



## Covid-19 Return to School Risk Assessment

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**Reviewed 10<sup>th</sup> May 2021**



Hazard	Who is at risk?	Level of risk before	Control measures	Level of risk after	Actions
<b>Illness</b>					
A child presenting with symptoms:  <b>Cough</b> And / or <b>Temp of 37.8 hot to touch</b> And / or <b>Loss of taste</b> And / or <b>Loss of smell</b>	ALL	High	<ul style="list-style-type: none"><li>• Children should not attend school if they, or someone in their household, is symptomatic. If symptomatic, they should be tested before returning to school. If they test positive, they should self-isolate for 10 days. Everyone in their household should self-isolate for 10 days, even if they test as negative.</li><li>• If a child or member of staff in a bubble is symptomatic, and they tests positive, and have been in close contact less than TWO CLEAR DAYS prior to the positive result, everyone in that bubble will be informed as soon as possible. All bubble members will be required to take a test and self-isolate for 10 days. The household should do not need to isolate or be tested unless they become symptomatic, but do not need to isolate if tested negative.</li><li>• A bubble will not be closed until the positive result is received. (It will not be closed just due to covid-like symptoms).</li><li>• If a child becomes symptomatic in school PPE should be put on before treating the child.</li></ul>	Mid	Ensure PPE is in school  Communicate that the staffroom is not to be used



		<ul style="list-style-type: none"><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 <b>10 days</b>, as a family (the child for <b>10 days</b>) <b>as well as getting the child tested and informing us of the result asap</b>.</li><li>• Staffroom and other areas affected will be cleaned.</li><li>• <u><a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></u>.</li><li>• <del>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.</del></li><li>• <del>All children and adults in the affected 'bubble' will be advised to self-isolate for 14 days.</del></li><li>• Hygiene reminders to be circulated.</li><li>• Affected 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></ul>		
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			<ul style="list-style-type: none"><li>• <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></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. Waste resulting from a symptomatic individual should be stored until test results are known / for at least 72 hours (see cleaning guidance).</li></ul>		
Suspected or confirmed case in a family	ALL	High	<ul style="list-style-type: none"><li>• If a family member is contacted through Test and Trace, they should be tested and self-isolate for 10 days., even if their test is negative. <del>The family members should be tested. If negative, the children in the family are able to come to school.</del> The family can continue life as normal and do not need to be tested or isolate unless they become symptomatic.</li><li>• If a household member tests positive, they should self-isolate for 10 days and the rest of the household, including the children, isolate for 10 days.. Work will be set on Class Dojo and X used in the register.</li><li>• The bubble will be informed, but there is no need to close the bubble unless a child becomes symptomatic and then tests positive.</li><li>• <del>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.</del></li></ul>	Mid	Communicate to parent(s)



			<ul style="list-style-type: none"><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>Affected areas will be closed and decontaminated.</li></ul>		
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><li>Those with symptoms will be advised to take a test to confirm CV19.</li></ul>	Mid	Communicate in letter
<b>Staffing</b>					
Staff displaying symptoms	Staff	High	<ul style="list-style-type: none"><li>All staff to wear face-coverings in all shared spaces (corridors, kitchen, etc)</li><li>All staff to be socially distanced (2m) with anyone outside of their bubble (and within the bubble wherever possible).</li><li>Staff covering other classes / bubbles – staff should remain 2m from the children and other adults wherever possible. If a member of staff who has covered a class becomes symptomatic, there is no need to close the bubble if they have not been within 2m of the children / adults for more than 15 minutes. We are also promoting wearing face coverings when covering other bubbles. Close contact (skin to skin, less than 2m for more than 15 mins, or coughed/sneezed on) will result in the bubble closing. We will try to avoid lots of different staff members crossing bubbles as much as possible.</li></ul>	Mid	Communicate with staff



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		<ul style="list-style-type: none"><li>• Staff members should not attend work if they, or someone in their household, is symptomatic. They should be tested before returning to school if symptomatic. If they test positive, they should self-isolate for 10 days. Everyone in their household should self-isolate for 10 days., even if they test as negative.</li><li>• If an adult in a bubble is symptomatic, and they test positive, and have been in close contact less than TWO CLEAR DAYS prior to the positive result, everyone in that bubble will be informed. All bubble members will be required to take a test and self-isolate for 10 days.. <del>The household should be tested, but do not need to isolate if tested negative.</del></li><li>• A bubble will not be closed until the positive result is received. (It will not be closed just due to covid-like symptoms).</li><li>• If an adult has tested positive and has had closer than 2m contact without a face-covering, for more than 15 minutes with another member of staff (outside of their bubble), or has touched someone else, the other person should be informed, isolate for 10 days. and be tested.</li><li>• If a member of staff has tested positive, yet has been socially distanced around school, including in the staffroom (hall), other members of staff do not need to isolate - but we recommend that anyone who has been in close contact should take a test as a precaution but we recommend that those members of staff follow Govt guidance by keeping</li></ul>		
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			<p style="color: yellow;">socially distanced and isolating as soon as any symptoms develop.</p>		
Asymptomatic staff	All	?	<ul style="list-style-type: none"><li>From the Spring Term, all adults who regularly come on site will be asked to (voluntarily) conduct a 30-minute response lateral flow test each Wednesday and Sunday evening.</li><li>The aim is to help identify any adults who are covid positive, but not displaying symptoms so that the spread of the virus can be limited.</li><li>All staff taking part, will email a photograph of their test result, with the email header of their result to <a href="mailto:covid@pattishallschool.co.uk">covid@pattishallschool.co.uk</a> which is monitored by SLT.</li><li>They also have to register their result online to the DfE (or call 119).</li><li>The training and giving out of tests is conducted by Lowri Thorpe</li><li>Steph Bruce is recording the weekly results</li><li>Should a result come back positive, the staff member and their household should isolate immediately and seek a PCR test asap.</li><li>If that staff member has been in close contact with anyone in school TWO CLEAR DAYS prior, those people should isolate. This may lead to the closure of a bubble, following the NCC flowchart of actions.</li><li>Should a result come back as void, another test should be taken.</li></ul>		<p>Webinars for SLT CPD for all staff in taking the test CPD for all staff on recording their results Set up covid email (JG) Set up monitoring forms (using Govt proformas) Organising the delivery and deployment of the kits</p>



			<ul style="list-style-type: none"><li>Should two tests come back as void, the staff member and their household should isolate and seek a PCR test asap.</li><li>To avoid injury and ensure accuracy, all staff have received training on how to administer the self-test.</li></ul>		
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 <b>or detergent</b>.</li><li>Hands must be routinely washed, including wrists.</li><li>The face must not be touched.</li><li><b>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 every effort has been made to research</b></li></ul>	Low	Discuss with staff



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		<p>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>• Individual face shields are available for each member of staff. Wearing these may reduce the risk of the virus via a cough or sneeze from another person getting into their body through the mucus membranes of mouth, nose or eyes, particularly in instances where 2M distancing may not be observed. These shields, if worn, should be washed in warm soapy water at the end of the day and allowed to air dry ready for the next day”.</li><li>• We are encouraging Staff can choose to bring in face coverings to wear (rather than buy their own PPE), although wearing of PPE in schools is not considered necessary except in very limited circumstances.</li><li>• Face coverings should fit well around the nose and mouth and should be either disposed of with ‘black bag refuse’ or washed regularly.</li><li>• Face coverings should be worn in communal areas where distancing of 2m is not possible, and when moving around the building. They do not need to be worn in classrooms.</li><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></ul>		
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			<ul style="list-style-type: none"><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>• Members of staff with shielding family members can choose to take unpaid leave if they do not want to come into work.</li><li>• NB: Children who have a pregnant family member can attend school.</li></ul>		
Staff welfare	Staff	Mid	<ul style="list-style-type: none"><li>• The staffroom will be out of use for socialisation - and only used if we need it to isolate a child.</li><li>• <del>Spare classrooms will be allocated as staffrooms for each bubble, where refreshment facilities will be available.</del></li><li>• Staff will bring in their own mug and food <del>brought in should be cold - i.e.: no need to use the oven or microwave.</del></li><li>• One person will be allowed in the staff kitchen at a time. Use of the microwave, dishwasher, oven and kettle are permitted, but should be wiped over after use. Hands should be washed before and after use of anything shared</li><li>• Staff will remain with their group and take comfort breaks as needed, covered by the Bubble Team member.</li><li>• The hall will be used as a socially distanced staffroom if the weather is not good enough for us to be outside.</li></ul>	Low	Ensure the support team has cleaning items and communicate plans with the Support Team
To manage anxiety of	Staff	Mid	<ul style="list-style-type: none"><li>• Staff meeting held (Zoom) to share expectations with all staff and to address concerns.</li></ul>	Mid	Arrange staff meetings



staff members through the communication of expectations , process and procedures for day to day operation			<ul style="list-style-type: none"><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><li>Employee Assistance Programme that is available to NCC employees (details on the HSW pages of Huddle under NCC guidance).</li></ul>		
Teacher shortage due to illness	Staff	Mid	<ul style="list-style-type: none"><li>If one bubble member is off sick (not covid) the bubble can run with one member of staff until they return.</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><li><a href="#">Refer to contingency plan</a></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>Reassign roles, such as cleaning, throughout to ensure coverage.</li><li><a href="#">Refer to contingency plan</a></li></ul>	Low	Address as cases arise



Lunchtime staffing – risk of not enough cover	Staff	High	<ul style="list-style-type: none"><li>There will be a dinner lady assigned to each bubble to cover lunches.</li><li>They will collect the <del>grab bag</del> hot dinners and take them to their bubble in <del>covered, plastic tray-plates</del>.</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><li>The children will remain inside for half an hour and outside for half an hour if space is available outside, they may go out again after they have eaten - as long as they wash their hands.</li><li>If the dinner ladies are not in, the teacher and TA will need to cover their bubble's lunch in shifts</li></ul>	Low	Put together timetable of lunch cover – EM
Hot meal provision	Chn	Mid	<ul style="list-style-type: none"><li>Dolce are our hot meal providers and we have received a copy of their Risk Assessment.</li><li>They are providing <del>Grab and Go bags</del> hot meals in <del>plastic tray-plates</del> to mitigate the risk of cross-contamination through large gatherings in the hall; through shared use of plates and cutlery; and through the children lining up (and therefore breathing over) the food waiting to be served.</li></ul>	Low	
<b>Hygiene</b>					
Risk of transmission : regular	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></ul>	Low	Ensure enough soap is in school



hand sanitisation			<ul style="list-style-type: none"><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><del>Hand dryers to be decommissioned to avoid blowing the virus around the room.</del></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>		Inform staff to close doors on exit in the event of a fire alarm.
Risk of transmission : 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 <b>as necessary</b>.</li><li>PPE will be donned (in the correct way) to empty tissue bins: <b>face covering and gloves</b>.</li><li>Waste will be double bagged, including the PPE used to empty the bin. It <b>will be stored for 72 hours before disposal</b>. <b>Goggles and visors will be washed in soapy water</b>.</li></ul>	Mid	Signs in place Ensure enough tissues in school  Redeploy tissue bins



			<ul style="list-style-type: none"><li>Where appropriate and safe, windows and doors will be open to allow natural air in. Windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).</li></ul>		
<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 any hot water in the classrooms.	ALL	Mid	<ul style="list-style-type: none"><li>Have the urn on and the boilers feeding the upstairs taps throughout the day. *Remember to turn the urn off at the end of the day.</li><li>Support Team to collect hot (NOT boiling) water in flasks from the 'bubble staffroom' staff kitchen to take back to their 'bubble classroom' to mix with soap and cold 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.</li><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>	Low	Contact NCC to review whether we can have hot water reinstated.  Actioned 29/5/20 - await reply  9/7/20 - Too costly for LA: £6500  <b>Hot water works to begin 16/01/2021</b>



Risk of transmission : Deep clean before opening – to eliminate any residual contamination that may exist	ALL	Mid	<ul style="list-style-type: none"><li>Steve to clean through in the Summer</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	<p>HPS into school 27/05/20</p> <p>HPS back in 26/06/20 to re-fog</p> <p>HPS re-fog booked 27/08/20</p> <p>HPS re-fog took place 27/8</p> <p>Consider a re-fog in Oct/Nov</p> <p>HPS re-fog took place 04/01/2021</p>
Risk of transmission : Regular cleaning of surfaces - to eliminate any	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. See point on Page 2 regarding PPE and deep cleaning.</li><li>Surfaces will be regularly (<del>at least every 2 hours</del>) wiped throughout the day: before the children sit up to table at the start of the day and before they eat.</li></ul>	Low	Liaise with Steve and office staff



immediate contamination from staff or pupils who are unknowingly infectious			<ul style="list-style-type: none"><li>The office will be wiped down at the end of each shift.</li><li>Door buzzer and other touch points will be wiped after use.</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:<ul style="list-style-type: none"><li>Door handles</li><li>Window latches</li><li>table tops</li><li>Toys</li><li>Teaching equipment/resources</li><li>Bannisters</li><li>Light switches – should be left untouched unless very dark</li><li>Books – children are bringing their own</li><li>Toilets – see point below</li><li>Sinks – especially taps</li></ul></li></ul>	Mid	Liaise with Support Team



			<ul style="list-style-type: none"><li>• Use of disposable cloths or soak in bleach after use: <i>NB according to the COSHH Data Sheet, Bleach should be stored out of the reach of children at all times; gloves should be worn when using it and goggles if splashing is likely. We do not use neat bleach when the children are in the building.</i></li><li>• Additional cleaning capacity in place through use of teaching and support staff</li></ul>		
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><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>	Mid	Communicate with Gemma Williams about 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 <i>after each activity at the end of each day.</i></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></ul>	Mid	Liaise with all staff



			<ul style="list-style-type: none"><li>If non disposable micro cloths are used they must be washed at 60 degrees after use. (or soaked in bleach between uses) <b>NB: see COSHH note above</b></li><li>Different cloths for tables/bathroom surfaces and disposables for toilet seats</li></ul>		
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><li>Where safe to do so, doors will be open to avoid using handles.</li><li>As much learning as possible should take place outside.</li></ul>	Mid	Liaise with all staff
<b>Potential cross-contamination</b>					
Mitigation of cross-contamination from home	ALL	Mid	<ul style="list-style-type: none"><li>Brings in their own pencil case: needs to be wipeable and not soft/fluffy.</li><li>Showers or bathes every day on return from school, ideally including a hair wash.</li><li>Those children with inhalers should have them about their person at all times, in their own bag.</li><li><b>Other prescribed medicine such as epi-pens will be stored in the classrooms (this is the most sensible place as the children are eating in their classrooms), out of the reach of children. All staff will be made aware.</b></li><li>Teachers should NOT take books home for marking. Children will keep their book in their bag and if they want their teacher</li></ul>	Low	Communicate to parents



			<p>to see a piece of work, they should post it on Dojo in the usual way.</p> <ul style="list-style-type: none"><li>• OR Children to hold up at a safe distance/place/leave on table for teacher to review</li><li>• OR Leave in a marking tray for the teacher to look at after a safe time has passed.</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><li>• All belongings kept under individual desk not cloakrooms: coats on backs of chairs.</li><li>• Children to come in in PE kit on PE days.</li></ul>		
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>• <b>In accordance with Government Guidance, staff may move between bubbles (to cover etc); but they should maintain 2m social distancing and have the option of wearing PPE in the form of a face shield. Although we will try to minimise this wherever possible.</b></li></ul>	Mid	<p>Share RA and plans with all staff</p> <p>Spray and blue roll to be made available for copiers</p>



			<ul style="list-style-type: none"><li>Registers will stay in the bubble from June 1st. Any unexpected absence will be reported by <a href="mailto:office@pattishallschool.co.uk">email to office@pattishallschool.co.uk</a> Teams messenger.</li><li>Photocopiers – anti-bac spray and blue towel allocated to each copier and to be wiped down 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 48 hours).</li><li>IPads can be used / laptops can be used - as long as they are thoroughly wiped after use.</li><li>Computer room can be used if cleaned thoroughly before and after use and left for 48 hours before used by another bubble</li></ul>		
Risk of cross-infection between bubbles: toilets	Chn	Mid	<ul style="list-style-type: none"><li><del>Year 6 to use boy's KS2 loos: one girls, one boys: one in-one out system.</del></li><li><del>Year 4 to use PJM's loo</del></li><li><del>Year 3 to use the loo under the stairs</del></li><li><del>Year 5 to use Cubicles A and B in the girls KS2 loo</del></li><li><del>Year 2 to use Cubicles C and D in the girls KS2 loo</del></li><li><del>Year 1 to use the KS1 Girls loo.</del></li><li><del>Reception to use the KS1 Boys loo.</del></li><li><del>Reception have both KS1 loos</del></li></ul>	Low	<p><b>Sanitary bin to be moved done</b></p> <p>Cleaning products to be in situ in each zone – out of the reach of children, preferably in a locked cupboard.</p>



			<ul style="list-style-type: none"><li>● <del>Year 1 to have use of the disabled loo next to their classroom during the morning. This should be thoroughly cleaned down before lunch.</del></li><li>● Year 1 to use KS1 girls' loo</li><li>● Reception to use KS1 boys' loo</li><li>● Years 1/2 have a cubicle each in the KS2 girls loo</li><li>● Years 3/4 have a cubicle each in the KS2 girls loo</li><li>● Year 5 have a cubicle in the KS2 boys loo</li><li>● Year 6 girls have a cubicle in the KS2 boys loo</li><li>● Year 6 boys have a cubicle in the KS2 boys loo</li><li>● <del>Double bubbles will not cross timings in the loo</del></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): this should happen at each hand-washing pit-stop</li><li>● Gemma Williams will deep clean the toilets at the end of each day, <i>as well as through the day</i>.</li><li>● Girls' KS2 loo doors to be propped open.</li><li>● Bubble adult to wipe over taps and handles hourly.</li><li>● <del>No access through the hall. Library door is an 'IN' door. The corridor will be one way up and the other down.</del></li></ul>		
Mitigation of cross-contamination	ALL	Mid	<ul style="list-style-type: none"><li>● <del>There will be no sand play.</del> Sand play is allowed within the bubble, as long as hands are washed before and afterwards.</li><li>● Water play will involve washing up liquid and water will be regularly changed.</li></ul>	Low	Remove soft toys and furnishings



n through resources		<ul style="list-style-type: none"><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.</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 <b>three</b> days.</li></ul>		Ensure enough cleaning product is in school.
Mitigation of cross-contamination: Staff Room		<ul style="list-style-type: none"><li>Staff kitchen available to make drinks <b>and food</b></li><li>Wipe down <b>kettle all touch points</b> after use</li><li>Bubbles to provide their own coffees, milks etc</li><li><b>Staff bring their own mugs and cutlery</b> Staff to put their own crockery and cutlery in the dishwasher and wash hands before emptying, with a face mask on.</li><li>Only 1 adult in the kitchen at a time</li><li>Wipe down toilet and doors etc. after use</li><li>Hall to be used as a socially distanced staffroom: <b>staff to bring their own chair</b>. Staff to use spare plastic chairs from the classrooms and keep to their own chair, which remain in the hall. If they are needed back in class, they should be cleaned beforehand.</li></ul>		

### Social Distancing



Families with a member who is shielding	'Shielders'	Low	The child should not attend school and continue online learning. <a href="#">Please refer to our Contingency Plan and Remote Learning Policy – both available on the website.</a>	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 / via Zoom.</li><li>In classrooms, the children will not be socially distanced, in accordance with the Govt guidance.</li><li>However, the teacher will endeavour to keep 2m away <b>from the children and the other adults.</b></li><li>If we cannot staff a class, we will have to consider not opening to a particular year group.</li><li>There will be 'one-way' <b>keep left</b> systems in place in school to avoid passing closely.</li><li>Children will come in in PE Kit on PE days and coats will be kept on the back of chairs.</li><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 in their classrooms; picnicking outside whenever the weather will allow.</li></ul>	Low	SLT to mark up the path and the corridors
Playtimes	ALL	Mid	<ul style="list-style-type: none"><li><del>Year 4, 5 and 6 will have assembly at 10.40am and break at 11am</del></li></ul>	Low	Inform staff and children



		<ul style="list-style-type: none"><li>• Reception, Year1, Year 2 and Year 3 will have playtime at 10.40am and assembly at 11am</li><li>• Year 1 and 2 can play together as they are one bubble.</li><li>• The children staff will be organised into double bubbles for playtime duties and planning (socially distanced and with face masks if inside). The children of the double bubbles will use the same toilet room - although have individual cubicles within the room: taps and handles will be regularly cleaned. There may be limited occasions where double bubbles might take part in socially distanced (more than 2m) activities, such as performing poetry to each other, outside (as they are working together on the same Topic curriculum); or having playtime in the same zone, although NOT mixing.</li><li>• Reception on their own, Year ½, Year ¾, Year 5/6. Everyone will attend Zoom Collective Worship at 10.30am. Break will be at 10.45am for all. 10.15am for Rec, ½ and 3 and 10.45am for 4, 5 and 6, following the closure of the field. This is help with logistics such as toilets and staffing breaks. The children will remain socially distanced from each other's bubbles as much as possible.</li><li>• Classes can have own box of small equipment – we've got some bats/balls/cones etc for playground use in Y1 and wipe down daily after use. Each class to have £100 to spend on equipment for their bubble.</li></ul>		
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			<ul style="list-style-type: none"><li>• <b>Glasses Double Bubbles</b> classes to have designated play areas although the bubbles will not physically mix - for example Year 5 will be on the top half of the KS2 playground and Year 6 will be on the bottom half of the KS2 playground. These will rotate through the week.</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><li>• Games involving distancing will be encouraged, such as Elastics, Long Jump Rope and Hide n Seek.</li><li>• <b>Children will be consistently reminded of keeping socially distanced and not shouting in each other's faces.</b></li><li>• Any toys used outside should be washable (with warm soapy water) and washed at the end of each session. tip to share – use netted laundry bags to wash, drain and hang!</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>		
Rainbow Club		Mid	<ul style="list-style-type: none"><li>• External pupils will have a signed contract sent to Pattishall school agreeing to COVID procedures</li><li>• Pupils displaying any symptoms must not attend and parents/ carers/ school staff must be available to collect should the adult start displaying symptoms during the session.</li><li>• School staff will always aim to deescalate challenging/ physical behaviour to avoid need to interventions</li></ul>	Low	Hand sanitiser to go to forest school area.



			<ul style="list-style-type: none"><li>Sessions will take place outside as much as possible</li><li>Home schools to send additional adults on a rota system to reduce adult numbers</li><li>All resources and surfaces to be thoroughly cleaned at the end of each session</li><li>Handwashing routines in place.</li><li>Individual resources used as much as possible</li></ul> <p>School staff will offer outreach work on Zoom in the first instance and when physical outreach work is necessary, nurture staff will follow procedures outlined in home school Risk Assessments Face masks will be worn at all times and hands will be sanitised upon entry and at regular intervals. Staff will avoid face to face contact and aim to keep 2m distance. Staff will take part in twice weekly COVID lateral flow testing</p>		
Playing Field	ALL	Mid	If children go to Playing Field for PE lesson <ul style="list-style-type: none"><li>Remind children that they must not touch anything whilst there, including handrail on entrance to playing field. <b>All play equipment is currently taped-off.</b></li><li>All staff and children to ensure that social distancing is maintained amongst members of the public.</li></ul>	Low	Take sanitiser to playing field  All to wash hands before and after visit
Drop off and pick up: RECEPTION	Rec	Mid	<ul style="list-style-type: none"><li>Reception 8.50am - <del>3.05pm</del> <b>3.20pm</b> <b>8.30am - 3pm</b></li><li>Reception children will go straight into their classroom and sit on their carpet spot.</li></ul>	Low	Communicate with parents



			<ul style="list-style-type: none"><li>• All families will be encouraged to walk or cycle.</li><li>• Only one adult per child.</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>• Follow the one-way system <del>out of the back gate and down the public footpath, to the front of the school.</del> keeping left on the path. <del>We recommend that parents wear a face covering.</del> We insist that parents wear a face covering. If dropping more than one child off, you may wait, socially distanced, on the playground until the right time.</li><li>• Make your way straight home / to work.</li><li>• If a child is very upset, we ask that they be taken home, or you go round the one-way system again, as we are not able to physically comfort them as we once might have done.</li></ul>		<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 safeguarding purposes</p>
Drop off / pick up YEAR 1 and 2	Y1 & 2	Mid	<ul style="list-style-type: none"><li>• Year 1 &amp; 2 <del>8.40am - 3.10pm</del> <del>8.30am - 3.00pm</del> <del>8.40am - 3.20pm</del></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></ul>	Low	As above



		<ul style="list-style-type: none"><li>• ALL PARENTS: sanitise yours and your child's hands before entry.</li><li>• Leave them as quickly as possible.</li><li>• Follow the one-way system <del>out of the back gate and down the public footpath, to the front of the school</del>. keeping left on the path. <del>We recommend that parents wear a face covering.</del> We insist that parents wear a face covering. If dropping more than one child off, you may wait, socially distanced, on the playground until the right time.</li><li>• Make your way straight home / to work</li><li>• If a child is very upset, we ask that they be taken home, or you go round the one-way system again, as we are not able to physically comfort them as we once might have done.</li></ul>		
YEAR 3  Situated in what we know as the Year 4 classroom		<ul style="list-style-type: none"><li>• Year 3 8.45am - 3.15pm 8.40am - 3.10pm</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>• Enter through the Dragon Club gate at the front of the school.</li><li>• Children to enter through the fire door next to Dragon Club.</li><li>• Children to sanitise before entry.</li><li>• Leave them as quickly as possible.</li><li>• Parents to continue straight through the gate, on to the public footpath.</li><li>• Make your way straight home / to work</li></ul>		Hand sanitiser by the door



		<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>		
YEAR 4  In the room we currently know as Year 5 – the Victorian building.		<ul style="list-style-type: none"><li>Year 4 <del>8.40pm - 3.10pm</del> <b>8.30am - 3.00pm</b></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>Enter through the Dragon Club gate at the front of the school (by the flagpole).</li><li>Children to enter through the Y5 fire door.</li><li>Children to sanitise before entry.</li><li>Leave them as quickly as possible.</li><li>Parents to continue straight through the gate, on to the public footpath.</li><li>Make your way 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>		
YEAR 5  In the room we currently		<ul style="list-style-type: none"><li>Year 5 <del>8.45am - 3.15pm</del> <b>8.40am - 3.10pm</b></li><li>All families will be encouraged to walk or cycle.</li><li>Bring / collect your child to the outside classroom doors.</li><li>No adults required.</li></ul>		



know as Year 3.			<ul style="list-style-type: none"><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>Follow the one way system <del>out of the back gate and down the public footpath, to the front of the school.</del> keeping left on the path. <del>We recommend that parents wear a face covering.</del> We insist that parents wear a face covering. If dropping more than one child off, you may wait, socially distanced, on the playground until the right time.</li><li>Make your way straight home / to work</li><li>Home time - we will send them out down the path to meet you by the Millennium Monument</li></ul>		
Drop off / pick up YEAR 6	Y6	Mid	<ul style="list-style-type: none"><li>Year 6 8.50am - 3.20pm <del>8.50am - 3.20pm</del></li><li>All families will be encouraged to walk or cycle.</li><li>Bring / collect your child to the outside classroom doors.</li><li>No adults required.</li><li>Enter through the Dragon Club gate at the front of the school.</li><li>Children to enter through the Year 6 external door.</li><li>Children to sanitise before entry.</li><li>Leave them as quickly as possible.</li></ul>	Low	As above



			<ul style="list-style-type: none"> <li>We'd rather that they came in on their own, but if you want to drop and pick them up at the door - Parents to continue straight through the gate, on to the public footpath.</li> <li>Make your way straight home / to work</li> <li>Home time - we will send them out through the path on the car park to meet you out the front.</li> </ul>		
Drop off / pick up – siblings			<ul style="list-style-type: none"> <li>Collect your youngest child at their time.</li> <li>We will send the siblings to you.</li> <li>We ask that parents wear face coverings and remain socially distanced when on site – inside and outside</li> </ul>		
<b>Travel and transport</b>					
Risk of cross contamination	All	Mid	<p>There is a distinction between dedicated school transport and wider public transport.</p> <ul style="list-style-type: none"> <li>- dedicated school transport = the school bus</li> <li>- Wider public transport = transport used by the general public</li> </ul> <ul style="list-style-type: none"> <li>Use of coaches can take place, as long as the children are in their consistent bubble, with their bubble staff.</li> <li>Public transport will not be used.</li> <li>Children will travel in on the school bus. Extra attention will be taken to washing hands on arrival.</li> </ul>	Low	See bus company's risk assessment.
<b>Wrap Around Care and Clubs</b>					
Risk of cross-	Chn in after	Mid	Children will need to go to Aimee Page or Dragon Club before and after school. We will work with these providers to ensure that their risk assessments align with ours.	Low	Have copies of risk assessments.



contamination of bubbles	scho ol care		This includes cleaning down The Studio before the open each day.		
<b>Educational Visits and Residential</b>					
Risk of cross-contamination with other schools.	ALL	Mid	<ul style="list-style-type: none"> <li>These will go ahead, as long as we are the only school on site, or the site is large enough to ensure that bubbles do not cross.</li> <li>The provider should provide their own risk assessment stating how the site will be decontaminated following other visitors.</li> <li>There will be no residential until the Govt guidance changes. <b>Residential are now allowed, with additional risk assessments.</b></li> <li><b>The EVC (Emma McLean – Head) is responsible for ensuring the safety arrangements for any visits in the future. Training 15/09/2020</b></li> </ul>	Low	
<b>Other people entering the building</b>					
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 the sheets provided, using their own pen (or one there that is wiped after use).</li> </ul>	Low	<p>Communicate to all staff  Sign in ipad micro fogged 28/5/20</p>
Manning the offices	Staff	Mid	<ul style="list-style-type: none"> <li>Increased hygiene, ventilation and cleaning.</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>COVID-19 Risk Assessments to be requested</li><li>All meetings should be conducted virtually wherever possible.</li><li>All visitors coming in to wear a mask <u>and gloves</u>.</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 and John Atkin will be asked not to attend at this time</li><li><del>There will be no peripatetic music lessons at this time.</del></li><li>Peripatetic music lessons will begin under the NMPAT risk assessment</li><li>Visits which are deemed urgent for a child's development will be permitted</li></ul>	Mid	Communicate with visitors – Office
<b>Curriculum</b>					
Recovery	All	N/a	We will not be having a new 'recovery curriculum'. We will be running our usual curriculum, but will be identifying the gaps in individual children's learning, so that we can work effectively with those who require intensive tuition. We will be assessing all the children on their return to establish their baseline.	Low	



Music	All	Mid	<p>Singing, chanting, shouting or playing wind instruments can enhance the spread of Covid-19. Therefore, in music lessons, there should be limited numbers of pupils, they should be socially distanced and side by side, with the teacher at least 2m away. This should take place outside if possible - or in an incredibly well-ventilated room.</p> <p>Surfaces should be washed down afterwards and hands washed.</p> <p><b>NMPAT have shared their RA and plans for restarting music lessons.</b></p>	Low	<p>Claire M and teachers who are teaching Music or any other subject where singing might be a feature.</p> <p>Contact NMPAT to enquire about their MO for Sept.</p>
PE	All	Mid	<ul style="list-style-type: none"><li>• PE should take place outside wherever possible</li><li>• Breathing rates should return to normal before entering</li><li>• PE kit to be worn on PE days</li><li>• Equipment to be washed in-between groups</li></ul>	Low	Liaise with GLK – seek their risk assessment
EYFS Year 1 Y2 + KS2	All	Mid	<ul style="list-style-type: none"><li>• EYFS - The children will be assessed for gaps in language, early reading and maths.</li><li>• We will follow updates to the EYFS disapplication guidance</li><li>• Year 1 - we will assess for gaps in the EYFS ELGs and bridge those in the first term.</li><li>• Year 2 and KS2 will be baselined, and additional support put in place where needed, using the government funded tuition scheme.</li><li>• We will continue to prepare the children for their statutory assessments.</li></ul>	Low	Purchase assessment programmes



Catering for children who are in isolation			Please refer to our Contingency Plan			
<b>Pupil Welfare and Behaviour</b>						
Absence policy and registers	Parents	Low	<ul style="list-style-type: none"><li>Attendance is statutory from September 1st.</li><li>Attendance is not statutory for the duration of the January lockdown</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. They will be cared for and reassured, from a social distance, with PPE.</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	Identify actions required to ensure sufficiency in meeting increased demand for support where pupils are: <ul style="list-style-type: none"><li>At risk of exclusion</li><li>In need of early help</li></ul>	Low	DSLs to consider the CP files	



			<ul style="list-style-type: none"> <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> <li>Meeting the social care threshold</li> </ul> <p>Action plans to be put in place where necessary.</p>		
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
<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	Low	Communicate with Brian



			Check fridges Make sure all bins are empty		
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 <i>although we acknowledge that escaping a burning building is by far the priority over social distancing, so will not let this slow down evacuation</i>) to the KS2 playground.</li><li>• <del>Janine will unlock the gate.</del></li><li>• Chrissy will open the gate</li><li>• Gemma Williams will sweep the toilets</li><li>• Clare Sceats will man the car park and bring the sign in iPad</li><li>• All staff will have to have their registers with them at all times (including GLK)</li><li>• Rainbow Club will line up with their own class, unless from another school - in which case, they will remain with their adults.</li><li>• We will assemble on the playground, but line up at approx 2m intervals.</li></ul>	Low	Communicate with all

## Cleaning schedule



When	What	Who	PPE
Beginning of day	Wipe down tables, chairs and high-traffic touch-points	Staff	No
On entry	Wash hands	Chn	No
Before and after eating	Wipe down tables, chairs and high-traffic touch-points and wash hands	All	No
Before and after playtimes	Wash hands	Chn	No
After breaks	Wipe down taps and handles in loos and check hand washing	Staff	Yes
After use	Wash resources which are shared outside bubbles (e.g.: PE)	Staff	No
End of the day	Wash hands and thorough clean through	Steve	Yes
End of the day	Clean down the toilets thoroughly	Gem	Yes

Please refer to <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> for appropriate PPE for each task.