



Midsomer Norton  
Schools Partnership

## RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020

This risk assessment is based on **Guidance for Full Opening: Schools**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Date of Risk Assessment:** 13<sup>th</sup> May 2020

**UPDATED 6<sup>th</sup> JULY 2020**

**Signed: M. Cox**

**J.Hird, Chair of Governors**

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

### **HAZARD: Spread of Covid-19 Coronavirus**

#### **Who Might be harmed:**

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, BAME
- Anyone else who physically comes in contact with another person

<b>Controls Required</b>	<b>Additional Controls</b> <i>[School please add anything unique to your setting]</i>	<b>Action by whom?</b> <i>[name]</i>	<b>Action by when?</b> <i>[insert date]</i>	<b>Done</b> <i>[initial and date]</i>
<p><b><u>Building Safety</u></b></p> <ul style="list-style-type: none"> <li>• Site team will continue with all compliance checks</li> <li>• Competent contractors will continue to carry out specialist testing</li> <li>• Site team will carry and record checks temperature and flushing for water outlets not have normal use.</li> <li>• Where practicable competent contractor inspections and any associated remedial works will continue to maintain the school</li> </ul>	<p>Head of school will inspect H and S records to confirm checks</p> <p>Where the school has not been able to organize external competent contractor inspections the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuations to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible.</p>	<p><b>MC</b></p> <p><b>SC / PN</b></p> <p><b>MC / DF</b></p>	<p><b>1.6.20</b></p> <p><b>12.6.20</b></p> <p><b>11.09.2020</b></p>	<p><b>MC ongoing</b></p>
<p><b><u>Arrival at School</u></b></p> <ul style="list-style-type: none"> <li>• Paths to have 2m markers to indicate where children and one adult stand.</li> <li>• Senior member of staff outside to welcome at a safe distance and to ensure measures being adhered to.</li> <li>• Staggered start of the day</li> <li>• One-way system in place to allow for drop off and safe removal of adults.</li> <li>• We will review procedures weekly</li> </ul>	<ul style="list-style-type: none"> <li>• Gate by pre-school entrance for Year 6, Year 2, Year 1 and Reception.</li> <li>• Gate by Bike rack entrance for Year 5, Year 4 and Year 3.</li> <li>• Exit gate in middle of school</li> <li>• Timing – Year 6 and 5 8:30 – 8:40, Reception and Year 4 8:40 – 8:50, Year 1, Year 2 and Year 3 9:00 – 9:10</li> </ul>	<p>MC/DF</p> <p>MC/DF</p>	<p>By 6<sup>th</sup> July</p> <p>Ongoing</p>	

<p>We will have a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered 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.</p>	<ul style="list-style-type: none"> <li>• Timsbury Child Care will drop off at 8:45 and enter through the gate by pre-school.</li> </ul> <p>Bin will be placed at gate to school and children supported in taking off face covering by member of SLT. Then use hand sanitizer before heading in to school.</p>			
<p><u>Collection</u></p> <ul style="list-style-type: none"> <li>• Children to stay at desk and dismissed class at a time with children walking in single file.</li> <li>• Staggered end to the day</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure enough adults are available to coordinate the children leaving the school in an orderly manner</li> <li>• Parents arriving enter the same gates as drop off and then leave by central gate.</li> <li>• Parents to leave school site and not stand around socialising.</li> <li>• Timing – Year 6 and Year 5 2:45 – 2:55, Reception and Year 4 2:55 – 3:05, Year 1, Year 2 and Year 3 3:15</li> <li>• Timsbury Child Care will pick up at 3:15 and enter through the gate by pre school</li> </ul>	<p>Set up and timetabled by M. Cox</p>	<p>By 6<sup>th</sup> July</p>	
<p><u>Numbers in Class - children</u></p> <ul style="list-style-type: none"> <li>• All children in own classroom. Bubbles of 30</li> <li>• Possibility of need to swap around Year 1 and Year 2 due to size of classroom and numbers ( will review and decision made at end of term 6)</li> </ul>	<ul style="list-style-type: none"> <li>• Tables need to be put in rows apart from Reception and Year 1. Year 1 will have continuous provision for term one to allow for any recover teaching of the EYFS curriculum before moving to rows from term 2 onwards. Ensure increased focus on hand washing and cleaning of surfaces I n Reception and Year 1.</li> </ul>	<p>SLT</p>	<p>By 2<sup>nd</sup> Sept</p>	

	<ul style="list-style-type: none"> <li>• Need to ensure staff can socially distance 2m from children where ever possible. When not possible staff will ensure they maintain own hand washing.</li> <li>• Any un-needed furniture to be stored away.</li> </ul>			
<p><u>Staff working</u></p> <p>All staff are expected to be able to work in school from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines.</p> <p>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p> <p>Head of School will inform staff during INSET of vulnerable groups and that should they become part of a vulnerable group they need to inform SLT of change of circumstance and then any required actions will be implemented.</p>			

<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will follow the relevant guidance on social distancing.</p> <p><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></p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>We will ensure that the same teacher(s) and other staff, including SMSA's, are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p> <p>We will take steps to review work schedules including start and finish times where this is possible for teaching staff.</p> <p>We will take steps to review work schedules including start &amp; finish times where this is possible for support staff. As far as possible, desks,</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p>Posters, leaflets and other materials will be displayed prominently <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Checks need to be carried out by caretaker or other senior leader</p> <p>Staff / SMSA's assigned to a 'bubble' of children.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Stagger break times and lunchtimes to allow safe use of staff room. Provide alternative rest area for staff. Use of the upstairs intervention rooms.</p> <p>Management checks will take place to ensure this is adhered to. Ongoing checks and reminders throughout the day</p>	<p>MC</p> <p>MC/DF/CB</p> <p>CG/MC</p> <p>MC</p> <p>MC</p> <p>MC</p>	<p>By 2<sup>nd</sup> Sept</p> <p>By 2<sup>nd</sup> Sept</p> <p>Ongoing</p> <p>6.7.2020</p> <p>Ongoing</p> <p>Ongoing</p>	
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<p>telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternatives space to relocate the work</p> <p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p> <p>Social distancing also to be adhered to in staff room and during any rest breaks.</p> <p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using online platform. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p> <p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the</p>	<p>Office staff to use own desks and computers</p> <p>Desks and computers in teaching areas to be used by Teacher/Teaching Assistance only.</p> <p>Lunch and break times will be staggered. Lunch time reduced to 45 minutes to allow for staggered start and impact on teaching time.</p> <p>Due to staggered break times and lunches staff will be taken breaks at different times and two staffroom (staffroom and music room) provided for staff.</p> <p>Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place.</p> <p>Cover teachers and other agencies essential to supporting pupils will be welcomed to site but expected to comply with rules in place.</p>	<p>NR/CH</p> <p>All staff</p> <p>MC</p> <p>MC/CB/DF</p>	<p>Ongoing</p> <p>Ongoing</p> <p>1.6.20</p> <p>Ongoing</p> <p>Ongoing</p>	
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<p>school. Pens for signing in will not be shared or wiped after if shared.</p>	<p>Clear glass window already in place. Office staff will talk to any visitors through glass.</p> <p>Office staff will sign visitors in so pens not shared</p>	<p>NR/CH</p>	<p>ongoing</p>	
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>Whatever the size of the “bubble”, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible, we will limit interaction, sharing of rooms and social spaces between groups.</p> <p>(Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group).</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>We will remove unnecessary furniture out of classrooms to make more space.</p>	<p>Social distancing for settings with young children has been removed and the guidance states to <b>minimise contact between individuals and maintain social distancing wherever possible.</b> Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Children to be placed in ‘bubbles’ with an adult that will stay with them on subsequent days.</p> <p>Teachers and other staff will use age appropriate ways to encourage hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p>All children from Year 6 to Year 2 sit in rows. Year 1 continuous provision for Term 1 only then in rows. Reception continuous provision. Any hard</p>	<p>MC / DF / CB</p> <p>MC</p> <p>All staff</p> <p>MC/DF/CB</p>	<p>7.6.2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

<p>The timetable will be adjusted to keep groups apart and movement around the school to a minimum.</p> <p>Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Practical lessons where these take place will need to have their own risk assessments reviewed.</p>	<p>furniture that does not need to be used will be stored in Forest Schools cupboard.</p> <p>There are staggered starts, breaks, lunches and home times for year groups. (included in this RA).</p> <p>A PE timetable is in place to ensure individual bubbles can do PE at different times.</p> <p>Equipment, toys and surfaces should be cleaned and disinfected more frequently. Record displayed in classroom. Toys and equipment cleaned daily.</p> <p>Review management of cleaning on weekly basis.</p> <p>Lunch times staggered. Hall and classrooms to be used. (See further down on RA)</p>	<p>All Staff</p> <p>All Staff and Cleaning team</p> <p>MC</p> <p>All Staff</p>	<p>Ongoing</p> <p>Weekly</p> <p>Ongoing</p>	
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<p>Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared.</p> <p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p> <p>Once a week a celebration Worship will be held. Two worships, one for each Key Stage.</p>	<p>All practical lessons will need to be risk assessed and signed off by MC/DF. Any equipment will be quarantined for 72 hours.</p> <p>Books will go home and then be quarantined in a box in the classroom for 48hrs.</p> <ul style="list-style-type: none"> <li>• No singing</li> <li>• No talking from children</li> <li>• SLT 2 metres from children at front</li> <li>• Two separate assemblies</li> <li>• No certificate will be handed out in assembly.</li> <li>• Children leave hall one class at a time.</li> <li>• Children sit in long rows of own bubble and at least 2m+ away from another bubble</li> </ul>	<p>MC/DF/CB</p> <p>MC/ DF/CB</p>	<p>Ongoing</p> <p>2<sup>nd</sup> Sept</p>	
<p><u>Staff Toilet (4 Unisex staff Toilets)</u></p> <ul style="list-style-type: none"> <li>• Reception, Year 1 and Year 2</li> <li>• Year 3, Year 4 and Year 5</li> <li>• Year 6, Thrive Practitioners, Office Staff, Caretaker and Kitchen</li> </ul>	<p>Toilet attached to bubbles to allow for less contact between staff members.</p>	<p>MC</p>	<p>1.6.20</p>	

<ul style="list-style-type: none"> <li>• SLT and Visitors</li> </ul>				
<p><u>Use of toilets</u></p> <p>Toilets will be restricted to Key Stage groups. Toilet use will be monitored to ensure social distancing in so far as it is possible. Staff will only allow one child per class to go to the toilet, where ever possible. All children will be required to wash hands for 20 seconds after using the toilet.</p>	<p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work</p>	<p>MC/DF/CB</p>	<p>Ongoing</p>	
<p><u>Playtimes</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p> <p>Playtime cover by SLT / Staff</p> <p>Lunchtimes by SMSA</p>	<p>Where possible playtimes and lunchtimes will be outside.</p> <p>Playtimes and lunchtimes to be staggered for each bubble.</p> <ul style="list-style-type: none"> <li>• 10:15 – 10:30 Year 2 on KS 1 playground and Year 6 on KS 2 playground</li> <li>• 10:30 – 10:45 Year 1 on KS 1 playground and Year 5 on KS 2 playground</li> <li>• 10:45 – 11:00 Year 3 on KS 1 playground and Year 4 on KS 2 playground</li> <li>• 10:30 – 10:45 Reception in own area</li> </ul>	<p>MC/DF/CB</p>	<p>6.7.2020</p>	

<p>Reception to use own play space for morning break and lunch.</p> <p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time</p>	<p>Equipment cleaned after every day as only one bubble using.</p> <p>Bikes and trikes wiped down after every bubble. Any other equipment cleaned after lunch times and only used by one bubble.</p>			
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p>	<p>MC</p> <p>All Staff</p>	<p>1.6.20</p> <p>Ongoing</p>	
<p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<p>PPE face masks will be made available to all staff who request them. These will be in the school office</p>	<p>MC/NR</p>	<p>1.6.20</p>	

<p><u>Marking of work</u> Any work to be marked with teachers wearing gloves or not mark</p> <p>Teachers to reduce marking of work to a minimum and plan accordingly</p>	<p>Issue appropriate PPE to staff.</p>	<p>All Staff</p>	<p>Ongoing</p>	
<p><u>Hand washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water will be in place.</li> <li>• Regular hand washing will be taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands will be with disposable paper towels rather than dryers</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms</li> </ul>	<p>Staff and pupils reminded on a regular basis to wash hands for 20 seconds with water and soap and proper drying. Reminded to catch coughs and colds. Follow Catch it- Bin it- Kill it. Avoid touching face, all areas of face with unclean hands.</p> <p>Posters displayed around school</p> <p>Reception and Young children practise through games and songs</p>	<p>All Staff</p> <p>All Staff</p> <p>MC</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>1.6.20</p>	
<p><u>Staffing of break and lunch</u></p> <ul style="list-style-type: none"> <li>• At break times staff to go out with Bubble and rota amongst themselves.</li> <li>• SLT to provide cover when needed</li> </ul>	<p>This is to ensure staff stay in own bubble and get opportunity for a break whilst still in own bubble</p>	<p>Mc / All Staff</p>	<p>Ongoing</p>	

<ul style="list-style-type: none"> <li>Lunch time duties covered by SMSAs, individual SMSAs assigned to Year group bubbles.</li> </ul>																												
<p><u>Eating Arrangements</u></p> <ul style="list-style-type: none"> <li>Year 6 will eat both hot and cold food in the classroom.</li> <li>Others in the hall as space is big enough to keep bubbles 2m+ apart.</li> <li>5 minute windows built in to ensure cleaning after every bubble.</li> </ul>	<table border="1"> <thead> <tr> <th>Time</th> <th>Year Group</th> <th>Eat</th> <th>Playground Zone</th> <th></th> <th>Adult</th> </tr> </thead> <tbody> <tr> <td>11.45 – 12.30</td> <td>6</td> <td>12:15 – 12:30 Eat in room</td> <td>11.45-12:15 KS2 Playground</td> <td></td> <td>Helen G</td> </tr> <tr> <td>12:00 – 12.45</td> <td>R,1,2</td> <td>12:00 – 12:25 Eat in Hall</td> <td>12:25 – 12:45 R- Front of school KS 1-Year 1 KS 2- Year 2</td> <td></td> <td>Kate (Janice on Wed) Claire Bramley Pascale</td> </tr> <tr> <td>12:30 – 1:15</td> <td>3, 4, 5</td> <td>12:30 – 12:50 Eat in Hall</td> <td>12:50 – 1:15 KS 1 Ks 2 field</td> <td>Year 3 Year 4 Year 5</td> <td>Louise Alice Mark</td> </tr> </tbody> </table>	Time	Year Group	Eat	Playground Zone		Adult	11.45 – 12.30	6	12:15 – 12:30 Eat in room	11.45-12:15 KS2 Playground		Helen G	12:00 – 12.45	R,1,2	12:00 – 12:25 Eat in Hall	12:25 – 12:45 R- Front of school KS 1-Year 1 KS 2- Year 2		Kate (Janice on Wed) Claire Bramley Pascale	12:30 – 1:15	3, 4, 5	12:30 – 12:50 Eat in Hall	12:50 – 1:15 KS 1 Ks 2 field	Year 3 Year 4 Year 5	Louise Alice Mark			
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<p><u>First Aid</u></p> <ul style="list-style-type: none"> <li>The Head of school will issue a revised First Aider list and ensure that all staff are aware of this ( Mrs Hawkins and Mr Cox every day and Mrs Munro, Claire Bramley and Janet Barnes to cover when required.)</li> </ul>	<p>List displayed in Office</p> <p>First aides briefed on handling suspected Covi19 illness that occurs in school.</p> <p>PPE will be available from Heads office.</p> <p>Cleaning team briefed on cleaning</p>	<p>MC</p> <p>MC</p>	<p>1.6.20</p> <p>1.6.20</p>																									
<p><u>Cleaning</u></p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p>	<p>MC</p>	<p>2.9.2020</p>																									

<p>We will follow the COVID-19: cleaning of non-healthcare settings guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.</p> <p>Cleaning materials and PPE available in each teaching area and staff made aware of expectations - this will include a box containing all supplies</p> <p>Bins to be emptied at lunch as well as the end of the day.</p> <p>Toilets to be cleaned at lunch as well as usual cleaning times.</p> <p>Work stations and door handles to be wiped frequently throughout the day.</p> <p>The Trust has prepared a checklist which will be ticked and monitored by the senior leader</p>	<p>All staff</p> <p>MC / CB</p> <p>Cleaning Staff</p> <p>Cleaning Staff</p> <p>MC</p>	<p>Ongoing</p> <p>1.6.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>2.9.2020</p>	
<p><u>Parents</u></p> <ul style="list-style-type: none"> <li>• When collecting parents will be asked to space and stand on markers along path parallel to public path.</li> <li>• When dropping off parents to go through either right or left hand gate depending on year group drop off to wooden gates then say goodbye and loop around and go out of central gate.</li> </ul>	<p>Need to send out a timely and detailed letter to parents covering key point and new arrangements.</p>	<p>MC</p>	<p>6.7.2020</p>	

<ul style="list-style-type: none"> <li>• Parents told only one adult to pick up and drop off.</li> <li>• If parents need to speak to staff must phone and book a time.</li> <li>• SLT outside to pass on any message.</li> <li>• Parents asked to not hang around and chat but to clear the school site and public footpath in front of school</li> </ul>				
<p><u>Symptoms of Covid-19 – pupils</u></p> <p>The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19</p> <p>Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe).</p> <p>Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.</p> <p>Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others</p>	<p>Isolation Room Music Room</p> <p>Children placed in isolation will be supervised by office staff until collected.</p> <p>isolation area cleaned thoroughly</p> <p>Unwell pupil to use nearest staff toilet. Toilet to be cleaned immediately after use.</p> <p>School will ask for the parents to have child tested.</p> <p>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-</a></p>	<p>MC</p> <p>NR/CH</p> <p>Cleaning Team / MC</p> <p>MC</p> <p>MC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

	<p><a href="#">guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</p>			
<p><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and get tested.</p> <p>Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</p> <p>If a test is positive they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Use of David Williams from the diocese who is a grief councillor. SLT will make staff aware that they are always available for 1 to 1 confidential sessions where they will make available counselling services or other forms of support.</p> <p>Schools should contact the local health protection team to assess what actions need to be taken.</p>	<p>MC/DF/CB</p> <p>MC/DF/CB</p> <p>MC/DF/CB</p> <p>MC/DF/CB</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>Ongoing</p>	



<p>a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>	<p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The school will keep a record of pupils and staff associated with each group (bubble) to assist the trace process.</p> <p>SLT when going through RA will remind staff of importance and during well-being staff meeting also remind staff of importance of Trace and track.</p>			
<p><u>One- way system</u></p> <ul style="list-style-type: none"> <li>• Due to positioning of classes and timetabling one- way system in school not required</li> <li>• The school is using ‘walk on the left’ to ensure movement around school is effective and children/adults able to pass swiftly.</li> </ul>				
<p><u>Forrest School and P.E.</u></p> <ul style="list-style-type: none"> <li>• When class getting ready to leave children stand behind desk and file out one at a time and go straight to playground where they will be received by Mrs Munro. Same for going back into classroom.</li> <li>• For P.E teacher leaves to receive in playground and TA dismisses class as for forest schools.</li> </ul>	<p>Bubble leave by chosen playtime route</p> <p>Activities in Forest school designed to ensure social distancing. Reviewed by SLT</p> <p>P.E activities RA by PE lead</p> <p>After any outdoor activity children use gel to clean hands before entering school where washing of hands can be carried out.</p>	<p>MC</p> <p>All Staff</p> <p>BM</p> <p>DF</p>	<p>27<sup>th</sup> May</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

		All Staff	Ongoing	
<p><u>Reading books</u></p> <ul style="list-style-type: none"> <li>To allow children to access quality text and reinforce phonic work whilst ensuring low risk reading books can now go home but must be de-contaminated for 48 hours before going back on the shelves.</li> </ul>	<p>Staff will have collection area for books and then every Monday re-stock the shelves.</p> <p>Bubbles choose from set area so to reduce change of contamination</p>	All Staff	Ongoing	
<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>Stagger school start and finish times. Inform parents.</p> <p>Parents will be informed of arrangements for dropping off and picking up their child, including one parent accompanying child.</p> <p>Parents will be informed of any changes.</p>	<p>AW</p> <p>MC/CB/DF</p> <p>MC/DF/CB</p> <p>MC/DF/CB</p>	<p>Ongoing</p> <p>July 2020</p> <p>July 2020</p> <p>Ongoing</p>	

<p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>contact made with any visitors prior to visit on arrival times/entrances/exits and procedures</p>	<p>NR/CH</p>	<p>Ongoing</p>	
<p><u>Parent Behaviour</u></p> <ul style="list-style-type: none"> <li>• If a parent does not adhere to the measures they will be spoken to by a member of the SLT and asked to adhere to them.</li> <li>• If they continue to refuse, then they will be refused access to the school and the CEO of the Trust contacted.</li> </ul>	<p>This is to ensure the safety of all involved with the school.</p>	<p>MC</p>	<p>Ongoing</p>	
<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p>Leaders, as relevant to your school setting will be required to oversee this.</p> <p>Daily informal check in with staff</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p>	<p>MC/DF/CB</p> <p>CB/DF/MC</p> <p>MC/DF/CB</p> <p>MC</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
<p><u>BAME</u></p>		<p>MC</p>	<p>Ongoing</p>	

<ul style="list-style-type: none"> <li>• Individual risk assessment will be carried out with any member of staff of ethnicity PARTICULARLY IN THOSE WITH COMORBIDITIES. (No current members of staff)</li> <li>• Individual risk assessment will be carried out with any child of ethnicity who has a family member at risk.</li> <li>• Head of School will contact four families and go through all safety measures that are being put in place.</li> </ul>	<p>School leader to review current working practise and in consultation review work and environment and reduce risk by changing roles.</p> <p>School leader ensure that home learning is accessible and that regular communication is in place to review situation and provision.</p>	<p>MC</p>	<p>Ongoing</p> <p>July 2020</p>	
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