



### Risk Assessment – School Reopening (COVID-19)

A	<b>Date:</b> 22/02/2021	<b>School:</b> St Matthew's Catholic Primary School	<b>Team:</b> Head Teacher/ Business Manager/ Site Manager & Health and Safety Lead - Senior Admin	<b>Location:</b> Whole School Site (Area)
	<b>Review Date:</b> To be reviewed at least fortnightly in first instance	<b>Ref:</b>	<b>Assessor:</b>	<b>Head Teacher:</b> Mrs Sime

This Risk Assessments was implemented on the 8<sup>th</sup> June 2020 Head Teacher and School Governors  
 It will be reviewed on a regular basis and when there have been significate changers in government, public health and local authority guidance.  
 The risk assessment highlights all control measures the school have put in place to ensure the school is COVID-Secure for all staff, pupils, visitors and contractors.

Risk Assessment(s) Reviewed	Name of Reviewer	Date	Signature
COVID School Reopening Risk Assessment – Changes	Mrs Sime	08 <sup>th</sup> June 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment – Changes	Mrs Sime	18 <sup>th</sup> June 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment – Changes	Mrs Sime	25 <sup>th</sup> June 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment – Changes	Mrs Sime	29 <sup>th</sup> June 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment – Changes	Mrs Sime	6 <sup>th</sup> July 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment – Changes	Mrs Sime	13 <sup>th</sup> July 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment September – Changes	Mrs Sime	3 <sup>rd</sup> September 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment September Review – Changes	Mrs Sime	15 <sup>th</sup> September 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment October Review – Changes	Mrs Sime	5 <sup>th</sup> October 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment November Review – Changes	Mrs Sime	2 <sup>nd</sup> November 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment November Review 2 – Changes	Mrs Sime	23 <sup>rd</sup> November 2020	<i>Mrs Sime</i>
COVID School Reopening Risk Assessment December – Changes	Mrs Sime	14 <sup>th</sup> December 2020	<i>Mrs Sime</i>



COVID School Reopening Risk Assessment January 2021 Review – Changes	Mrs Sime	4 <sup>th</sup> January 2021	<i>Mrs Sime</i>
COVID School Reopening - January 2021 Review. After Lockdown Review - 2021	Mrs Sime	13 <sup>th</sup> January 2021	<i>Mrs Sime</i>
Risk Assessment - School Reopening - End of January 2021 Review	Mrs Sime	15 <sup>th</sup> January 2021	<i>Mrs Sime</i>

**B Assessment of Risk for: Model Protection from transmission of Covid-19 during pandemic including all school activities**

C Ser N°	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1a	<p><b>School reopening after lockdown</b></p> <p>School partial opening during lockdown</p>	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p><b>The school has been deep cleaned before reopening – December 2020 (after Christmas).</b></p> <p>All staff are competent and instructed with regards to the procedures in place for the protection against infection from the risk of Covid-19.</p> <p>A school reopening plan has been created in line with current Government, Public Health and DfE guidelines. Following the Governments guidelines (15/09/2020) – <b>Reviewed October 2020 and amended after October school closure 2020.</b></p> <p><b>As part of the Governments guidelines:</b></p> <ul style="list-style-type: none"> <li>• All staff and children will have access to Coronavirus tests.</li> <li>• Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable. (The school reopening plan)</li> <li>• It is vital for all our school children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.</li> <li>• Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance has therefore been mandatory from the beginning of the autumn term. This means from that point, the usual rules on school attendance apply, including: <ul style="list-style-type: none"> <li>• parents' duty to secure their child's attendance regularly at school (where the child is a registered pupil at school and they are of compulsory school age)</li> <li>• schools' responsibilities to record attendance and follow up absence</li> </ul> </li> </ul>	LOW



			<ul style="list-style-type: none"> <li>• The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</li> <li>• EWO supporting school with regular school absence.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• School has revised our child protection policy this has been updated and can be accessed on the school website. All statutory safeguarding guidance has been updated around school and the keeping children safe in education. This is important for safeguarding and supporting wellbeing.</li> </ul> <p><b>School Uniform</b></p> <ul style="list-style-type: none"> <li>• Children are to return to their usual uniform. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</li> <li>• Uniforms need to be clean, but not needed to be cleaned using methods which are different from normal.</li> <li>• We support any families who are experiencing financial pressures.</li> <li>• For year group bubbles during the national lockdown and school is open for families of Key Worker and identified vulnerable children. They are given the option at this point to wear own clothes when in school. Extra layers are advised due to the time of the year and requirements to ventilate class room settings.</li> </ul> <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• Behaviour policies have been reviewed in school. Further details are available on the school's website.</li> <li>• School works with pupils who may struggle to reengage in school and are at risk of being absent or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.</li> <li>• We understand that some pupils returned to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker, previously looked-after children who left care through adoption or special guardianship, and young carers, will need additional support and access to services such as educational psychologists, social workers and counsellors.</li> </ul> <p><b>Contingency Plans</b></p> <ul style="list-style-type: none"> <li>• Remote education plans are in place. For any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See on the school's website our schools remote support contingency plan.</li> </ul> <p><b>Ventilation</b></p>	
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			<ul style="list-style-type: none"> <li>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. Keep blinds open where possible to maximise airflow in rooms.</li> <li>• 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> <li>• Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak (<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>) and CIBSE coronavirus (COVID-19) advice (<a href="https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</a>)</li> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</li> <li>• Opening high level windows in preference to low level to reduce draughts. <b>(Windows open at all times).</b></li> <li>• Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>• During school winter months staff are advised to wear warmer clothing items and children in class can wear school jumpers, cardigans and coats if necessary. Parents informed about ensuring children wear layers.</li> </ul> <p>School website – COVID-19 page is updated with any updates and information relating to COVID-19</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Staff – Are to wear face masks/ visors at the beginning and end of each day.</p> <p>Staff are to wear face masks/ visors when moving through the school.</p> <p>Parents/ carers – are asked to wear face masks as advised from Public Health Liverpool</p> <p>Children's temperature check will be taken in class effect from the 14/12/2020. Due to winter weather outside.</p> <p>Only essential visitors are allowed into school; they must adhere to school visitor policy and procedure. Track and trace system are in place.</p> <p>A strict guideline has been produced and will be implemented by the school as far as reasonably practicable.</p>	
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			<p>(See School Reopening Plan)</p> <p>If necessary, the school will liaise with Local Authority if a school cannot meet the government guidelines due to staff shortages or space within the school.</p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all members of staff meeting the following criteria.</p> <p>Post-incident de-briefing carried out for anyone involved in an accident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident reporting form.</p> <p><b>Staff Attending school Site</b></p> <ul style="list-style-type: none"> <li>All staff should follow the measures set out in the system of controls (risk assessments) to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing.</li> <li>School leaders have explained to staff all the measures the school to reduce risks.</li> </ul> <p>If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus they need to discuss any concerns with the Head Teacher.</p> <p><b>Testing</b>  <b>Lateral Flow Tests are available at Local Authority testing centres across the region to help detect asymptomatic cases of Coronavirus. Early detection of asymptomatic cases reduces people unwittingly transmitting the virus. All staff and students are encouraged to make use of these tests in addition to the ongoing system of control measures in place.</b></p>	
1b	School review after a number of positive	Staff  Pupils	<ol style="list-style-type: none"> <li>School closed for two days due to the rising numbers of positive COVID-19 cases. The closure of the school (12<sup>th</sup> &amp; 13<sup>th</sup> October) a deep clean of whole school areas has been carried out due to the rising numbers of COVID-19 within the school environment.</li> <li>The Head Teacher attended a meeting with Public Health England and Liverpool City Council Health and Safety Unit. All advice at this meeting has been followed.</li> </ol>	LOW



	<p><b>COVID-19 results</b></p>	<p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p><b>PPA was been reviewed and amended to reduce transient staff in school – Reviewed October 2020. This was reviewed in January 2021 to reduce further additional contacts.</b></p> <p>The number of staff members going in and out of class bubbles has been reduced.</p> <p>Reduction in the number of sections bought in music and sport coaching.</p> <p>Face masks/ visors are to be worn by staff in all areas around the school. Staff have been informed/ reminded that this dose not mean that social distancing should be reduced in any way.</p> <p><b>No visitors on school site until safe to do so.</b></p> <p>Staff should try to identify and act on COVID-19 symptoms as soon as possible.</p> <p>(Kitchen) CH &amp; CO have ensured all COVID-19 training is up to date and been reviewed and shared with kitchen staff.</p> <p>The use of shared areas has been reviewed and cleaning reschemes. All staff using school equipment i.e. hot water urns, kettles, caddies etc. are to be cleaned before and after use by the member of staff using the equipment and hands are to be washed for 20 seconds.</p> <p>Staff wearing disposable gloves are to change them regularly and to also wash their hands for 20 seconds. Disposable gloves are situated in all classes and throughout school rooms. Cleaning kits are check daily and replenished when required. When touching children's books <b>all staff</b> are advised to wear gloves.</p> <p>Hall use; music lessons will take place in the hall. Staff are to bring their class bubble/ pod to the hall for the music lesson to avoid transient staff entering bubble/ pods. This will allow for increased social distancing and reduce the chance of bubbles being compromise.</p> <p>School reopening plan and all risk assessments have been reviewed. As a part of this new necessary amendments have been made throughout school.</p>	
<p><b>2</b></p>	<p><b>Coronavirus spread from one country to another</b></p>	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p>	<p>Current UK Government Travel guidelines will be followed.</p> <p>Where necessary Head Teacher will instruct all students and staff who have travelled abroad to adhere to current government guidelines and (Self-isolate for 14 days at a declared UK address).</p> <p>Letters have been sent out to all parents of the school community to remind parents the advice to self-isolate if</p>	<p><b>LOW</b></p>



		<p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>they have visited restricted countries. Attendance lead will prioritise this and ensure any children who may have travelled abroad may self-isolate if needed too.</p>	
3	<p><b>Staff and Students who have received medical advice regarding social distancing, shielding due to underlying health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community.</b></p>	<p><b>Staff</b></p> <p><b>Pupils</b></p>	<ul style="list-style-type: none"> <li>• The school has liaised with staff and parents to ascertain which members of staff and students are at higher or moderate risk from coronavirus.</li> <li>• Where necessary, school have carried out Vulnerable Persons risk assessments, reviewed Educational Care Plans and conducted a Needs Assessment.</li> <li>• Staff and Parents will follow the advice given to them by their or their child's General Practitioner.</li> <li>• Staff and Parents have a responsibility to keep their/the manager/head teacher informed of any changes to their/or their child's condition or the advice given to them by their/or their child's General Practitioner.</li> <li>• School has reviewed each individual case to ensure all necessary precautions are in place to protect each vulnerable person.</li> <li>• Temporary adjustments when necessary will be put in place.</li> <li>• Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions. Out-of-school settings should continue to pay clinically extremely vulnerable staff on their usual terms.</li> <li>• All other staff should continue to be available to attend work, including those living in a household with someone who is clinically extremely vulnerable.</li> <li>• Further guidance regarding clinically extremely vulnerable is available if required.</li> <li>• Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the below advice</li> </ul> <p>Pregnant women of any gestation should not be required to continue working if this is not supported by a risk assessment. Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p>	LOW
4	<p><b>Staff/Pupils showing signs of an Infectious Disease</b></p>	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p>	<p>Staff and Pupils are instructed <b>NOT</b> to attend school if they or a member of their household are displaying Coronavirus symptoms or they have received notification from the NHS Test and Trace to self-isolate as they have been in close contact with someone.</p> <p>Staff and Students are asked to follow the advice of the NHS/GP and should self-isolate for 10 days.</p>	LOW



<p><b>(coronavirus COVID-19)</b></p> <p><b>Staff and Students showing signs or confirmed of having Coronavirus COVID-19 in the last 7 days</b></p> <p><b>Or a member of their household is suspected or confirmed with having Coronavirus</b></p>	<p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus will be tested.</p> <p>Staff have a legal obligation to adhere to NHS Test and Trace self-isolation rules  <a href="https://www.gov.uk/government/news/new-legal-duty-to-self-isolate-comes-into-force-today">https://www.gov.uk/government/news/new-legal-duty-to-self-isolate-comes-into-force-today</a>  All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test  <b>(Negative/Positive)</b>  School Email: <a href="mailto:covid@stmatthewscps.co.uk">covid@stmatthewscps.co.uk</a>  School Phone: <b>07862 734405</b></p> <p>A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required.  Whilst on site.</p> <p>The Business Continuity Plans in place to try and ensure school can remain open due to staff absences.</p> <p>All staff and parents will be asked to provide evidence to school of their COVID-19 test results; via email <a href="mailto:covid@stmatthewscps.co.uk">covid@stmatthewscps.co.uk</a></p> <p>Record keeping is checked regularly. HT takes records home at weekends in case contact is needed.</p> <p>Parents/ carers will receive daily telephone calls from school regarding updates of their current situation if waiting on a COVID-19 test results.</p> <p>The School will be notified immediately.</p> <p>Staff and Students displaying symptoms of Coronavirus will be sent home.</p> <p>All remaining Staff and Students will be kept informed of the persons condition and asked to monitor their own health.</p> <p>Due to data protection only, relevant information can be shared with others following GDPR regulations.</p> <p>A suspected coronavirus letter will be sent home with each student and parents/cares are asked to monitor the health of their child.</p> <p>Where necessary the infected person will be moved to a designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home.</p>	
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			<ul style="list-style-type: none"> <li>In line with evolving advice, the practice of social distancing will be carried out with a general assumption of all parties being potentially asymptomatic carriers, therefore reducing unnecessary contact in all situations</li> <li>School will communicate the availability of Lateral Flow Testing to all school users.</li> </ul> <p>School will communicate the upcoming availability of Lateral Flow Testing within secondary school settings and encourage participation in regular testing</p>	
5	Lack of control over contractors/ visitors coming onto site	<p>Visitors</p> <p>Contractors</p>	<p><b>During school hours No contractor or visitor will be allowed onto the school premises or into the school building without an appointment or permission from the Head Teacher.</b></p> <p>Head Teacher has contacted all outside agencies – will review in two weeks (end of January).</p> <p>All contractors and visitors are instructed to report to the Main school reception upon arrival.</p> <p>All contractors and visitors will be instructed to adhere all social distancing school rules.</p> <p>All contractors and visitors are asked to complete and sign our schools <b>Visitor Record Form</b> to confirm that:</p> <ol style="list-style-type: none"> <li>I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 14 days.</li> <li>No member of my household or support bubble are displaying symptoms or have tested positive for coronavirus within the last 10 days.</li> <li>I have not travelled abroad to any country outside of the 'travel corridor' with in the last 14 days.</li> <li>I have not been contacted by the NHS Test and Trace service within the last 14 days.</li> </ol> <p>All visitor/ contactors will be asked to sign in/out through school's inventory system and provide all information.</p> <p>Risk assessments are available to all visitor/ contactors on request.</p> <p><b>The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff</b></p>	LOW
6	Staff and Pupils displaying symptoms.	<p>Staff</p> <p>Pupils</p>	<p><b>Whilst on site.</b></p> <p>The School will be notified immediately. The Head Teacher and/or SLT will be notified immediately.</p> <p>Staff and Pupils displaying symptoms of Coronavirus will be sent home.</p> <p>All remaining Staff and Pupils will be kept informed of the persons condition and asked to monitor their own health.</p>	LOW



			<p>Due to data protection only, relevant information can be shared with others following GDPR regulations.</p> <p>If required a suspected coronavirus letter will be sent home with each pupil and parents/cares are asked to monitor the health of their child.</p> <p>Where necessary the infected person will be moved to a designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home. The counselling room will be used as a second isolation room in the need of two persons needing to isolated at the same period of time due to displaying COVID-19 symptoms.</p> <p>Suitable PPE is available for First Aiders or staff providing care when a distance of 2 metres cannot be maintained. Staff and Pupils who have been in contact with the ill person will wash their hands thoroughly for at least 20 seconds.</p> <p>Up on instruction of the NHS/GP all persons showing signs of coronavirus will be tested.</p> <p>All Staff and Pupils have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive)</p> <p>A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required.</p> <p><b>Prevention</b></p> <ul style="list-style-type: none"> <li>• 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</li> <li>• 2) Where recommended, the use of face coverings in schools.</li> <li>• 3) Clean hands thoroughly more often than usual.</li> <li>• 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>• 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> <li>• 6) Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>• 7) Where necessary, wear appropriate personal protective equipment (PPE).</li> <li>• 8) Always keeping occupied spaces well ventilated.</li> <li>• Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</li> <li>• Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</li> <li>• Number 7 applies in specific circumstances.</li> </ul>	
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			<p><b>Response to any infection</b></p> <ul style="list-style-type: none"><li>• 9) Engage with the NHS Test and Trace process.</li><li>• 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li><li>• 11) Contain any outbreak by following local health protection team advice.</li><li>• Numbers 9 to 11 must be followed in every case where they are relevant.</li></ul> <p><b>Positive Result.</b> The Head Teacher Must report all positive cases of coronavirus to the LA. This Triage team will put you through to a team of advisers who will inform you of what action is needed based on the latest public health advice.</p> <p>Where necessary the Head Teacher will follow guidance and if needed notify DFE.</p> <p>The Head Teacher will also notify the School Governors and LA.</p> <p>Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person (This is provided by LHPT)</p> <p>The school will work closely with the LA /or Local Health Protection Team and follow there advise, even if this means sending large groups of staff and pupils' home or the complete closure of the school.</p> <p>Where possible classrooms are secured and left for 48 to 72 hours before a DEEP CLEAN is carried out. <i>This will allow time for the virus to naturally die and will protect the cleaning staff.</i></p> <p>Due to the demand and therefore the delay of coronavirus testing results, the school may arrange to have all areas, surfaces and equipment a symptomatic person has touched or may have touched thoroughly cleaned and disinfected.</p> <p>Pupils and staff who become symptomatic during the school day or are the cohabitee of someone who becomes symptomatic will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate. See guidance and advice will be sought in each individual case.</p> <p><a href="https://www.gov.uk/coronavirus/education-and-childscare">https://www.gov.uk/coronavirus/education-and-childscare</a></p>	
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			<ul style="list-style-type: none"> <li>Liverpool City Council (HSE unit)</li> </ul> <p>Test results will be shared appropriately; ensuring GDPR compliance (subject to it being negative), or until the person has recovered from the symptoms having isolated for the appropriate period of time (subject to it being positive)</p> <ul style="list-style-type: none"> <li><b>A staff member who receives a positive lateral flow test result should have this confirmed by taking a lab-evaluated test, carrying out the actions/isolations as set out for suspected cases.</b></li> </ul>	
7	Unable to social distance on public transport	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p><b>If it is necessary to travel, those travelling are encouraged to walk where possible and to plan ahead and avoid busy times and routes on public transport. This will allow people travelling to maintain social distancing.</b></p> <p><b>If it is necessary for a childminder to pick up or drop off a child at school and walking is not practical, then a private vehicle for single household use is preferable</b></p> <p><b>Public Transport</b> <b>Use of public transport should be minimised.</b> <b>Journeys should only be made:</b></p> <ul style="list-style-type: none"> <li>for education or childcare</li> <li>for work purposes</li> </ul> <p>Staff and pupils are advised to practise social distancing</p> <p>Staff and pupils will wear a face covering when using public transport. The school will endeavour to encourage staff and pupils to walk or cycle to school or will look at stagger start and finish times to ease the congestion on public transport</p> <p><b>Car Sharing or Parents picking pupils up</b></p> <p>All Staff and pupils 11yrs and over will wear a face covering if they are traveling with a person from another household.</p> <p>Parents are responsible for the safety of their own children. Parents have been advised to not mix with other households to not drop off or collect other school children. This is to prevent the spread of Covid-19 and cross contamination within class bubbles.</p> <p><b>Cycling</b></p>	LOW



			<p>The school has adequate/installed further bicycle security sheds/racks.</p> <p><b>Training for removing face coverings</b></p> <p>Where necessary the school will provide safe instruction to all Staff and pupils on the importance of wearing a face covering and how to put it on and remove safely.</p>	
8	Unable to social distance when administering first aid	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available.</p> <p>The school will ensure staff requalification dates have not lapsed.</p> <p><b>The school will ensure all First Aiders receive refresher training to ensure they are:</b></p> <p>Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.</p> <p>Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.</p> <p>Aware of the importance to keep up to date with relevant First Aid Advice</p> <p>Aware of their own capabilities</p> <p><a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></p> <p><b>RIDDOR</b></p> <p>The school will work closely with the Local Health Protection Team and follow their advice</p> <p>The school will contact the LA immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report.</p>	LOW
9	Unable to social distance during an emergency	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</p> <p>All alarm and emergency lighting systems are maintained by appointed competent contractor.</p> <p>The COVID-19 fire procedure is explained to all staff members before the school reopens to students.</p> <p>Regular fire evacuation drills are practised half termly – last fire drill 09/11/2020. <b>Fire drill is planned for January 2021.</b></p> <p>All staff members receive fire awareness training at regular intervals.</p>	LOW



			<p>Smoking prohibited in the building in line with current legislation.</p> <p>All alcohol-based hand sanitiser is situated far away from naked flames.</p> <p>Alternative non-alcohol-based hand sanitisers are used in kitchens etc</p>	
10	Persons not following Social Distancing rules	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>Staff and pupils repeatedly disobeying the rules will be managed immediately. <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a></p> <p>The School will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>All staff and pupils are instructed in the importance of minimising contact and practising social distancing where possible.</p> <p>This includes etc:</p> <ul style="list-style-type: none"> <li>• Following all temporary alterations to the school's routine and procedures that have been implemented by the Head Teacher and SLT to protect both the staff and pupils</li> <li>• Staff and pupils are required to wash their hands for 20 seconds regularly throughout the day. Hand Sanitiser units are strategically placed around the building to supplement hand washing.</li> <li>• Staff and pupils are instructed to wash their hands before and after using equipment and eating, on arrival and when leaving their bubble.</li> <li>• Staff and pupils are encouraged to cover their mouth and nose with a tissue. 'catch it, bin it, kill it'</li> <li>• Cleaning routines have been enhanced.</li> <li>• The school timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building. This is reviewed regularly.</li> <li>• Where possible staff and pupils will refrain from having close face to face contact with another person.</li> <li>• Staff are instructed to socially distance at all times from pupils and other members of staff.</li> <li>• Staff and pupils are discouraged from gathering in large close groups.</li> <li>• Staff and pupils are instructed to keep to the left-hand side of the corridor and stairs whilst walking around site.</li> <li>• The Head Teacher reserves the right to agree to or ask staff and/or visitors to wear a face covering whilst in school where social distancing is not possible.</li> </ul> <p>The School will do everything possible to minimise contacts and mixing of class bubbles.</p> <p>See School Plan for further details on how the school will manage and implement social distancing measures.</p>	LOW





<p><b>11</b></p>	<p><b>Lack of Social Distancing around site and in classrooms.</b></p>	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>The Head Teacher together with the SLT have put together a school plan which details all the new processes and procedures the school have put in place to ensure a COVID-Secure and Safe Environment for all staff, pupils and visitors.</p> <p><b>Outside the classroom:</b></p> <p><b>School Staggered times have been reviewed and amended. This is to allow more time of entering and exiting school site and prevent further risk at this current time. (Increasing Covid-19 figures/ numbers and new strain of COVID-19. These will be continued to be reviewed regularly.</b></p> <p>The school stagger starts and finish times.</p> <p>The school will encourage parents as far as reasonably possible to refrain from gathering together outside the school gates.</p> <p>Where possible pupils will access their Bubbles directly.</p> <p>A robust system for dropping off and picking up of pupils has been implemented.</p> <p>Bubbles are kept apart, meaning that the school avoids large gatherings such as assemblies or collective worship with more than one Bubble. Any large gatherings are done remotely via zoom – weekly assemblies.</p> <p>School meals are served in the hall on a Bubble rota bases, all tables and chairs are cleaned before the next Bubble is due.</p> <p>School meals consist of a mixture of hot and packed lunches, children on hot meals are served in the hall on a Bubble rota bases, all tables and chairs are cleaned before the next bubble is due and those on package lunch will eat within their bubble classroom or designated outside space. E.g.</p> <p>Movement along corridors is kept to a minimum, walkie talkies used for communication and instruction.</p> <p>The school has assessed and where possible have put measures in place which avoids pupils moving from one Bubble to another and ensures where possible pupils do not need to move through another Bubble to get to the toilet.</p> <p>All outside areas have been assessed and where possible each Bubble has been designated its own outside area.</p>	<p><b>LOW</b></p>
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		<p>School children using toilets; staff members will use walkie-talkies to inform other class bubble of children using the toilets to avoid queuing on the school corridors.</p> <p>Children's toilet rota is agreed and shared to all staff – Teachers are to communicate through their allocated walkie-talkie in an emergency.</p> <p><b>Within the Bubble</b></p> <p>In order to reduce the risk of transmission all pupils are kept in consistent groups Bubbles</p> <p>Pupils who are old enough, are seated at forward facing desks, laid out side by side year 1 – year 6.</p> <p>Older pupils are encouraged to keep their distance.</p> <p>Teachers are situated at the front of the class in their own designated teaching zone, so that as far as reasonably practicable teachers can maintain a social distance (2 metres)</p> <p>Teachers where possible will adapt teaching and caring styles to minimise face-to-face contact.</p> <p>Teachers who operate across different class bubbles in order to facilitate the delivery of the school timetable are instructed on the importance of maintaining a distance between the children in each bubble and other staff.</p> <p>Where social distancing cannot be maintained the risk is reduced by keeping children in smaller class sizes and staff avoid face-to-face contact</p> <p>The ventilation in each room has been assessed, where necessary, windows and none-fire doors are opened.</p> <p>Rooms where ventilation is poor have been assessed separately and are only used to conduct short, small group invention sessions.</p> <p>Each pupil is allocated their own pens, pencils etc.</p> <p>All learning resources that are shared between bubbles they are cleaned or where possible placed in isolation for <b>48-72</b> hours before cleaned and used by another Bubble.</p> <p>School has reviewed and issued homework policy and reading book timetable that will take into consideration the risk of cross contamination between home and school. All books and homework brought back into school for marking are placed in isolation for 48-72 hours before being marked by the teacher. Homework staff were possible are having to put all homework on suitable remote platform.</p>	
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			<p>Staff marking will take place in school to reduce the risk of cross-contamination. Verbal feedback used and when necessary staff are advised to wear gloves. First two weeks in January 2021 agreed verbal feedback can be used rather than written feedback in books. – Will be reviewed in two weeks (end of January).</p> <p>Each class bubble area is responsible for creating, managing and implementing their own social distancing/minimal contact plan.</p> <p>All plans have been passed by Head Teacher and SLT.</p> <p>The school will stagger start and finish times where possible. We will avoid pupils moving from one Bubble to another and ensure where possible. We will monitor cleaning times throughout lunch to determine feasibility of lunch being taken in the Dining Hall for all pupils. Cleaning will take place throughout the school day on a cleaning rota with logs and regular checks.</p> <p>Staff will where possible maintain social distancing with other staff and pupils.</p> <p>Where possible pupils will access their class bubbles directly.</p> <p>Staff and children will <b>NOT</b> go into other class bubbles.</p> <p>Pupils will remain in their class bubble for wet play.</p> <p><b>Early Years Foundation Stage</b></p> <p>All soft furnishings, hard to clean equipment and excess furniture has been removed from the Bubble to enable the ease of cleaning and to provide more space to aid social distancing.</p> <p>All essential professionals such as social workers, speech and language therapists or counsellors, or professional EHC support workers only attend if they need to and visits are kept to a minimum. Head Teacher plans meetings.</p> <p>All nonessential external providers that are not directly required for children's health and wellbeing, have been suspended</p> <p><b>Site Manager/Caretaker and Cleaners/Cleaning Contractors</b></p> <ul style="list-style-type: none"> <li>• Ensure all predetermined routes are clearly sign posted/marked.</li> <li>• All unnecessary furniture is removed and stored safety.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained.</li> <li>• The school will manage contractors to ensure all works carried out do not have an impact on the staff and student's health.</li> <li>• The Caretaker/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly.</li> <li>• The Caretaker/Cleaners will ensure alcohol (&gt;70%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing</li> <li>• The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school.</li> <li>• Cleaning rotas are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day.</li> <li>• Cleaning will take place throughout the school day on a cleaning rota with logs and regular checks.</li> <li>• Will check cleaning product supplies, handwashing/drying, hand sanitizer and PPE stock levels are maintained.</li> <li>• Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used.</li> <li>• Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment</li> <li>• Cleaners are wearing PPE when cleaning the environment.</li> </ul> <p><b>Catering Manger Department/Contractor</b>  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>• The Catering Manager/Contractor will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling.</li> <li>• The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below.</li> <li>• The catering staff will ensure food is bought from reputable sources and used by recommended date.</li> <li>• The catering staff will ensure food is bought from reputable sources and used by recommended date.</li> <li>• The Catering staff will ensure personal hygiene and handwashing is maintained.</li> <li>• The Catering Manager/Contractor will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day.</li> <li>• The catering staff will clean and disinfect food storage and preparation areas.</li> <li>• The catering staff will ensure a clean uniform is worn each day.</li> </ul>	
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			<ul style="list-style-type: none"><li>• The Catering Manager/Contractor will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron?)</li><li>• The Catering Manager/Contractor will review their menu to reduce the number of catering staff in the kitchen at any one time.</li><li>• The Catering Manager/Contractor will plan their meals to reflect the equipment needed and its location.</li><li>• The Catering Manager/Contractor will look at ways to protect staff whilst serving.</li></ul> <p><b>Library in Class Bubbles</b></p> <ul style="list-style-type: none"><li>• Classes will keep abreast of all current guidelines in relation to library safety including the regular cleaning of all resources.</li><li>• Year 1 – Year 6: Class books will be sent home with children each Monday and returned back on the Friday of that week. The books returned will be kept in a closed container for 48 hours and cleaned for next use.</li><li>• EYFS: Class books will be sent home with children each Tuesday and returned back on the Friday of that week. The books returned will be kept in a closed container for 48 hours and cleaned for next use.</li></ul> <p><b>Music</b></p> <ul style="list-style-type: none"><li>• The Head Teacher will keep abreast of all current guidelines in relation to their specialist subjects.</li><li>• All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind</li><li>• Staff will keep their distance from pupils and other staff as much as possible (ideally 2metres)</li><li>• Group numbers will be limited to allow for social distancing, group activity and movement.</li><li>• Peripatetic teachers can move between schools. School has considered how to minimise the number of visitors where possible. They will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupil</li></ul> <p><b>Playing Outdoors</b></p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</p> <p><b>Playing Indoors</b></p> <p>If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance.</p>	
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			<p>Background music should be managed so staff and pupils do not need to raise their voices unduly.</p> <p>A natural airflow of (at least 10l/s/person)</p> <p>Strict social distancing and the following are maintained.</p> <p><b>Social Distancing</b></p> <p>The activity should take place in smaller groups</p> <p>Strict social distancing is maintained between each singer and player, and between singers and conductor or other musician(s)</p> <p>Current guidance is that all face-to-face activities should be completed with a 2-metre gap between persons.</p> <p><b>Handling Equipment and Instruments</b></p> <p>Staff and pupils should wash their hands before and after handling equipment or instruments. No wind instruments are being used only percussion instruments.</p> <p>Avoid sharing equipment.</p> <p>If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users</p> <p>Where possible the instrument should be cleaned by the pupil playing them. The Music Teacher will ensure that all cleaning of equipment within the environment is followed and adhered to.</p> <p><b>PE</b></p> <p>The Head Teacher will keep abreast of all current guidelines in relation to their specialist subjects.</p> <p>All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted.</p>	
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			<p>Pupils are kept in consistent groups</p> <p>Sports equipment is thoroughly cleaned between each use by different individual groups</p> <p>Outdoor sports are prioritised where possible and large indoor spaces used where it is not.</p> <p>Maximising distancing between pupils</p> <p>Scrupulous attention to cleaning and hygiene - this is particularly important in a sport setting because of the way in which people breathe during exercise. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></p> <p><a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a></p> <p><a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a></p> <ul style="list-style-type: none"><li>• In considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework.</li></ul> <p><b>Offices/Reception</b></p> <p>A staff rota is in place in order to maintain social distancing in offices.</p> <p>Where necessary temporary offices are created around the school and/or screens are erected.</p> <p>Touch points on equipment will be wiped down regularly.</p> <p>Screens fitted to the office space to keep within the social distancing rules.</p> <p><b>Reception Area</b></p> <p>The reception desk has a 2m section that all persons <b>must not cross</b> where possible.</p>	
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			<p>Only essential visitors and contractors are allowed on site and by appointment only.</p> <p>Visitors are discouraged from gathering in large groups.</p> <p>All unnecessary furniture in the reception area has been removed.</p> <p>Where possible staff will refrain from having close face to face contact with others</p> <p>Rooms are well ventilated</p> <p>Screens fitted to the office space to keep within the social distancing rules.</p> <p>A staff rota is in place in order to maintain social distancing in offices; this is reviewed regularly.</p> <p>Staff will <b>NOT</b> go into each other's bubbles; occupancy numbers are on all the room doors and each room has been assigned to staff members to use. Staff rooms for brakes and dinners staff are allocated to a room. Staff must wear a face mask if entering a non-allocated staff room area. Only enter when safe to do so and when room capacity is available.</p> <ul style="list-style-type: none"> <li>• Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</li> </ul>	
12	<b>Pupils mixing with other groups during Extra-curricular Provision</b>	<b>Staff</b>  <b>Pupils</b>	<p>The school has assessed the need to resume breakfast and after-school provision.</p> <p>At this present point school is unable to provide Early Bird or afterschool school provision, this will be reviewed continually.</p> <p><b>With rising number of COVID-19 cases January 2021 – This has been reviewed and we are still unable to provide the provision. Safely following guidance and ensuring bubble integrity.</b></p>	<b>LOW</b>





			<p>Pupils where possible will be placed in year group Bubble.</p> <p>Physical sports and activity groups will follow the same regulations as the PE curriculum  <a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></p>	
13	Arranging and/or attending inappropriate Educational Visits	Staff Pupils	<p>No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so.</p> <p>The school Educational Visits Co-ordinator is responsible for arranging none-overnight domestic educational visits.</p> <p>All none-overnight educational visits will be arranged with both educational value and coronavirus in mind. All Educational Visits will be checked and approved by the Head Teacher prior to the trip taking place.</p> <p>Each educational visit will be recorded on <b>EVOLVE</b> and will be checked by the Head Teacher and SLT.</p>	LOW
14	Unable to stop the virus from spreading Personal Hygiene	Staff Pupils Parents Visitors Contractors	<p><b>Transmission</b> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes.</p> <p>This virus can be readily isolated from respiratory secretions.</p> <p>There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms.</p> <p>Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes.</p> <p><b>Handwashing</b> Handwashing is one of the most important ways of controlling the spread of infections, The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals.</p> <p><b>Coughing and sneezing</b></p>	LOW



			<p>Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue.</p> <p>Wash hands after using or disposing of tissues.</p> <p>Spitting should be discouraged.</p> <p><b>Personal protective equipment (PPE).</b></p> <p>PPE for cleaners as per MSDS and/or COSHH risk assessments</p> <p>PPE for cleaners when completing a Deep Clean</p> <p>The correct PPE should be used when handling cleaning chemicals.</p> <p>PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS.</p> <p>PPE is worn by First Aiders and anyone who is assisting with Intermate Care.</p>	
15	Unable to stop the virus from spreading General Cleaning	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p><b>Cleaning of the environment,</b></p> <p>The school is cleaned with normal household disinfectant.</p> <p>Room cleaning sheets/ signs are visible to ensure that cleaning is taking place regularly. At the end of each week are filled accordingly.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <p>Objects which are visibly contaminated with body fluids.</p> <p>All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</p> <p>Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE</p> <p>Cleaning of blood and body fluid spillages.</p>	LOW



			<p>All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).</p> <p>When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface.</p> <p>Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.</p> <p><b>Clinical waste.</b></p> <p>Always segregate domestic and clinical waste, in accordance with local policy.</p> <p>Used gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins.</p> <p>All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated area.</p>	
16	<b>Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19</b>	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p><b>Deep Cleaning.</b></p> <p>The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected.</p> <p>Where possible the area is closed and secure for <b>72 hours before</b> the commencement of the deep cleaning.</p> <p>Suitable personal protective equipment is available IIR surgical masks, disposable gloves and aprons. Disposable eye protection (where there is a risk of splashing face visors).</p> <p>Once used all PPE is disposed of according to the guidance.</p> <p>Hands are washed before and after cleaning for at least 20 seconds.</p> <p>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</p> <p>Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids</p> <p><b>Cleaning of the environment:</b></p>	<b>LOW</b>



			<ul style="list-style-type: none"><li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li><li>• All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</li><li>• Objects which are visibly contaminated with body fluids</li><li>• All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li><li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</li><li>• Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li><li>• A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses</li><li>• Avoid creating splashes and spray when cleaning.</li><li>• Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</li><li>• When items cannot be cleaned using detergents or laundered, for example,</li><li>• Upholstered furniture and mattresses, steam cleaning should be used.</li><li>• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</li><li>• If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.</li></ul> <p><b>Clinical waste.</b></p>	
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			<p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ol style="list-style-type: none"> <li>1. Should be put in a plastic rubbish bag and tied when full.</li> <li>2. The plastic bag should then be placed in a second bin bag and tied.</li> <li>3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ol> <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put in with the normal waste</p> <p>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste</p> <p>If storage for at least <b>72 hours</b> is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment</p>	
17	Covid-19 Virus: General	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>Adherence to Liverpool City Council COVID-19: <a href="#">Personal Protective Equipment (PPE) Policy</a> (See LCC document: "Liverpool Educational Establishments' Reopening Support Document v3")</p> <p>School infection control risk procedures will be followed throughout</p> <p>Pupils and staff who are symptomatic will not be allowed to attend school.</p> <p>Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance</p> <p><b>Managers must also review all of the following applicable individual risk assessments where relevant:</b> Expectant mother- working from home (September 2020- risk assessment)</p> <p>Extended duty of care – all staff but particularly those who identify as being critically vulnerable/ extremely critically vulnerable and BAME</p> <p>Stress – return to school catch-up with all staff by SLT on first day back on rota. All group meetings to be undertaken virtually unless 121 and in same building following procedures.</p>	LOW



			<p>Return to work/Re-opening questionnaire completed,</p> <p>Individual Pupil assessments – as applicable to children who require 1-1 support or have an EHCP. Risk assessments completed by Head Teacher or SENDCO.</p> <p>SLT maintain contact with staff shielding/working at home</p> <p><b>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</b> Vulnerable members of staff who received a Government shielded letter or who meet criteria.</p> <p>Staff who have a vulnerable household member</p> <p>Other staff members who are shielding</p> <p>BAME group</p> <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above – email or telephone SLT. Details already known by staff members</p> <p><b>Manager to regularly update and inform staff re government guidance regarding Covid-19 controls required:</b></p> <ul style="list-style-type: none"> <li>• Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li> <li>• Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>• Department for Education <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a></li> <li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p><b>Referring to the following guidance and publications, as applicable:</b> HSE COVID19 latest information and advice</p> <p>HSE Working safely during the coronavirus guide</p> <p>Government guidance COVID-19: guidance for schools and other educational settings</p> <p>Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely</p>	
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			<p>vulnerable</p> <p>Government publication COVID-19: cleaning in non-healthcare settings</p> <p>Government publication Best Practice: how to hand wash</p> <p>Re-opening plan. Separate risk assessments for (Teachers/TA, office staff, cleaners, Site manager, sole working)</p> <p>Due to the rapidly changing advice on Covid-19, managers will ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <p><b>Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</b></p> <p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <p>PPE resource available in the classrooms and Reception/medical room/ main/side office containing;</p> <p>Disposable half face masks: N95</p> <p>Disposable gloves: in S, M and L</p> <p>Disposable aprons: one size</p> <p>Where personal care is to be provided eye protection/surgical face mask: full- face isolation shields available in medical rooms and office both buildings.</p> <p>PPE, as above, provided by LCC and purchased by school.</p> <p>All will ensure an adequate number of first aiders; Most school staff are trained (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid).</p> <p>Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish</p>	
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			times and any new local rules regarding drop of and pick up etc.	
18a	Covid-19 virus; General school environment	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible – central gates onto the playground.</p> <p>Markings are laid out for children/parent's entry/exit day - lines laid out to maintain 2m social distancing.</p> <p>1 way traffic path at the beginning and end of the school day; for parents to collect children. Parents follow a clearly defined path to exit school site. Face masks must be worn by parent/ carer as advised by Public Health Liverpool.</p> <p>School first aid risk assessment has been reviewed.</p> <p>Staff are responsible to carry out their own temperature checks with the equipment provided each day. This can be carried out on the wrist or forehead of the staff member. Equipment must be cleaned after each use for the next staff member to use.</p> <p>Children's temperature check will be taken in class effect from the 14/12/2020. Due to winter weather outside.</p> <p>Should other visitors come to site, the same procedures as for staff will be used. Visitors will be kept to a minimum, only essential visitors only. These visitors will be asked to fill in a visitor record sheet and their temperature will be taken and hand sanitiser will be issued. Due to the rising number in COVID-19 cases this will be reviewed regularly.</p> <p>Record keeping is kept up to date and reviewed regularly by SBM. HT takes records home at weekends; in case of the need to make any contact with anyone.</p> <p>Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments to be reviewed 15.09.20. <b>Fire drill planned for next half term – January 2021.</b></p> <p>School first aid risk assessment to be reviewed, as required: First Aid that identifies all First Aiders and locations of First Aid bags located in the medical room.</p> <p>Hand sanitizer areas located at the entrances to the building.</p>	<b>LOW</b>





		<p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance.</p> <p>Corridors, walkways and staircases have tape and arrow markings laid out to indicate side to walk on (two-way traffic) and in some areas a one-way system.</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side following signage.</p> <p>Movement around the school is kept to a minimum and will run as separate entities- separate entrances/staffing/bubbles.</p> <p>Queuing 2 metres (6ft) apart, signage displayed/marked, parent no-entry markers, one-way system marked. Staggered drop-off and collection times for each bubble in place.</p> <p>Class Bubbles are kept together thereby minimising mixing with other class bubbles as much as possible- staggered lunch and break times- to dilute numbers using common areas such as corridors, stairs and toilets.</p> <p>Occupancy numbers of room in every school area on site/ staff bubbles and rooms assigned to staff. Staff rooms for breaks/ lunches if go into area not assigned to masks <b>MUST</b> be worn.</p> <p>Staff are <b>NOT</b> to go into each other's bubble groups.</p> <p>Schools meals will be served in the hall 1-year group at a time, after each class bubble the hall will be cleaned minimising the risk of virus spread via touching surfaces. Lunch will be staggered from 11.30am – 1.30pm.</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classroom areas.</p> <p>Equipment i.e. iPad, etc. if taken into the class bubbles will stay in that pod. This equipment used will be cleaned and returned at the end of the day.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Every child will have their own pack with all stationary needed, plus other resources such as exercise books, pens, etc. Pupils' parents have been informed that pupils may not bring in their own stationary, pencil cases, or other personal items such as toys, sports equipment (e.g. footballs), etc.</p>	
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			<p>PE – equipment will be cleaned after each use. No contact sports and the school curriculum has been amended.</p> <p>Music – no singing is to take place in school. Social distancing will be continued.</p> <p>Staggered playtimes and breaks during the school day.</p>	
18b	Covid-19 virus; Safe Remote Learning	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p>	<p><b>In the event of a whole school closure or lockdown.</b></p> <p><b>Remote Learning</b></p> <p><b>(Pupil Remote Learning Policy and School's Online Safety Policy – in place)</b></p> <p>We expect parents/carers to support their child's education at home. Dojo's and paper activities can be accessed at any time of the day, suitable for the individual family. On the school website (visit your year group) we have given advice on how to engage the child at home and the length of time expected for the child to engage in learning activities.</p> <p>In the event of a class teacher being unwell and unable to deliver remote learning during a bubble closure or whole school closure: In event of this happening the school would identify staff to support the children with their learning. This will initially involve the staff from the same year group. If 2 teachers are unwell in the same year group, then the school would hope to identify staff to support both classes. If this could not happen, it may result in the children having limited access to teaching during the day.</p> <p>In the event of a self-isolation / closure, the child will not engage in home learning tasks: If this happens, we would urge parent/carers to contact school via telephone 0151 226 1871 or 07862 734405 or alternatively email <a href="mailto:office@stmatthewscps.co.uk">office@stmatthewscps.co.uk</a> A member of staff will contact you to discuss barriers to learning. A member of the pastoral /SLT team may become involved with the family to support the well-being of the child. This will be done via telephone conversations.</p> <p>We understand this can happen for a number of reasons. We will try and work with the family to encourage the child to re-engage. Dojo activities can be completed by the child at any time of the day, at a time suitable for the family.</p> <p><b>Remote Learning – Responsibilities</b></p> <p><b>The Head Teacher is responsible for:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that staff, parents and pupils adhere to the relevant policies at all times.</li> </ul>	LOW



			<ul style="list-style-type: none"> <li>• Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.</li> <li>• Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.</li> <li>• Overseeing that the school has the resources necessary to action the procedures in this policy.</li> <li>• Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.</li> <li>• Arranging any additional training staff may require to support pupils during the period of remote learning.</li> <li>• Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.</li> </ul> <p><b>Staff members are responsible for:</b></p> <ul style="list-style-type: none"> <li>• Adhering to this policy at all times during head teacher or a member of the senior leadership team periods of remote learning.</li> <li>• Reporting any health and safety incidents to the health and safety lead or the head teacher and asking for guidance as appropriate.</li> <li>• Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.</li> <li>• Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.</li> <li>• Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.</li> <li>• Reporting any defects on school-owned equipment used for remote learning to an ICT technician.</li> <li>• Adhering to the Staff Code of Conduct at all times.</li> </ul> <p><b>Parents are responsible for:</b></p> <ul style="list-style-type: none"> <li>• Adhering to this policy at all times during periods of remote learning.</li> <li>• Ensuring their child is available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.</li> <li>• Reporting any technical issues to the school as soon as possible.</li> <li>• Ensuring that their child always has access to remote learning material during the times set out in paragraphs 9.1 and 9.2.</li> <li>• Reporting any absence in line with the terms set out in paragraph 9.6.</li> <li>• Ensuring their child uses the equipment and technology used for remote learning as intended.</li> <li>• Adhering to the Parent Code of Conduct at all times.</li> </ul> <p><b>Pupils are responsible for:</b></p> <ul style="list-style-type: none"> <li>• Adhering to this policy at all times during periods of remote learning.</li> <li>• Ensuring they are available to learn remotely at the times set out and that their schoolwork is completed</li> </ul>	
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			<p>on time and to the best of their ability.</p> <ul style="list-style-type: none"> <li>• Reporting any technical issues to their teacher as soon as possible.</li> <li>• Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.</li> <li>• Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.</li> <li>• Ensuring they use any equipment and technology for remote learning as intended.</li> <li>• Adhering to the Behaviour Policy / pupil code of conduct at all times.</li> </ul> <p><b>All staff and pupils using audio communication must:</b></p> <ul style="list-style-type: none"> <li>• Use appropriate language – this includes others in their household.</li> <li>• Maintain the standard of behaviour expected in school.</li> <li>• Use the necessary equipment and computer programs as intended.</li> <li>• Not record, store, or distribute audio material without permission.</li> <li>• Ensure they have a stable connection to avoid disruption to lessons.</li> <li>• Always remain aware that they can be heard.</li> </ul>	
18c	Safeguarding During School Closure	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p>	<p><b>Safeguarding</b></p> <p><b>(School's Child Protection and Safeguarding Policy – in place)</b></p> <p>Phone calls are made to vulnerable pupils will be made using school phones where possible.</p> <p>The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.</p> <p>All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the school policy.</p> <p>The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.</p> <p>Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.</p>	LOW



			<p>The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.</p> <p>All members of staff will report any safeguarding concerns to the DSL immediately.</p> <p>Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.</p>	
19	Social Distancing	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p> <p><b>Visitors</b></p> <p><b>Contractors</b></p>	<p>Social Distancing rules have been created and shared.</p> <p>Handouts covering main points also given to all staff prior to re-opening along with relevant policies/procedures. Staff completed pre-opening questionnaire, online training and risk assessments. Weekly updates/rotas are provided on ongoing basis.</p> <p>There is adequate supervision where required to ensure procedures are correctly adhered to.</p> <p><b>All staff and Pupils must practice social distancing. This includes:</b></p> <ul style="list-style-type: none"> <li>• Pupils desks and dining tables are at least 2 metres (6ft) apart. As far a possible all children advised to face forward.</li> <li>• Movement around the school is kept to a minimum.</li> <li>• Children and staff are placed into class groups. (Class bubbles)</li> <li>• Keeping children in class bubbles limits mixing with others.</li> <li>• A COVID classroom capacity assessment have been carried out on each classroom and learning area to ascertain how many children and staff can occupy that space safely.</li> <li>• The school little people signs will be used to inform parents of social distancing and as a barrier to not allow access into the building. A senior member of staff will supervise entry and exit at the main school gate at the beginning and end of the school day. Walkie-talkies will be used by members of staff to communicate and to send for children when required to avoid ques and cross contamination. Two members of staff will direct children to their correct entrance for them to use once they have entered the main gate. Class Teachers will go out to meet the class children.</li> <li>• Queuing 2 metres (6ft) apart, if possible.</li> <li>• Stagger drop-off and collection times.</li> <li>• Plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> <li>• Reminder letter has been sent home to parents to remind them to adhere to the school timings.</li> <li>• Lessons and activities which can take place outdoors are encouraged</li> <li>• Break times are staggered/ different areas of the yard will be used for different groups of children (bubble) children will have split breaks and a split lunch breaks throughout the school day. This has been planned and staff are aware of procedures and timings of each day (pod breaks and lunch times) these allocated to</li> </ul>	LOW



			<p>different school areas. Staff will be given identified rooms to use to act as an overflow staff room.</p> <ul style="list-style-type: none"> <li>• Staff and pupils are discouraged from gathering in large groups.</li> <li>• Walking in single file on the left-hand side of the corridors directional traffic arrows will be placed on the floor and walls of corridors.</li> <li>• Visiting the toilet one after the other/ Toilets will be cleaned each day as a cycle cleaning routine; this has been assessed due to having more bubbles opening within school it is unable for cleaning staff to clean after each and every use.</li> <li>• If necessary, the school will liaise with Local Authority if a school cannot meet the government's guidelines due to staff shortages or space within the school.</li> <li>• If social cannot be maintained PPE will be worn adhering to the Liverpool city council PPE policy.</li> <li>• Staff timetable will be reviewed weekly.</li> <li>• Staff will be kept informed via email and online meetings daily briefing will take place of those members of staff on school.</li> <li>• Parents and guardians kept informed via emails, text and letters regarding any changes and updates.</li> <li>• Due to the rapidly changing advice on COVID-19 managers should ensure they review safe working procedures and protocol daily until it is deemed unnecessary.</li> <li>• Cleaners wearing PPE equipment at all times.</li> <li>• Fogger has been purchased for use for EYFS setting and used throughout school on a Friday.</li> </ul> <p><b>See School Reopening Plan for further details on how the school are going to implement social distancing</b></p>	
20	<b>Practicing Social Distancing with young people with an EHC plan, SEN Specific Needs or children of EYFS age.</b>	<p><b>Staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p>	<p>Social Distancing rules are followed as far as reasonably practicable.</p> <p><b>Extra support.</b></p> <ul style="list-style-type: none"> <li>• Pupils are encouraged to practice social distancing.</li> <li>• Parents/Carers are asked to reinforce this message at home.</li> <li>• Lesson plans/play activities are reviewed with social distancing in mind.</li> <li>• Teaching support staff are instructed to wash their hands regularly and to avoid touching their face.</li> <li>• Staff assistance is available to pupils who are having trouble wash their own hands.</li> <li>• Suitable personal protective equipment is available for any First Aid or Accidents that some younger children may have. Staff are advised to stand side on to deal with these situations if possible.</li> <li>• Once used all PPE is disposed of together.</li> <li>• Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</li> <li>• Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids.</li> <li>• 1:1 Support for children have been advised to sit along side children when can to offer support using a higher chair so they don't have face to face contact with the supported child.</li> <li>• Specific children identified for individual risk assessments this is to ensure individual need are met in a safe</li> </ul>	<b>LOW</b>



			manner.	
21	Covid-19 virus; School day	Staff  Pupils  Parents	<p>Parents and children required to sign a Covid-19 agreement and behaviour policy has been reviewed and amended accordingly.</p> <p>All staff and children required to follow the “Catch it. Kill it. Bin it.” Guidance. Staff members will instruct and remind children how to do this safely.</p> <p><b>Staff instructed in the following working practices:</b></p> <ul style="list-style-type: none"> <li>• Aim to maintain the recommended 2m social distancing rule at all times, where practicable</li> <li>• Teachers &amp; TAs should not bend down to pupils’ level when communicating in close quarter</li> <li>• Limit number of surfaces touched, where possible.</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate hand washing.</li> <li>• Children are not required to wear school uniform but are requested to wear clean and different clothes daily.</li> <li>• No provision of breakfast or after-school clubs.</li> <li>• Staff are <b>NOT</b> to go into each other’s bubbles.</li> <li>• Staff are to wear face masks/ visors in communal areas.</li> </ul>	LOW
22	Covid-19 virus; Working and teaching within the school environment	Staff  Pupils  Parents  Visitors  Contractors	<p><b>Staff instructed in the following working practices:</b></p> <p>Aim to maintain the recommended 2m social distancing rule at all times, where practicable.</p> <p><b>Only use identified rooms:</b></p> <ul style="list-style-type: none"> <li>• Staffroom &amp; located staff overflow (intervention room) - no more than between 4 - 6 adults in at a time (instructed capacity on the doors of the rooms - designated areas).</li> <li>• Each class Bubble has one teacher, TA to assist with covering class Bubbles during playtime/lunchtimes.</li> <li>• Designated adult toilets located downstairs and - 1 adult at a time</li> <li>• Children’s toilets- KS1 boys and girls are to be used by all Bubble children. Toilets will be cleaned each day as a cycle cleaning routine; this has been assessed due to having more Bubbles opening within school it is unable for cleaning staff to clean after each and every use.</li> <li>• A cleaner is on site throughout the day as working hours have been adjusted to adhere to all cleaning requirements as more children and staff are returning.</li> <li>• Photocopy areas - 1 adult at a time (2m space identified- cleaning/gel provided for before/after use)</li> </ul>	LOW



			<ul style="list-style-type: none"> <li>• Offices – Staff to be the only ones to enter into those offices respectively. All other staff members to stand outside of these offices; thereby maintaining 2m distance.</li> <li>• Site manager's Office – 1 adult at a time</li> <li>• Medical room – to be used by 1 person at a time for isolation purposes only if needed</li> <li>• Outdoor playground spaces- designated areas have been identified on the school playground for designated Pods during brake times.</li> <li>• Limit number of surfaces touched, where possible.</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate hand washing (every 20-30mins for at least 20 sec.</li> <li>• Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.</li> <li>• Classroom activities planned and structured with social distancing in mind; where possible classes and other activities (music and sports) will be held outside when possible.</li> <li>• School counsellor is in school 3 times per week and social distancing measures are in place.</li> <li>• If necessary, the school will liaise with Local Authority if a school cannot meet the governments guidelines due to staff shortages or space within the school. This may mean children and/or staff being relocated to another school or asked to teach another age group.</li> <li>• Where possible communication between parents and the school should be via text message/email or social media. Any parents wanting to speak with teaching staff should contact the school office by phone.</li> <li>• All visitors and contractors to school will be limited to essential personnel only i.e. catering staff, maintenance personnel for emergency repairs to fix defective boilers, etc. we will ensure any contractors are aware they must not visit the school if they or anyone they have come into contact with anyone who is symptomatic.</li> </ul>	
23	<b>Covid-19 virus; Requirement's when working and teaching within the school environment</b>	<b>Staff</b>  <b>Pupils</b>  <b>Parents</b>  <b>Visitors</b>  <b>Contractors</b>	<b>Reception office/ Reception area</b> <ul style="list-style-type: none"> <li>• Access to school through main gate/buzzer- and office staff to direct to correct area.</li> <li>• <b>No parents or unauthorised visitors are allowed beyond the school gates.</b> A member of staff will assist them at the main school gate adhering to the 2m distancing rule.</li> <li>• Hand sanitisers located in Reception area</li> <li>• Removal of as many items as possible to keep the are as clear and clean as possible</li> <li>• Office staff to sign in visitors</li> <li>• Window opened to increase ventilation in the space</li> <li>• Authorised office staff only to enter this office space.</li> <li>• Telephones are to be used by these staff members only and cleaned by these staff after use each day.</li> <li>• Other Staff to converse with them via the main reception desk; both standing 1m away from the threshold of the tape line (2m in total)</li> </ul>	<b>LOW</b>





			<ul style="list-style-type: none"><li>• Walkie-talkies will be cleaned and wiped down before and after use.</li><li>• Screens fitted to the office space to keep within the social distancing rules.</li></ul> <p><b>Deputy Head/School Business Manager's and Senior Administrators Office</b></p> <ul style="list-style-type: none"><li>• Office for these three staff members use.</li><li>• Other Staff members to converse with them from the door threshold.</li><li>• Staff to converse with them via the door; both standing 1m away from the threshold (2m in total)</li><li>• Window opened to increase ventilation in the space</li><li>• Telephones are to be used by these staff members only and cleaned by these staff after use each day.</li><li>• Staff members work at their allocated desks.</li><li>• Screens fitted to the office space to keep within the social distancing rules.</li></ul> <p><b>SEND Coordinator and Pastoral Care Managers Office</b></p> <ul style="list-style-type: none"><li>• Office for these three staff members use.</li><li>• Other Staff members to converse with them from the door threshold.</li><li>• Staff to converse with them via the door; both standing 1m away from the threshold (2m in total)</li><li>• Window opened to increase ventilation in the space</li><li>• Telephones are to be used by these staff members only and cleaned by these staff after use each day.</li><li>• Staff members work at their allocated desks.</li><li>• Screens fitted to the office space to keep within the social distancing rules.</li></ul> <p><b>HT Office</b></p> <ul style="list-style-type: none"><li>• Office for HT use a designated chair will be used for other staff to converse with the HT at the (2m distance) this will be cleaned down after every use.</li><li>• Window opened to increase ventilation in the space</li><li>• Telephone is to be used by HT only and cleaned after use each day.</li></ul> <p><b>Staff Room</b></p> <ul style="list-style-type: none"><li>• Maximum of 4 members of staff in this room at 1 time adhering to the 2m distance rules and allowing for safe and socially distanced moment around the room.</li><li>• Microwaves if used are cleaned after every use.</li><li>• Telephones (if used) are cleaned by staff after every use.</li><li>• Trash is put into a lidded bin.</li><li>• Staff members are advised to bring in any crockery and cutlery for personal use and to take home daily</li></ul>	
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			<ul style="list-style-type: none"> <li>• Any kitchen equipment used is cleaned and washed using the staffroom dishwasher.</li> <li>• Window opened to increase ventilation in the space.</li> </ul> <p><b>Staff Room Overflow (Intervention Room)</b></p> <ul style="list-style-type: none"> <li>• Maximum of 6 members of staff in this room at 1 time adhering to the 2m distance rules and allowing for safe and socially distanced moment around the room.</li> <li>• Trash is put into a lidded bin.</li> <li>• Staff members are advised to bring in any crockery and cutlery for personal use and to take home daily</li> <li>• Any kitchen equipment used is cleaned and washed using the staffroom dishwasher.</li> <li>• Window opened to increase ventilation in the space</li> </ul> <p><b>Site Manager's Room</b></p> <ul style="list-style-type: none"> <li>• One person permitted into the room at a time</li> <li>• Use of room limited to SM, cleaning staff and office staff members</li> <li>• All controls in place to ensure safe handling of materials and substances</li> <li>• Telephone is to be used by SM only and cleaned after use each day.</li> <li>• SM is responsible to ensure own working environment is cleaned following the guidance.</li> </ul> <p><b>Adult Toilets</b></p> <ul style="list-style-type: none"> <li>• One adult permitted at a time</li> <li>• Sufficient hygiene products available to maintain good hygiene.</li> </ul> <p><b>Class Bubbles</b></p> <ul style="list-style-type: none"> <li>• Window opened to increase ventilation in the space</li> </ul> <p>Classrooms</p> <ul style="list-style-type: none"> <li>• Hand washing station in each room</li> <li>• Doors open if appropriate on the outside to allow access and fresh air to ventilate the rooms. Internal doors are to remain closed whilst the Pods are being used.</li> <li>• Pupils regularly reminded to maintain social distancing. Signage will be displayed.</li> <li>• Cleaners to regularly clean throughout the day.</li> <li>• Teachers to risk assess their classroom at the start of their rota and inform SLT of any changes needed before the room is used.</li> <li>• Staff members and SLT members will maintain ongoing dialogue both during the day and at other times when necessary.</li> <li>• In certain SEN environments, maintaining 2m social distancing will be near impossible – Central</li> </ul>	
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			<p>Government's Policy appears to be that for some pupil groups, not complying with social distancing is scientifically acceptable as children / young persons are at low risk from any serious consequences of covid-19, staff protection measures in this category should be reviewed.</p> <p><b>The school will review measures to protect staff &amp; pupils in this group, including:</b></p> <ul style="list-style-type: none"> <li>• Contact with staff whilst handling a pupil; review EHC plans and risk assess individual pupils in consultation with parents. Trial basis may be considered. Guidance: Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners <a href="http://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people">www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</a></li> </ul> <p><b>Note; If a risk assessment determines that a child or young person's needs continue to be more safely met at home, regular contact will be maintained and work/activities provided following LA EHCP risk assessments.</b></p> <ul style="list-style-type: none"> <li>• Pupils regularly reminded to maintain social distancing.</li> <li>• Pupil's behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school with the ultimate sanction of the pupil's exclusion.</li> <li>• Clear guidance on this re-issued to parents and added to school's behaviour policy and agreed by Governors (September 2020).</li> </ul>	
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**Risk Level: High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place



D	<b>Controls</b> (Ser N <sup>o</sup> to correspond with Hazard Ser N <sup>o</sup> )	<b>E To be completed by the Manager</b>			
Ser N <sup>o</sup>	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1					

<b>F</b>	<b>Once additional controls are implemented, what will the overall risk level be:</b>	<b>Risk assessment signed off by:</b>	
	<p style="text-align: center;"> <b>High</b>                      <b>Medium</b>                      <b>Low</b> </p>	<p><b>Signature:</b></p> <p><b>Date:</b></p> <p><i>Please note an electronic signature will suffice.</i></p>	



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Appendix A – Risk Assessment Template LCC Council



St Matthew's Catholic Primary School



### Useful Websites

Health and Safety Responsibilities	<a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a>
	<a href="https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm">https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm</a>
	<a href="https://www.hse.gov.uk/services/education/faqs.htm#a1">https://www.hse.gov.uk/services/education/faqs.htm#a1</a>
Business Continuity Plan	<a href="https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings">https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings</a>
Guidance for full opening – schools (published 2 <sup>nd</sup> July 2020)	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>
Current guidance on shielding	<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>
Current guidance on Clinically vulnerable	<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a>
Other nonmedical vulnerable people	<a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a>
Providing extra mental health support	<a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>
	<a href="http://www.educationsupport.org.uk/">http://www.educationsupport.org.uk/</a>
	<a href="https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380">https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</a>
	<a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a>
Behaviour Expectations	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res</a>
	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a>
	<a href="https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/">https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/</a>
	<a href="https://edtech-demonstrator.lgfl.net/">https://edtech-demonstrator.lgfl.net/</a>
	<a href="https://get-help-with-tech.education.gov.uk/about-bt-wifi">https://get-help-with-tech.education.gov.uk/about-bt-wifi</a>
Remote Education Support	<a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a>
Coronavirus Symptoms	<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>
Stay at home guidance	



Arranging a Test	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>
Testing and Tracing	<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a>
Contacting your Local Health Protection Team	<a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>
Guidance on staff wearing PPE	<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>
Site Manager/Caretaker	<a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a>
	<a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a>
	<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>
Cleaning	<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>
Catering	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>
Safer Travel	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>
Educational Visits	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a>
	<a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a>
Extra-curricular provision	<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a>
Physical Education and Sports	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a>
	<a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a>
	<a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a>
Science and Design Technology	<a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a>
	<a href="https://www.ase.org.uk/resources/health-and-safety-resources">https://www.ase.org.uk/resources/health-and-safety-resources</a>
	<a href="https://www.data.org.uk/for-education/health-and-safety">https://www.data.org.uk/for-education/health-and-safety</a>



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