measures	Level of risk after	Actions
<b>Illness</b>					
A child presenting with symptoms	ALL	High	<ul style="list-style-type: none"> <li>• PPE should be put on before treating the child.</li> <li>• They should be isolated in the staffroom and exit the building via the exit at the bottom of the stairs.</li> <li>• Their parents should be contacted and advised to collect their child asap and also advised to self-isolate for 14 days, as a family (the child for 7 days).</li> <li>• Staffroom and other areas affected will be cleaned.</li> <li>• <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance.</a></li> <li>• The family will be encouraged to testing. If the child tests positive, their group should be informed and advised to self-isolate for 14 days. There is no need to close.</li> <li>• All children and adults in the affected 'bubble' will be advised to self-isolate for 14 days.</li> <li>• Hygiene reminders to be circulated.</li> </ul>	Mid	<p>Ensure PPE is in school</p> <p>Communicate that the staffroom is not to be used</p>



			<ul style="list-style-type: none"> <li>• Effected areas will be decontaminated.</li> <li>• Cleaning staff are trained in donning and doffing PPE. When cleaning an infected area, goggles, mask, gloves, apron and face shield should be donned in the correct manner.</li> <li>• All surfaces should be sprayed with disinfectant and wiped over, using a microbial cloth - to be washed at 60 degrees straight afterwards.</li> <li>• Attention should be paid to touch points such as door handles and light switches.</li> <li>• Staff should follow the PPE doffing process as in their CPD and dispose of gloves, aprons and masks in two bin bags, double bagged.</li> </ul>		
Suspected or confirmed case in a family	ALL	High	<ul style="list-style-type: none"> <li>• The family will be encouraged to testing. If the child tests positive, their group should be informed and advised to self-isolate for 14 days. There is no need to close.</li> <li>• All children and adults in the affected 'bubble' will be advised to self-isolate for 14 days.</li> <li>• Hygiene reminders to be circulated.</li> <li>• Effected areas will be decontaminated.</li> </ul>	Mid	Communicate to parent(s)
Minimise contact with people who are unwell	ALL	Mid	<ul style="list-style-type: none"> <li>• All members of the community will be reminded to self-isolate if they or anyone they live with has symptoms.</li> </ul>	Mid	Communicate in letter



			<ul style="list-style-type: none"> <li>Those with symptoms will be advised to take a test to confirm CV19.</li> </ul>		
Staffing					
Staff who are clinically vulnerable: pregnancy, asthma, kidney disease or other medical condition that has been proven to worsen the effects of CV19	Vulnerable	High	<ul style="list-style-type: none"> <li>Work at home where possible.</li> <li>If in school, to be offered roles where 2m social distancing can be observed – they may choose not to observe this if they wish.</li> <li>If a different role isn't feasible or desired, every effort to put social distancing measures in place should be made, and this should be communicated to the children.</li> <li>If they choose to work, staff are advised to remain 'above' the children to avoid respiratory droplets when the children speak.</li> <li>The most vulnerable at work will be given the largest, most open spaces and encouraged to work outside as much as possible.</li> <li>Surfaces must be routinely wiped with soapy water.</li> <li>Hands must be routinely washed, including wrists.</li> <li>The face must not be touched.</li> <li>Face shield PPE will be provided to ALL staff – a waiver will be signed acknowledging that this has not been provided as a compulsory measure to reduce risk, but as a goodwill gesture: and whilst</li> </ul>	Low	Discuss with staff



			<p>every effort has been made to research the correct standard, this cannot be guaranteed. If staff would prefer to invest in their own PPE, they are encouraged to do so.</p> <ul style="list-style-type: none"> <li>• All staff will be trained in the correct donning and doffing of PPE.</li> <li>• Face shields will be named and will be regularly cleaned – after each removal.</li> <li>• Staff who wish to wear additional PPE are welcome to do so.</li> <li>• Gloves are not encouraged, as they can create a false sense of security and the virus can thrive on the latex surface. Best practice is hand-washing at regular intervals: especially before eating.</li> <li>• <i>NB: Children who have a pregnant family member can attend school.</i></li> </ul>		
Staff welfare	Staff	Mid	<ul style="list-style-type: none"> <li>• The staffroom will be out of use - only if we need it to isolate a child.</li> <li>• Spare classrooms will be allocated as staffrooms for each bubble, where refreshment facilities will be available.</li> <li>• <i>Staff</i> will bring in their own mug and food brought in should be cold - I.e.: no need to use the oven or microwave.</li> </ul>	Low	Ensure the support team has cleaning items and communicate plans with the Support Team



			<ul style="list-style-type: none"> <li>Staff will remain with their group and take comfort breaks as needed, covered by the Bubble Team member.</li> </ul>		
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	Staff	Mid	<ul style="list-style-type: none"> <li>Staff meeting held (Zoom) to share expectations with all staff and to address concerns.</li> <li>Regular meetings timetabled to allow staff opportunities to express concerns.</li> <li>Access to well-being and mental health support communicated and shared with staff <a href="https://www.educationsupport.org.uk/helping-you/telephone-support-counselling">https://www.educationsupport.org.uk/helping-you/telephone-support-counselling</a></li> </ul>	Mid	Arrange staff meetings
Teacher shortage due to illness	Staff	Mid	<ul style="list-style-type: none"> <li>HT to cover, but remain with that bubble for the foreseeable future.</li> <li>TAs to be asked to lead bubbles where necessary.</li> <li>Where too many – partial closure for certain classes or part time / AM / PM classes.</li> </ul>	Low	Address as cases arise
Support staff shortage due to illness, shielding or home-schooling	Staff	Mid	<ul style="list-style-type: none"> <li>Prioritise the needs of the children, beginning with EHCP and most vulnerable.</li> <li>Provide critical worker bubble, which all school staff can access.</li> <li>Reassign roles, such as cleaning, throughout to ensure coverage.</li> </ul>	Low	Address as cases arise



Lunchtime staffing – risk of not enough cover	Staff	High	<ul style="list-style-type: none"> <li>We will not be inviting any more staff in to cover lunches. This will be done within each bubble. Staff will eat with the children. The children will then be taken outside, where Mrs McLean and the Support Team can take over supervision, observing social distancing.</li> <li>Lunch will be in two halves, so not all the children are out at the same time – for health and safety, as well as maximising social distancing.</li> </ul>	Low	Put together timetable of lunch cover – EM
<b>Hygiene</b>					
Regular hand sanitisation	ALL	Mid	<ul style="list-style-type: none"> <li>Everyone will be asked to sanitise on entry and at regular intervals throughout the day - after each activity and before eating.</li> <li>Sinks in every classroom will be stocked with soap and paper towels.</li> <li>Where sinks are not available (main entrance), hand sanitiser will be available instead.</li> <li>Teach the children to walk around with their hands clasped – to stop touching the face or surfaces.</li> <li>Hand driers to be decommissioned to avoid blowing the virus around the room.</li> <li>Toilet windows to be opened all day.</li> <li>Where it is safe to do so, doors will be left open. These will be closed in the event of a fire alarm.</li> </ul>	Low	<p>Ensure enough soap is in school</p> <p>Inform staff to close door on exit in the event of a fire alarm.</p>



Good respiratory hygiene	ALL	High	<ul style="list-style-type: none"> <li>• Everyone will be reminded of the 'catch it, kill it, bin it' campaign and tissues will be available throughout school.</li> <li>• Sneezing and coughing should be encouraged into the elbow.</li> <li>• If children / staff sneeze or cough, hands should, be washed and areas cleaned.</li> <li>• Recycling bins to be redeployed as tissue bins (as they have lids)</li> <li>• Tissue bins will be emptied throughout the day.</li> <li>• PPE will be donned (in the correct way) to empty tissue bins.</li> <li>• Waste will be double bagged, including the PPE used to empty the bin. Goggles and visors will be washed in soapy water.</li> <li>• Where appropriate and safe, windows will be open to allow natural air in.</li> </ul>	Mid	<p>Signs in place Ensure enough tissues in school</p> <p>Redeploy tissue bins</p>
<b>Cleaning: please also refer to our cleaning schedule</b>					
Risk – warm water is more effective at breaking down the virus membrane, yet we do not have	ALL	Mid	<ul style="list-style-type: none"> <li>• Have the urn on and the boilers feeding the upstairs taps throughout the day. <i>*Remember to turn the urn off at the end of the day.</i></li> <li>• Support Team to collect hot (NOT boiling) water in flasks from their 'bubble staffroom' to take back to their 'bubble classroom' to mix with soap and cold</li> </ul>	Low	Contact NCC to review whether we can have hot water reinstated.



any hot water in the classrooms.			<p>water for initial wetting of hands, before applying soap) - hands will be rinsed in cold, running water (so that any pathogens are washed down the sink). Also for the washing of toys / surfaces.</p> <ul style="list-style-type: none"> <li>Care to be taken when handling hot water to avoid burns or scalds. Water to be mixed with cold water away from the children.</li> </ul>		Actioned 29/5/20 - await reply
Deep clean before opening – to eliminate any residual contamination that may exist	ALL	Mid	<ul style="list-style-type: none"> <li>Steve has been in throughout lockdown, doing his normal hours, thoroughly cleaning each room at a time.</li> <li>HPS are providing an anti-microbial fogging prior to opening. The product, 'Zoonos', attaches to surfaces, can last for up to 30 days and cannot be wiped off – even with bleach. It has been tested against many pathogens, including CV19 and works by mechanically destroying the virus on contact.</li> </ul>	Low	HPS into school 27/05/20
Regular cleaning of surfaces - to eliminate any immediate contamination from staff or pupils who are unknowingly infectious	ALL	Mid	<ul style="list-style-type: none"> <li>The areas in use will be deep cleaned every evening, paying close attention to surfaces such as door handles, desks and chairs. <i>See point on Page 2 regarding PPE and deep cleaning.</i></li> <li>Surfaces will be regularly (at least every 2 hours) wiped throughout the day.</li> <li>The office will be wiped down at the end of each shift.</li> </ul>	Low	Liaise with Steve and office staff



			<ul style="list-style-type: none"> <li>• Door buzzer and other touch points will be wiped every hour.</li> </ul>		
Ensure that there is no risk that a surface will be forgotten	ALL	High	<ul style="list-style-type: none"> <li>• Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include:            Door handles            Window latches            table tops            Toys            Teaching equipment/resources            Bannisters            Light switches – should be left untouched unless very dark            Books – children are bringing their own            Toilets – see point below            Sinks – especially taps           <ul style="list-style-type: none"> <li>• Use of disposable cloths</li> <li>• Additional cleaning capacity in place through use of teaching and support staff</li> </ul> </li> </ul>	Mid	Liaise with Support Team
Risk of virus surviving in faeces for up to 30 days	ALL	High	<ul style="list-style-type: none"> <li>• Children must be able to manage their own toileting.</li> </ul>	Mid	Communicate with Gemma Williams about

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			<ul style="list-style-type: none"> <li>• Hand washing must be checked and strictly enforced, particularly amongst the little ones.</li> <li>• Full PPE must be worn if a child has an accident and the toilet area cleaned with bleach.</li> <li>• Any unflushed stools should be dealt with asap.</li> <li>• Any smearing or faecal debris must be dealt with urgently, beginning with the immediate closure of the toilets.</li> </ul>		the deep cleaning of toilets each evening
Reducing cross-contamination through use of resources	ALL	High	<ul style="list-style-type: none"> <li>• Resources will be wiped with soapy water after each activity.</li> <li>• Resources will not be shared between bubbles.</li> <li>• There should be separate cleaning products for each bubble.</li> <li>• To be effective, disinfectant needs to be used on a clean surface and needs to be allowed to dry and not wiped dry. Even if a dual product is used, if an item is visibly dirty, it should be cleaned first.</li> <li>• If non disposable micro cloths are used they must be washed at 60 degrees after use.</li> </ul>	Mid	Liaise with all staff
Reducing viral load in classrooms	ALL	High	<ul style="list-style-type: none"> <li>• Wherever possible and safe to do so, windows and doors should be open to allow for fresh air to circulate. <i>Doors must be closed in the event of a fire alarm.</i></li> </ul>	Mid	Liaise with all staff



			<ul style="list-style-type: none"> <li>Where safe to do so, doors will be open to avoid using handles.</li> </ul>		
<b>Potential cross-contamination</b>					
Mitigation of cross-contamination from home	ALL	Mid	<ul style="list-style-type: none"> <li>Brings in their own resources such as paint, brushes, pencils, colouring pencils, pen, glue stick, ruler, rubber, reading book, which are wiped down daily.</li> <li>Wears a new change of (own, comfy, freshly laundered) clothes every day.</li> <li>Showers or bathes every day on return from school, ideally including a hair wash.</li> <li>Where possible, has their own hand sanitiser.</li> <li>Those children with inhalers should have them about their person at all times, in their own bag.</li> <li>Teachers should NOT take books home for marking. Children will keep their book in their bag and if they want their teacher to see a piece of work, they should post it on Dojo in the usual way.</li> <li>Teachers should avoid taking things home from school or bringing things in from home. Chromebooks should be wiped down before leaving home and before leaving school if you have no other option.</li> </ul>	Low	Communicate to parents



Mitigation of cross-contamination within school	ALL	High	<ul style="list-style-type: none"> <li>• The children will be organised into 'bubbles'.</li> <li>• Each bubble will have assigned adults, rooms, play areas and resources.</li> <li>• Adults and children will not be allowed to mix in order to prevent cross-contamination as well as allowing us to locate and control decontamination in the event of an outbreak.</li> <li>• Registers will stay in the bubble from June 1st. Any unexpected absence will be reported by email to office@pattishallschool.co.uk.</li> <li>• Photocopier – wipes to be available to be used after each use.</li> <li>• Copying to be left over night before the children use it</li> <li>• Collecting resources from the staffroom – sanitise your hands before entering and aim to do this the night before the resources are required.</li> <li>• Resources should not be used by other bubbles, unless decontaminated first (i.e.: washed or left for 12 hours).</li> <li>• iPads can be used / laptops can be used - as long as they are thoroughly wiped after use.</li> </ul>	Mid	<p>Share RA and plans with all staff</p> <p>Wipes for photocopier and other IT</p>
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Risk of cross-infection between bubbles: toilets	Chn	Mid	<ul style="list-style-type: none"> <li>• Critical worker children to use the loo under the stairs.</li> <li>• Year 6 to use the KS2 loos.</li> <li>• Year 1 to use the KS1 Girls loo.</li> <li>• Reception to use the KS1 Boys loo.</li> <li>• Support Team for each bubble will be responsible for wiping over the loo as part of their cleaning regime (door handles and taps).</li> <li>• Gemma Williams will clean the toilets at the end of each day.</li> </ul>	Low	<p>Sanitary bin to be moved</p> <p>Cleaning products to be in situ in each zone – out of the reach of children, preferably in a locked cupboard.</p>
Mitigation of cross-contamination through resources	ALL	Mid	<ul style="list-style-type: none"> <li>• There will be no sand and water play.</li> <li>• There will be no soft toys and a reduction in soft furnishings.</li> <li>• Children will bring in their own resources as much as possible and leave them in school.</li> <li>• Resources will be cleaned after use.</li> <li>• Resources will be kept within set groups of children.</li> <li>• Each child will have a tray on their desk.</li> <li>• Each child in Rec and Y1 will have a RWI book in their tray. Once read, this will be wiped over and placed in a quarantine bag for 7 days.</li> </ul>	Low	<p>Remove soft toys and furnishings</p> <p>Ensure enough cleaning product is in school.</p>

**Social Distancing**

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Families with a member who is shielding	'Shielders'	Low	The child should not attend school and continue online learning.	Low	This will have been communicated by the Govt.
Social distancing in class	ALL	Mid	<ul style="list-style-type: none"> <li>• There will be no large gatherings in school, such as collective worship or assemblies – these will take place in class groups.</li> <li>• In classrooms, the children will be spaced out as far as we can manage (WHO recommends at least 1m; Govt guidance is 2m; the waiver states that we cannot ensure social distancing in our setting).</li> <li>• Class sizes will not be more than 15.</li> <li>• Where we cannot fit 15 into a room with social distancing, bubbles may be split: either into different rooms if staffing will allow, or into AM/PM shifts / different days; ensuring that a deep clean happens in between.</li> <li>• If we cannot staff a bubble, we will have to consider not opening to a particular year group: the Govt guidance states that we should prioritise the Critical Workers and younger learners.</li> <li>• Only the largest spaces / classrooms in school will be used.</li> <li>• There will be 'one-way' systems in place in school to avoid passing closely in corridors.</li> </ul>	Low	SLT to mark up the path and the corridors



			<ul style="list-style-type: none"> <li>• Most of our learning will be done outdoors, as research has shown that the saturation of fresh air makes transmission more challenging. Warm clothes will be required.</li> <li>• Lunchtime will be at the usual time, but the children will be spaced out in their classrooms; picnicking whenever the weather will allow.</li> </ul>		
Playtimes	ALL	Mid	<ul style="list-style-type: none"> <li>• Reception to have the 'Astro'.</li> <li>• Year 1 to have the small playground.</li> <li>• Year 6 to have the large playground.</li> <li>• Critical worker group to have the field.</li> <li>• These will rotate through the week – leaving at least 12 hours between each use of zone.</li> <li>• The climbing equipment will only be used by Y6 ONLY, as long as cleaning can be implemented at the end of each session (although the virus is unlikely to survive for more than 12 hours as it is a rough surface).</li> <li>• Rooms will be wiped over whilst the children are outside.</li> <li>• They will wash their hands before play and on returning to the classroom.</li> </ul>	Low	Inform staff and children



			<ul style="list-style-type: none"> <li>• Games involving distancing will be encouraged, such as Elastics, Long Jump Rope and Hide n Seek.</li> <li>• Any toys used outside should be washable (with warm soapy water) and washed at the end of each session.</li> <li>• The children should not be encouraged to share.</li> <li>• Children's breathing rates should be returned to normal before re-entering the building.</li> </ul>		
Drop off and pick up: RECEPTION	Rec	Mid	<ul style="list-style-type: none"> <li>• 9.00am - 3.00pm Reception</li> <li>• Reception children will go straight into their classroom and sit on the socially distanced carpet spot.</li> <li>• All families will be encouraged to walk or cycle.</li> <li>• Bring / collect your child to the gate into the Reception garden.</li> <li>• ALL PARENTS: sanitise yours and your child's hands before entry.</li> <li>• Leave them as quickly as possible.</li> <li>• Walk through the covered area and out of the Y1 gate on to the car park.</li> <li>• Make your way straight home / to work.</li> </ul>	Low	<p>Communicate with parents</p> <p>Ensure we have sanitiser for the door</p> <p>Mark up the path</p> <p>Support Team on entry door with sanitiser</p> <p>Support Team on the hall doors for</p>



			<ul style="list-style-type: none"> <li>If a child is very upset, we ask that they be taken home, as we are not able to physically comfort them as we once might have done.</li> </ul>		safeguarding purposes
Drop off / pick up YEAR 1	Y1	Mid	<ul style="list-style-type: none"> <li>8.45am - 3.15pm</li> <li>All families will be encouraged to walk or cycle.</li> <li>Bring / collect your child to the outside classroom doors.</li> <li>Only one adult per child.</li> <li>Come up the path at 2m intervals: marked in yellow paint on the path.</li> <li>Wait at the top of the steps to be called in.</li> <li>ALL PARENTS: sanitise yours and your child's hands before entry.</li> <li>Leave them as quickly as possible.</li> <li>Exit through the red hall doors on to the car park and go straight home / to work.</li> <li>If a child is very upset, we ask that they be taken home, as we are not able to physically comfort them as we once might have done.</li> </ul>	Low	As above
Drop off / pick up YEAR 6	Y6	Mid	<ul style="list-style-type: none"> <li>8.55am - 3.05pm</li> <li>Year 6 will be expected to walk in/out or to be dropped off.</li> <li>Year 6 will access the building through the old main entrance and go straight to the hall.</li> </ul>	Low	As above



			<ul style="list-style-type: none"> <li>• They should queue on the yellow lines and wait to be called in.</li> <li>• They should sanitise their hands on entry.</li> <li>• They will leave by the gate on to the car park and follow the footpath.</li> </ul>		
Drop off / pick up CRITICAL WORKERS	CW	Mid	<ul style="list-style-type: none"> <li>• 8.45am - 3.15pm</li> <li>• Critical Worker children enter through the fire door at the bottom of the stairs and go straight to Y4.</li> <li>• They should queue on the yellow lines and wait to be called in.</li> <li>• Parents should drop off and continue through the gate on to the public footpath.</li> <li>• They should sanitise their hands on entry.</li> <li>• Parents should queue on the yellow lines at pick up – you will be given your child and asked to leave through the gate on to the public footpath.</li> </ul>	Low	As above
Staff entering the building in the morning	Staff	Mid	<ul style="list-style-type: none"> <li>• In the morning, the front door and internal door should be propped open (before the children arrive, and keeping an eye for David) there should only be one person in the 'air-lock' at a time.</li> <li>• Staff sign in will be done on the ipad as usual, which has been anti-microbial fogged. Should the system be down, staff should tick their names on</li> </ul>	Low	<p>Communicate to all staff</p> <p>Sign in ipad micro fogged 28/5/20</p>



			the sheets provided, using their own pen (or one there that is wiped after use).		
Manning the offices	Staff	Mid	<ul style="list-style-type: none"> <li>• Only one member of staff should be in the office each day.</li> <li>• The office will be manned by Mrs McLean or a member of the support team, who will field people at the door (no one should enter the building without good reason).</li> <li>• Calls will be diverted to Mrs Sceats (to reduce the sharing of handsets).</li> </ul>	Low	Cleaning products for the offices to remain in the office
Contractors, Peripatetics and other visitors to the school	Visitors	High	<ul style="list-style-type: none"> <li>• All meetings should be conducted virtually wherever possible.</li> <li>• Any visitors should be made aware of the restrictions within school.</li> <li>• Contractors who work outside should alert the office that they are present and then get on with the task in hand.</li> <li>• Contractors who need access to the building will observe strict 2m social distancing and will work alone. They should wash their hands on entry. Their workspace will be decontaminated afterwards.</li> <li>• Rev Karen will be asked not to attend at this time, particularly as she is in the high-risk category.</li> </ul>	Mid	Communicate with visitors – Office



			<ul style="list-style-type: none"> <li>There will be no peripatetic music lessons at this time.</li> </ul>		
<b>Pupil Welfare and Behaviour</b>					
Absence policy and registers	Parents	Low	<ul style="list-style-type: none"> <li>Open registers to those in school.</li> <li>Use code Y for those who are at home.</li> <li>Reiterate that there will be no fines in place at this time.</li> <li>Complete the daily DfE register.</li> </ul>	Low	Communicate with parents (Clare – weekly update)
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	Parents	Low	<ul style="list-style-type: none"> <li>If a child is unwell, they will be isolated in the staffroom.</li> <li>Parents will collect from the front fire door at the bottom of the stairs.</li> </ul>	Low	Communicate with parents (Clare – weekly update).
Safeguarding pupils in school	DSLs	Mid	<p>Identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> <li>At risk of exclusion</li> <li>In need of early help</li> <li>Have additional needs such as behaviour, sensory impairment etc.</li> <li>Exhibiting mental health and well-being issues</li> <li>In need of bereavement counselling</li> </ul>	Low	DSLs to consider the CP files



			<ul style="list-style-type: none"> <li>Meeting the social care threshold</li> </ul> <p>Action plans to be put in place where necessary.</p>		
Safeguarding pupils not in school	ALL	Low	<ul style="list-style-type: none"> <li>Refer to LA due diligence document.</li> <li>Continue to monitor Dojo engagement.</li> <li>Continue to make bi-weekly phone calls.</li> <li>Deliver exercise books / conduct welfare checks to vulnerable families.</li> </ul>	Low	Communicate with all staff
Behaviour policy adaptation in light of social distancing	Children / parents	Low	<ul style="list-style-type: none"> <li>Team Teach must be avoided at all costs: if there is a child in crisis, they should be observed from a distance and their parents called to come and collect.</li> <li>If there is no other way to manage the situation and the child or others are at risk and therefore TT must be used, full PPE (gloves, mask, visor, apron) must be donned first.</li> <li>Children who refuse to engage or follow the rules will be asked to leave – their parents will be called to take them home.</li> <li>If children are disrespectful, intentionally coughing or spitting at others (even as a 'joke') they will be sent home and the area disinfected.</li> </ul>	Low	Communicate to parents that disruptive behaviour cannot be managed in the usual way, taking into consideration social distancing
Emotional support for those struggling with (separation)	HT HB	High	<ul style="list-style-type: none"> <li>Mrs McLean to send a Dojo video to the children about how school will be.</li> </ul>	Mid	EM to make video tour of the school and a social story



anxiety or with adapting to the new regimes / feel of the school	Teachers		<ul style="list-style-type: none"> <li>The first few days will be completely focussed on settling the children in and nurturing their emotional wellbeing.</li> <li>Remote ELSA activities will be shared to take place at home.</li> <li>Parents can choose to send their child in or keep them at home for any reason.</li> <li>If a child is very distressed on arrival, they will have to return home, as we cannot physically comfort them in the same way as before.</li> </ul>		to help prep the children
Children affected by bereavement, not being able to cope with the additional trauma of the change to school	Staff Children Parents	High	<ul style="list-style-type: none"> <li>Due to staffing the bubbles and social distancing, we are unable to run ELSA sessions.</li> <li>Therefore, HB will be on hand with resources and phone calls to support families.</li> <li>If a child is distressed in school, they will be comforted in the short term and sent home.</li> </ul>	Mid	HB to have bereavement packs ready and to make calls to families affected
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation	HT COG Parents	Low	<ul style="list-style-type: none"> <li>Parent letter written in partnership by Headteacher and Chair of Governors has been shared with all Parents.</li> <li>Details provided of safeguarding measures in place to mitigate risk of infection.</li> <li>Clear expectations for parents have been shared.</li> </ul>	Low	Letter has been sent  Survey has been completed

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against risk					
<b>Getting the Site Ready</b>					
Recommission all systems	Care-taker	Low	Check oil levels Check the boiler Check water supply including hot water in classrooms, temperature tests and flush through all taps and loos Check electrics including emergency lighting Check catering equipment Check fridges Make sure all bins are empty	Low	Communicate with Brian
Fire safety	Care-taker	Low	Check fire alarm system Check all fire doors Check extinguishers Check asbestos through school	Low	Communicate with Brian
Evacuation	ALL	Low	<ul style="list-style-type: none"> <li>• Each bubble will evacuate into fresh air through their nearest fire door and make their way (in spaced lines) to the KS2 playground.</li> <li>• Janine will unlock the gate.</li> <li>• We will assemble on the playground, but line up at approx 2m intervals.</li> </ul>	Low	Communicate with all

**Cleaning and hygiene schedule:**

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*NB: Owing to the 30-day protection from the anti-microbial fogging, the risk of CV19 surviving on smooth surfaces is greatly reduced. However, the risk of face-to-face transmission and contamination to clothing (or other untreated items) is still there.*

Time	Area	Action	Personnel	PPE
8.30am	Door handles Gate touch points Signing in pen Toilets Windows	Wipe Wipe Wipe Check Opened	Support / Teachers EM EM Support Team Teachers	Gloves (followed by hand washing) Apron Goggles/visor Mask Disposable cloths Soapy solution in spray
8.45am	Reception door Year 6 entrance	Sanitiser for the queue Sanitiser by the door Wipe down sanitiser dispenser and top up if necessary	Support Team Y6 Bubble Lead	As above
10.00am	Door handles Lights switches Banisters Toilets Tissue bins	Wipe Wipe Wipe Wipe over taps and touch points in cubicles Empty if necessary	Support Team / Teachers	As above
10.20am	Hand wash	Each 'Bubble' to line up, wet and soap, run to the back of the socially distanced line whilst scrubbing, until they get to the front to rinse.		As above
10.30am	Break			



11.00am	Play equipment	Washed	Children	Disposable cloths and soapy solution
11.00am	Playground bins	Washed	EM	As above
11.15am	Tables and chairs Personal belongings Resources	Washed Wiped Wiped Wiped	Children	Disposable cloths and soapy solution
11.15am	Handwash	Each 'Bubble' to line up, wet and soap, run to the back of the socially distanced line whilst scrubbing, until they get to the front to rinse.		As above
12.00pm	Door handles Light switches Banisters Toilets Tissue bins	Wipe Wipe Wipe Wipe over taps and touch points in cubicles Empty if necessary	Support Team / Teachers	As above
12.15pm	Handwash	Each 'Bubble' to line up, wet and soap, run to the back of the socially distanced line whilst scrubbing, until they get to the front to rinse.		As above
12.30pm	Playground bins	Washed	EM	As above
12.15pm	Lunch	Bubbles R and 1 eat Bubbles CW and 6 play Astro/KS2	Teachers Support	As above
12.45pm	Lunch	Bubbles CW and 6 eat	Teachers	As above



		Bubbles R and 1 play Lower field/KS1	Support	
1.15pm	Handwash	Each 'Bubble' to line up, wet and soap, run to the back of the socially distanced line whilst scrubbing, until they get to the front to rinse.	Teachers – Support Team break	As above
1.30pm	Tables and chairs Personal belongings Resources	Washed Wiped Wiped Wiped Wiped	Children	Disposable cloths and soapy solution
2.00pm	Door handles Light switches Banisters Toilets Tissue bins	Wipe Wipe Wipe Wipe over taps and touch points in cubicles Empty if necessary	Support Team / Teachers	As above
2.15pm	Handwash	Each 'Bubble' to line up, wet and soap, run to the back of the socially distanced line whilst scrubbing, until they get to the front to rinse.		
2.30pm	Gate touch points	Wiped	EM	As above
3.00pm	Personal resources	Wiped and packed away <i>(this will start earlier in R &amp; Y1 due to the staggered collection time)</i>	Children	Disposable cloths and soapy solution
3.10pm	Handwash	Each 'Bubble' to line up, wet and soap, run to the back of the socially distanced line whilst scrubbing, until they get to the front to rinse.		



3.15pm	Home			
3.20pm	Windows	Wipe latches Close	Teachers	As above
3.30pm	Toilets	Toilets wiped over and cleaned with bleach	Gemma Williams	As above
3.30pm	Toilets	Soap and paper towels to be topped up	Gemma Williams	As above
4.00pm	Door sanitisers	Wipe down dispensers and top up as necessary	Gemma Williams	As above
Overnight	Classrooms	All surfaces wiped with bleach solution	Steve Boreham	As above

As per the RA above, handwashing, should also take place after using the toilet and after sneezing or coughing.

### Staffing:

Bubbles	Reception (8)	Year 1 (11)	Critical Workers (9)	Year 6 (11)
Monday	Mrs Berry Mrs Wigley	Miss Bruce Mrs Taylor	Mrs Green Miss Williams	Mrs Thorpe Mrs Stretton
Tuesday	Miss Dalton Mrs South	Miss Bruce Mrs Taylor	Mrs Green ??	Mrs Thorpe Mrs Stretton
Wednesday	Mrs Berry Mrs South	Miss Bruce Miss Hornett	Mrs MacDougall Mrs Gomes	Mrs Bowden Mrs Stretton
Thursday	Mrs Berry	Miss Bruce	Mrs MacDougall	Mrs Thorpe

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	Mrs South	Miss Hornett	Mrs Gomes	Mrs Stretton
Friday	Miss Dalton Mrs South	Mrs Mills Miss Hornett	Mrs Green Miss Williams	Mr May Mrs Stretton

Mrs McLean = daily DSL

Pink highlight = DSL Team

Green highlight = paediatric first aid

Blue highlight = DSL and first aid!

Typical week	Session 1	Break	Worship	Session 2	Lunch	Session 3	Session 4
Monday	RWI English	B	Z	M	L	PE	Play / ERIS
Tuesday	RWI English	R	O	A	U	Forest	Play / ERIS
Wednesday	RWI	E	O	T	N	PE	Play / ERIS

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	English						
Thursday	RWI English	A	O	H	C	Topic	Play / ERIS
Friday	RWI English	K	M	S	H	Mindfulness	Play / ERIS

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