

IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

*If you would like support for confirmed cases of COVID-19 call the DfE Coronavirus helpline on 0800 046 8687, they will work with you to assess the risk and advice what actions to take. Please do report confirmed cases to Devon County Council using this [smart survey link](#). You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school priority alert mailbox - [educate.schoolspriorityalerts-mailbox@devon.gov.uk](mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk)), someone in your setting has been admitted to hospital or you are getting significant media interest). Special schools, boarding schools, or special post 16 providers should call the PHE SW Health Protection Team straight away.*

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|   | <b>Establishment/Department:</b>  | <b>Establishment Risk Assessment</b>  | <b>RA100 V2.4</b> |
|  | <b>Address: St Mary's Catholic First School<br/>Lucetta Lane<br/>Dorchester<br/>DT1 2DD</b> |   |                   |
| <b>Person(s)/Group at Risk</b><br><b>Staff, Pupils, Visitors and Contractors</b> <p><b>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance. The following guidance to reflect the changes announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8 March:</b></p> <ul style="list-style-type: none"> <li><b>early years and childcare providers</b></li> <li><b>actions for schools during the coronavirus outbreak</b></li> <li><b>special schools, special post-16 providers and alternative provision</b></li> </ul> <p>It is a <b>legal requirement</b> that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. <b>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.</b></p> <p>General guidance on completing risk assessments is available at arrangements note HS47. When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p> |   | <b>Date assessment completed: 03 03 2021</b> <p>This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.</p> <b>Assessor(s):</b><br><br>Paula Fearn |                   |
| <b>Version Control: RA 100 Version 2.1</b>   |   |   |                   |
| <b>Update – 15/7/20, page 6. Premises related matters - Management of waste</b>  |   |   |                   |
| <b>Update – 25/08/20, page 12,13,14. School Transport</b>  |   |   |                   |
| <b>Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&amp;T Music Dance and Drama – link to new guidance and guidance for performing arts)</b>  |   |   |                   |

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| Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff   |  |
| Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/ cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820 |  |
| Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.   |  |
| Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision   |  |
| Update – 02/09/20, page 6. Premises related matters - Hiring of premises   |  |
| Update – 15/09/20, page 16. Educational Visits - updated link.   |  |
| Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.  |  |
| Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama   |  |
| Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak   |  |
| Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff   |  |
| Update – 04/01/2021 page 3 – definition of close contact   |  |
| Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.   |  |
| Update – 04/01/2021 page 14 – Lateral Flow Testing (Secondary Schools)   |  |
| Update – 08/03/2021 page 14 – Lateral Flow Testing (Secondary Schools)   |  |
| Update – 14/01/2021 page 14 - Lateral Flow Testing (primary staff home testing)  |  |
| Update – 08/03/2021 first page PHE information   |  |
| Update – 08/03/2021 page 2 – return to school March 8 <sup>th</sup> guidance   |  |
| Update – 08/03/2021 page 4 – definition of close contact   |  |
| Update – 08/03/2021 page 5 - Guidance for EYFS   |  |
| Update – 08/03/2021 page 5 - Wraparound provision  |  |
| Update – 08/03/2021 page 12 - Accessing testing arrangements are clear for all staff   |  |
| Update – 08/03/2021 page 13 - Assessment of all staff, including high risk staff   |  |
| Update – 08/03/2021 page 13 - face covering  |  |
| Update – 08/03/2021 page 14 - Dealing with suspected and confirmed case/ cases and outbreak  |  |

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| Update – 08/03/2021 page 14 - Lateral Flow testing (Secondary Schools)                   |  |
| Update – 08/03/2021 page 15 - Lateral Flow testing (Primary staff home testing)          |  |
| Update – 08/03/2021 page 16 - Vulnerable groups who are clinically, extremely vulnerable |  |
| Update – 08/03/2021 page 21 - Educational visits   |  |

| Significant Hazard Section                                 | Control measures in place<br><br><i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>   | Optional: School's comments re. mitigations put in place  |
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| <b>Social distancing and reducing risk of transmission</b> |  |   |
| <b>Definition of close contact</b>                         | <p>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact'. The following definition of 'close contact':</p> <p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</b><br/>The current definition of close contact in a school setting is shown below.</p> <ul style="list-style-type: none"> <li>○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times when you have been wearing a face covering or face mask)</li> <li>○ been within one metre for one minute or longer without face-to-face contact</li> <li>○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>○ travelled in the same vehicle or a plane (this includes school transport)</li> </ul> <p>Focusing on obtaining mitigations to reduce close contact, will reduce staff and pupil absences when there are cases within the school. Note that the use of face masks and other forms of PPE does not exclude somebody from being considered a close contact (unless they are</p> | <ul style="list-style-type: none"> <li>● anyone with symptoms in school to be isolated to the room of joy, adult supervising to stand at the glass doors wearing both a facemask/visor and gloves</li> <li>● all adults to wear face visors and when not direct teaching can also choose to pull a face mask over their mouth and nose</li> <li>● face coverings to be worn in communal areas</li> <li>● no conversation ever to take place face to face, all conversations to be side on wearing a face covering maintaining a distance of at least 2m for no more than 15 minutes</li> <li>● staff room - distance between seats measured to ensure at least 2 m</li> </ul> |

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|   | <p>providing direct care with patients or residents in a health and care setting, <a href="https://www.gov.uk/nhs-test-and-trace">NHS Test and Trace: how it works - GOV.UK (www.gov.uk)</a></p>  | <p>distanced, follow a rota at morning break and at lunchtime. No one to be in the staffroom for more than 15 minutes.</p> <ul style="list-style-type: none"> <li>● Over flow lunch room for staff is the Kids zone room 8.3.21, ensure windows are open and that antibacterial wipes are used for seats and tables before and after eating. Staff must be 2M apart. Maximum time in room 30 minutes, maximum of 4 people and more than 2 m apart at all times.</li> <li>● Where at all possible eat in classroom or go off site</li> <li>● front office - all members of staff to speak to office staff from the “hatch” wearing a face covering – reminder sent 3.3.21</li> <li>● Morning time, SH to work in the office at her desk, SW to work from Kids zone room. From 1pm SW to return to the main office.</li> <li>● All deliveries to be dropped at the front door, cleaned with an anti bac wipe or left for 72 hours</li> <li>● Only office staff to hand deliveries.</li> </ul> |
| <p>Entrance and egress to school site causing large groups of people inside</p> | <p><i>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. If possible, only one parent to attend. Use alternative drop off locations where</i></p> | <p><b>Staggered, drop off and collection for all classes of children (5 mins)</b></p>   |

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| <p>school grounds compromising social distancing.</p> | <p><i>possible. Schools should also have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Guidance for Full Opening</a>. Pupils must be instructed to wash their hands, on arrival.</i></p> | <p><b>between each drop off and collection.</b></p> <ul style="list-style-type: none"> <li>● <b>Letter and video sent to parents 3.3.21 explaining school routines. This has also been shared on Google classroom</b></li> <li>● <b>Signs to direct route for Parents - updated letter of explanation 3.3.21 video explaining routes 4.3.21</b></li> <li>● <b>2 adults to meet and direct children using TIS strategies PF/SW AH to meet and greet when PF not available at the beginning of the day. JB to be outside at the end of the day when PF not available. Reminder to key staff 3.3.21 to wear appropriate PPE and duties.</b></li> <li>● <b>Staff outside to wear face masks letter sent to parents 3.3.21 to request they wear facemasks whilst on the school premises, , all request to be made via the school office</b></li> <li>● <b>all sent via email to parents and video links, updates on newsletter and school Facebook page</b></li> <li>● <b>video link sent to staff and families March 2021</b></li> <li>● <b>visitors by pre appointment only – google meet and zoom the preferred form of</b></li> </ul> |
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|   |  | <p><b>contact</b></p> <ul style="list-style-type: none"> <li>● revised safeguarding - all information is on the website and shared with staff/parents and governors January 11th 2021 - resent 4.3.21</li> <li>● review and make adjustments as necessary and update to staff/parents via email/newsletter</li> <li>● Weekly newsletter updates to drop off and pick up</li> </ul>   |
| <p>Parents gathering at school gate not social distancing</p> | <p><i>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</i></p> | <ul style="list-style-type: none"> <li>● staggered drop off and collection for all classes of children (5 mins) between each drop off and collection.</li> <li>● Letter and video sent to parents 3.3.21 explaining school routines. This has also been shared on Google classroom</li> <li>● Signs to direct route for Parents - updated letter of explanation 3.3.21 video explaining routes 4.3.21</li> <li>● 2 adults to meet and direct children using TIS strategies PF/SW AH to meet and greet when PF not available at the beginning of the day. JB to be outside at the end of the day when PF not available. Reminder to key staff 3.3.21 to wear appropriate PPE and duties.</li> </ul> |

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|  |  | <ul style="list-style-type: none"> <li>● Staff outside to wear face masks or a visor, letter sent to parents 3.3.21 to request they wear facemasks whilst on the school premises, , all request to be made via the school office</li> <li>● all sent via email to parents and video links, updates on newsletter and school Facebook page</li> <li>● video link sent to staff and families March 2021</li> <li>● visitors by pre appointment only – google meet and zoom the preferred form of contact</li> <li>● revised safeguarding - all information is on the website and shared with staff/parents and governors January 11<sup>th</sup> 2021 - resent 4.3.21</li> <li>● review and make adjustments as necessary and update to staff/parents via email/newsletter ongoing</li> <li>● Weekly newsletter updates – MARCH 2021</li> </ul> |
| <p>Overcrowding in classrooms and corridors.</p> | <p><i>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below). Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Removal of some furniture may be required to enable this. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups</i></p> | <ul style="list-style-type: none"> <li>● Key stage 1 are in bubbles to support RWI lessons, all RWI sessions are class based</li> <li>● Year 3 and Year 4 separate bubbles</li> <li>● timetable shared which explains morning and lunch breaks - all</li> </ul>   |

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|  |  | <p>staggered updated March 2021</p> <ul style="list-style-type: none"> <li>● video to support explanation shared March 2021</li> <li>● follow government guidelines - posters to support children with handwashing and eating</li> <li>● all children seated in rows facing the front - adults to support side on at 1m distance (See RA section 5 and section 7) checked and adjusted 3.3.21</li> <li>● doors and windows open in good weather to ensure good ventilation ongoing</li> <li>● Poor weather, top windows open to allow ventilation and doors adjusted to different weathers. Seating of children to be considered colder weather, letter sent to parents asking for children to wear extra layers including a school hoody or a plain green or black hooded top PF video 3.3.21</li> <li>● children to follow the red/white marked lines while waiting for toilets reminder to chn 3.3.21</li> <li>● no whole school assemblies/liturgies to reduce contact – these take place via google meet</li> </ul> |
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|   |   | <ul style="list-style-type: none"> <li>• Each class has to have a seating plan, a copy to be shared with P Fearn and also added to Google drive.</li> </ul>  |
| Risk of transmission within EYFS settings                                 | <p>Updated Guidance for EYFS (February 2021 <i>early years and childcare providers</i> ) to be followed. removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</p>  | <ul style="list-style-type: none"> <li>• EYFS team to wear clear face shields. However, face visors or shields should not be worn as an alternative to face coverings</li> <li>• EYFS staff can choose to wear facemasks when not directly teaching and in close proximity of children where social distancing cannot be maintained and where it does not negatively impact on teaching/learning</li> <li>• All soft toys/resources removed from the environment</li> <li>• Toys cleaned at the end of the day and isolated for 72 hours</li> <li>• Reduced groups of children at activities throughout the day. Max 6</li> <li>• Plan opportunities for continuous provision outside</li> <li>• Maintain high standards of hygiene: regular handwashing</li> <li>• Anti bac wipes to clean tables between groups</li> </ul> |
| Groups mixing during breaks and lunchtime compromising social distancing. | <p>Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible Staggered lunchtimes &amp; in set groups with handwashing – tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</p> | <ul style="list-style-type: none"> <li>• tables wiped before and after lunch with anti bac wipes</li> <li>• handwashing rules adhered to</li> </ul>  |

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|  |   | <ul style="list-style-type: none"> <li>• packed lunch eaten at table and stored under desk</li> <li>• Hot lunches served in the hall - followed timetable for Rec/Yr 1. LTS deliver food to Y2-4 no children to leave classrooms</li> <li>• Each bubble to have their own set of outside play equipment for break, adult to ensure this is wiped at the end of play. Equipment is audited daily for H&amp;S reasons</li> <li>• Follow the staggered timetable and review.</li> <li>• In communal areas LTS to wear face coverings as social distancing cannot be maintained</li> <li>• Any problems to be reported to PF or SW reviewed March 2021 and shared at staff meeting</li> </ul> |
| <p>Wraparound provision: Groups mixing during extra-curricular provision</p> | <p>Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Schools can consult the guidance produced for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a>, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued <a href="#">guidance for parents and carers</a>, which schools may want to circulate.</p> | <p><b>Kids zone opened from 8.3.21</b></p> <p><b>Maximum 15 chn in KZ</b><br/> <b>Siblings sit together</b><br/> <b>Room is well ventilated</b><br/> <b>Children sit at the table -No movement around the room</b><br/> <b>Children use their own equipment</b><br/> <b>School staff are employed in the wrap around care facility</b></p> <p><b>See Separate RA for more information</b></p>   |

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|  |  | <p><b>No extra -curricular clubs this term to be reviewed Summer 1 2021</b></p>   |
| <p>Spread of virus due to increased numbers of people within the building.</p> | <p><i>Inform parents that if their child needs to be accompanied to school only one parent should attend</i></p> | <ul style="list-style-type: none"> <li>● <b>Emails /videos/ letters sent to Parents. This will be monitored on a weekly basis and reminders sent to parents with the newsletter for the remainder of this term.</b></li> <li>● <b>SLT have made contact with parents who were not following procedure.</b></li> <li>● <b>RA placed on website – easily accessible for parents</b></li> <li>● <b>School office - open virtually for parents, if contact is needed the parent stays outside (wearing a mask) standing 2m from the entrance. Member of staff to wear a face mask or a visor.</b></li> <li>● <b>Email sent to parents to ask for this to be the preferred form of contact</b></li> <li>● <b>Parents to adhere to govt guidance on social distancing</b></li> <li>● <b>No parent volunteers or helpers in school.</b></li> <li>● <b>Follow guidance from ESM and Director of Education.</b></li> <li>● <b>TAF/CP meetings if possible are held virtually if not PF to attend at Dorchester Children’s centre. PF to wear a visor and face covering, carry</b></li> </ul> |

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|       |  | <p>her own hand sanitiser and sit in close proximity to the door/window</p> <ul style="list-style-type: none"> <li>● RA completed from DASP for Peripatetic music lessons on a 1:1 - these adults are also given the school RA. These adults collect children from the external classroom door</li> <li>● RA for essential visits - S&amp;L /EP/CAST - adults to follow RA and instruction from SW/SH on entering the building</li> </ul> <p>Info resent March 2021</p>   |
| Staff | <p><i>Staff should maintain Public Health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils. <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90222/schools-coronavirus-guidance.pdf">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a></i></p> | <ul style="list-style-type: none"> <li>● anyone with symptoms in school to be isolated to the room of joy, adult supervising to stand at the glass doors wearing both a facemask/visor and gloves</li> <li>● all adults to wear face visors and when not direct teaching can also choose to pull a face mask/covering over their mouth and nose</li> <li>● face coverings to be worn in communal areas</li> <li>● no conversation ever to take place face to face, all conversations to be side on wearing a face covering maintaining a distance of at least 1m however the preference is 2m</li> <li>● staff room - distance between seats measured to ensure at least 2 m</li> </ul> |

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|  |  | <p>distanced, follow a rota at morning break and at lunchtime. No one to be in the staffroom for more than 15 minutes. Where at all possible eat in classroom or go off site</p> <ul style="list-style-type: none"> <li>● front office - all members of staff to speak to office staff from the “hatch” wearing a face covering</li> <li>● Continue with regular hand washing and ventilation of communal areas</li> <li>● front office - all members of staff to speak to office staff from the “hatch” wearing a face covering</li> <li>● deliveries - left outside the main office door, delivery driver to maintain a 2m distance, staff do not sign for parcels, give a name only. MARCH 2021</li> </ul> |
| Premises related matters   |  |   |
| Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape. | <p><i>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.</i></p> <p><i>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</i></p> | <ul style="list-style-type: none"> <li>● anyone with symptoms in school to be isolated to the room of joy, adult supervising to stand at the glass doors wearing both a facemask/visor and gloves</li> <li>● all adults to wear face visors and when not direct teaching can also</li> </ul>  |

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|  |  | <p>choose to pull a face mask/covering over their mouth and nose</p> <ul style="list-style-type: none"><li>● face coverings to be worn in communal areas</li><li>● no conversation ever to take place face to face, all conversations to be side on wearing a face covering maintaining a distance of at least 1m however the preference is 2m</li><li>● staff room - distance between seats measured to ensure at least 2 m distanced, follow a rota at morning break and at lunchtime. No one to be in the staffroom for more than 15 minutes. Where at all possible eat in classroom or go off site</li><li>● front office - all members of staff to speak to office staff from the “hatch” wearing a face covering</li><li>● Continue with regular hand washing and ventilation of communal areas</li><li>● front office - all members of staff to speak to office staff from the “hatch” wearing a face covering</li><li>● deliveries - left outside the main office door, delivery driver to maintain a 2m distance, staff do not sign for parcels, give a name only. MARCH 2021</li></ul> |
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| <p>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</p> | <p><i>Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies</i></p>  | <ul style="list-style-type: none"> <li>● <b>HP/EM and all Preschool staff have current Paediatric first aid. 6 staff in total</b></li> <li>● <b>SW and NW also have up to date first aid at work for adults</b></li> <li>● <b>We have all relevant PPE equipment and will follow govt first aid procedure. Each classroom has its own kit</b></li> <li>● <b>First Aid forms not being sent home emailed instead - parents to be informed at pick up unless an emergency situation when a phone call will be made home SW to lead</b></li> <li>● <b>Reviewed 3.3.21</b></li> </ul> |
| <p>Fire Procedures</p>  | <p><i>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</i></p> | <ul style="list-style-type: none"> <li>● <b>fire risk assessment reviewed with all staff briefed in fire evacuation and escape routes</b></li> <li>● <b>fire assembly points have been redesigned to ensure social distancing</b></li> <li>● <b>children to have a walk through during first full week of term</b></li> <li>● <b>fire drill completed Autumn 1/Autumn 2</b></li> <li>● <b>Fire drill in the week 8<sup>th</sup> – 12<sup>th</sup> March</b></li> </ul>  |

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|  |   | <ul style="list-style-type: none"> <li>no fire doors to be propped open during the school day</li> </ul> <p>Reviewed March 21</p>   |
| Water hygiene – management of legionella                                   | <p><i>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing School Premises during the Covid-19 outbreak</a>.</i></p>  | <ul style="list-style-type: none"> <li>Spring 1 visits completed from WEMCO</li> <li>Reviewed 3.3.21</li> </ul>   |
| Using and monitoring new practices to reduce risk of Covid-19 transmission | <p><i>Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</i></p> | <ul style="list-style-type: none"> <li>if a pupil or staff member becomes unwell at school with a new continuous cough, high temp or loss of taste or smell arrangements will be made immediately to send that person home</li> <li>waiting area is house of Joy – staff member to wear a facemask and sit/stand 2m from the child</li> <li>ensure the windows in house of Joy are open</li> <li>parents/carers advised to follow the national stay at home guidance</li> <li>cleaning of that group room – PF/SW to coordinate</li> <li>all information shared with staff - google drive and at meeting 22.5.2020. Updated information given to staff and shared again on 1.9.20 and updated RA 4.11.20 Updated information</li> </ul> |

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|   |   | <p>shared at the staff meeting 4.3.21</p> <ul style="list-style-type: none"> <li>• staff briefing – weekly agenda item on staff meeting</li> <li>• SLT to monitor and take action as and when appropriate</li> <li>• Revisit policies and procedures during Inset termly – staff meeting 4.3.21</li> <li>• Action plan added to google drive and updated as and when received 3.3.21</li> <li>• Coronavirus Policy and Protective measures displayed in staff room also</li> </ul> <p>Reviewed March 2021</p> |
| Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER) | <i>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</i>  | <ul style="list-style-type: none"> <li>• continue with the usual communication arrangements</li> <li>• all equipment to have statutory tests if appropriate</li> <li>• all staff sign to say they have received and read asbestos management plan (complete)</li> <li>• Reviewed March 2021</li> </ul>  |
| Staff rooms and offices to comply with social distancing and safe working practice    | <i>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/534212/schools_coronavirus_operational_guidance.pdf">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a></i> | <ul style="list-style-type: none"> <li>• staff room - distance between seats measured to ensure at least 2m distanced, follow a rota at morning break and at</li> </ul>   |

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|                                     |   | <p>lunchtime. No one to be in the staffroom for more than 15 minutes. Where at all possible eat in classroom or go off site - monitored by SLT</p> <ul style="list-style-type: none"> <li>● KZone building to be used as a second staff room</li> <li>● Face mask/visor to be worn entering and exiting the staff room-</li> <li>● Reviewed 3.3.21, staff reminded of information at staff meeting and reminders displayed in staff room and stored on Google drive</li> </ul> |
| <p>Ventilation to reduce spread</p> | <p><i>Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</i></p> <ul style="list-style-type: none"> <li>● <i>opening high level windows in preference to low level to reduce draughts</i></li> <li>● <i>increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</i></li> <li>● <i>providing flexibility to allow additional, suitable indoor clothing. For more information see <a href="#">School uniform</a></i></li> <li>● <i>rearranging furniture where possible to avoid direct drafts</i></li> <li>● <i>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</i></li> <li>● <i>Opening internal doors can also assist with creating a throughput of air</i></li> <li>● <i>natural ventilation – if necessary external opening doors may also be used Where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at</i></li> </ul> | <ul style="list-style-type: none"> <li>● <b>Poor winter weather, top windows open to allow ventilation and doors adjusted to different weathers.</b></li> <li>● <b>If the temperature is deemed too cold, e.g. single figures, top windows open only. Doors to be open during playtimes to ensure a thorough flow of ventilation.</b></li> <li>● <b>Seating of children to be considered</b></li> <li>● <b>Reviewed March 21</b></li> </ul>                                    |

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|                                     | <p>the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as ensuring that they are closed at times when they cannot be sufficiently monitored.</p> <ul style="list-style-type: none"> <li>• Ventilation to chemical stores should remain operational.</li> </ul> <p>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: <a href="#">Guidance on temperature in the workplace</a></p>   |   |
| Management of waste                 | <p>Ensure bins for tissues are emptied throughout the day.<br/>Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) and <a href="#">Government guidance on disposal of waste</a>, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins</p>  |   |
| Management of incoming goods        | <p>Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.</p>  | <ul style="list-style-type: none"> <li>• deliveries - left outside the main office door, delivery driver to maintain a 2m distance, staff do not sign for parcels, give a name only</li> <li>• Office staff or HT only to handle goods when first delivered.</li> <li>• Reviewed March 2021</li> </ul>  |
| School owned outdoor play equipment | <p>Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children's hands before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins. Encourage effective sanitation by users, parents etc. Consult guidance on <a href="#">Managing Outdoor Playgrounds</a> for equipment also used by the community.<br/>When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</p> | <ul style="list-style-type: none"> <li>• One bubble a day to use outside equipment - LTS wipe down the outside equipment at the end of playtime - reminded staff meeting 4.3.21</li> </ul> <p>huff and puff play equipment - each class has their own play equipment and LTS to clean at the end of the day –new updated equipment which has been labelled march 2021</p> |

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| Hiring out premises                    | <p>Schools should ensure they are considering carefully how to hire out to external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a>.</p>   | <p>No hiring of premises Jan 2021 –<br/>Remains the same March 2021</p>   |
| Cleaning and reducing contamination    |  |   |
| Contaminated surfaces spreading virus. | <p>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should 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. In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p> <p>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link.</p> <p>Follow government <a href="#">guidance for working in education and childcare</a> if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a>.</p> | <ul style="list-style-type: none"> <li>● removal of all unnecessary items</li> <li>● children have own equipment</li> <li>● follow timetable for daily cleaning within classrooms</li> <li>● staff in each room use cleaning equipment anti bac wipes</li> <li>● Tables will be wiped by teaching staff in each room before and after lunch</li> <li>● Touch points are wiped with anti bac wipes as and when a child or adult touches for e.g. going to the toilet.</li> <li>● Sensory room – soft toys allocated and labelled</li> <li>● Plastic toys in sensory room – allocated to specific children</li> </ul> |

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|   |   | <ul style="list-style-type: none"> <li>● Reviewed and discussed at staff meeting 3.3.21</li> </ul> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> <li>● cleaning of hands before and after touching – including to remove or put them on</li> <li>● safe storage of them in individual, sealable plastic bags between use</li> <li>● Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully</li> <li>● Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</li> </ul> |
| <p>Shared resources and equipment increasing spread</p> | <p><i>Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes.</i></p> | <ul style="list-style-type: none"> <li>● equipment used wiped daily with anti bac wipes</li> <li>● regular handwashing for both children and staff</li> <li>● each child has a pencil case which contains all equipment pencil, rubber ruler etc</li> <li>● all non-washable toys, resources away</li> </ul>  |

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|   |   | <ul style="list-style-type: none"> <li>● EYFS toys washed at the end of each day using anti bac wipes by the staff who have been with that teaching group. These toys stay with that same bubble for the week.</li> <li>● Toys used by one bubble will be washed and then put away for 72 hours before another bubble uses them.</li> <li>● Staff initial cleaning sheet at each point of the day. SLT to monitor</li> </ul> <p>Reviewed and shared with staff 3.3.21 and discussed at meeting 4.3.21</p> |
| <p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p> | <p><i>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <a href="#">COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a> Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.</i></p> | <ul style="list-style-type: none"> <li>● normal procedure to be followed and monitored by SW/SH</li> <li>● resources to be monitored ready for reorder as and when appropriate SW check weekly</li> <li>● Deep clean of the school 21.7.20 and 29.10.20/ Dec 2020/ FEB 21</li> <li>● Ongoing March 21</li> </ul>  |
| <p>Sufficient handwashing facilities for staff and pupils</p>                               | <p><i>Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible. Ensure enough handwash and sanitiser stations are available based on what you have learned from usage to date.</i></p>   | <ul style="list-style-type: none"> <li>● Timetable for the day adjusted to include additional time for hand hygiene</li> </ul>  |

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|   |   | <ul style="list-style-type: none"> <li>washing hands before and after play, lunchtimes and on entering a new room</li> <li>signs for handwashing displayed in classrooms and toilets</li> <li>videos to support all pupils</li> <li>Pupils reminded and supported with handwashing – 3.3.21</li> </ul> |
| Additional time for staff and pupils to carry out handwashing | <i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.</i>   | <ul style="list-style-type: none"> <li>Timetable for the day adjusted to include additional time for hand hygiene</li> </ul>   |
| Handwashing practice with children                            | <i>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at <a href="#">e Bug</a>. Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.</i> | <ul style="list-style-type: none"> <li>use DFE video</li> <li>posters on wall - visual to support handwashing in classrooms and toilets</li> <li>adults to supervise younger children or children with SEND when hand washing</li> <li>reviewed March 2021</li> </ul>                                  |
| Good respiratory hygiene                                      | <i>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.</i>   | adults to supervise younger children or children with SEND posters on display reminders daily from adults to children  |
| Sufficient supplies of soap and cleaning products             | <i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i>  | <ul style="list-style-type: none"> <li>PS @ CAST updates – ongoing</li> <li>Using all cleaning products following H&amp; S guidance</li> <li>COSHH assessment in place as appropriate</li> </ul>   |

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|   |  | <ul style="list-style-type: none"> <li>• cleaner to monitor supply of soap in toilets daily</li> <li>• Reviewed March 2021</li> </ul>  |
| Toilets being overcrowded   | <p><i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i></p>   | <ul style="list-style-type: none"> <li>• 3 children at a time in toilets</li> <li>• child waiting on taped 2m line</li> <li>• posters to support social distance on display around the school and in classrooms</li> <li>• staff toilet have own cleaning products</li> </ul> <p>Reviewed 2021, pupils supported with returning to school week beginning 8.3.2021</p>  |
| Staff related issues  |  |  |
| Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic. | <p><i>When assessing the return to full opening the following section of the DfE guidance must be followed:</i><br/> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a><br/> <b>Where this cannot be met, then the school must record why and what other control measures they will adopt.</b><br/> <i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</i></p> <p><b>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</b></p> | <p><b>Class bubbles – March 2021 reducing face to face meetings (move to video calling if appropriate), -</b></p> <ul style="list-style-type: none"> <li>▪ use of google meet for teaching staff/daily and weekly updates</li> <li>▪ reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</li> <li>▪ staff working in the same bubbles on the rota where this is not possible the adult does not move across the bubble in the same day</li> <li>▪ reducing or eliminating the movement around the school of pupils and teaching staff,</li> </ul> |

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|  | <p><i>PHE have identified issues that have arisen in their Incident Management Teams (IMT) test result in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.</i></p> <p><i>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Reducing bubble sizes,</i></li> <li>▪ <i>reducing face to face meetings (move to video calling if appropriate),</i></li> <li>▪ <i>reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i></li> <li>▪ <i>reducing or eliminating the movement around the school of pupils and teaching staff,</i></li> <li>▪ <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i></li> <li>▪ <i>no car sharing between staff to school</i></li> <li>▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i></li> </ul> <p><i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></p> | <ul style="list-style-type: none"> <li>▪ <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i></li> <li>○ <i>TA staff to collect children from the door of classroom for intervention support work</i></li> <li>○ <i>if you need to speak to a person in another bubble use the class phone or send an email</i></li> <li>○ <i>Teachers can enter the room their children are in however in cases where this is a</i></li> <li>▪ <i>no car sharing between staff to school</i></li> <li>▪ <i>adhering to the 2m distancing when possible, wearing of face coverings with adults when this distance is not possible.</i></li> <li>▪ <i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></li> <li>▪ <i>face coverings to be worn in communal areas</i></li> <li>▪ <i>no conversation ever to take place face to face, all conversations to be side on wearing a face covering maintaining a distance of at least 1m, however the preference is 2m</i></li> </ul> |
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|  |  | <ul style="list-style-type: none"> <li>▪ <b>staff room - distance between seats measured to ensure at least 2 m distanced, follow a rota at morning break and at lunchtime. No one to be in the staffroom for more than 15 minutes.</b></li> <li>▪ <b>Where at all possible eat in classroom or go off site</b></li> <li>▪ <b>regular cleaning and handwashing for staff and children - complete the monitoring sheet on classroom doors</b></li> <li>▪ <b>LTS do an additional clean of main office and door handles to all exits in lunchtime cleaning</b></li> <li>○ <b>Reviewed and shared with staff 4.3.2021</b></li> </ul> |
| <p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>   | <p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</i></p> | <ul style="list-style-type: none"> <li>● All other visitors are supplied with RA and protocol before visit via email and phone. There are no unannounced visitors</li> <li>● all visitors are signed in and out by SW in the office</li> <li>● We have 2 supply teachers that we regularly use<br/><i>Reviewed March 2021</i></li> </ul>  |
| <p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p> | <p><i>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See</i></p>   | <p><b>March 2021</b><br/><b>All teachers in school full time</b><br/><b>All TA's in school on contracted hours (1 TA not at school)</b></p>   |

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|  | <p>'school Workforce' section of the DfE guidance:<br/> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p>   | <p>SLT available full time<br/> LTS - 4 available full time<br/> office staff full time available</p>  |
| <p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>         | <p>Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. If appropriate, seek GP or occupational health advice.</p> <p>Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' -<br/> <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a><br/> Further advice is available from HR if required.</p> | <ul style="list-style-type: none"> <li>● staff have received RA</li> <li>● staff have access to shared folder with all other docs, fire procedure/timetables</li> <li>● staff updates weekly if changes to Govt or academy advice</li> <li>● staff meeting 6.11.20/ half termly advice given</li> <li>● staff have received well-being info to support return to school</li> <li>● PPA allocated</li> <li>● Well-being information shared</li> <li>● individual staff risk assessments completed and action taken for the extremely vulnerable</li> <li>● Reviewed and shared with staff March 2021</li> </ul> |
| <p>Staff understanding of new changes – safe practice at work &amp; in classroom. Teaching in a safe environment</p> | <p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</p>   | <ul style="list-style-type: none"> <li>● staff have received revised RA</li> <li>● staff have access to shared folder with all other docs, fire procedure/timetables</li> <li>● staff briefed with updates via email and google meet</li> <li>● PPA allocated</li> <li>● Well-being information shared</li> <li>● Resent and updates given March 2021</li> </ul>   |

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| <p>Accessing testing arrangements are clear for all staff</p>   | <p>Guidance on the new asymptomatic testing programmes taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step 'how to guides.</p> <p><b>For secondary schools - <a href="#">Resources - Google Drive.</a></b></p> <p><b>For primary schools - <a href="#">Primary Schools Document Sharing Platform - Google Drive.</a></b></p>   | <p>March 2021</p> <ul style="list-style-type: none"> <li>• SW is the lead in school overseen by PF</li> <li>• All staff attended a Goggle meet session explaining process</li> <li>• All staff collect test boxes from SW.</li> <li>• All staff test on Sunday evening or Monday morning and Wednesday evening/Thursday morning</li> <li>• All negative test results are sent to SW who completes the Govt spreadsheet</li> <li>• All staff log results on Coronavirus LFD test result page</li> <li>• If a positive LFD test, staff member must contact PF and then complete a PCR test, when the result is received send to PF</li> <li>• Positive LFD result, PF contact Public Health Dorset/Helen Brown, ESM, Kevin Butlin Director of education.</li> <li>• PF to follow advice given.</li> </ul> |
| <p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p> | <p><i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</i></p> <p><i>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</i></p> <p><i>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</i></p> | <ul style="list-style-type: none"> <li>• <b>Staff have been informed that the House of Joy room at front of school to be used for adult/child who has fallen ill - 2nd room - room behind PF office if</b></li> </ul>   |

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|   | <p><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></p>   | <p>needed as last resort.<br/> <b>Adult dealing with symptomatic child will wear gloves and a face mask/covering</b></p> <ul style="list-style-type: none"> <li>● Revisited March 2021</li> </ul>  |
| <p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p> | <p><i>Clinically Extremely Vulnerable staff (CEV) are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required) and there is guidance for this group. Employers should talk to their staff about how they will be supported, including to work from home. These new formal shielding measures will apply across the whole of England until at least 31 March. Staff who are Clinically Vulnerable (CV) can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission</i> <a href="#">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) p37</a></p> <p><i>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZKAQy/LupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZKAQy/LupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></i></p> | <p>1 CEV member of staff at home until 31.3.2021<br/> Member of staff is on furlough</p> <p>CV staff – meeting with PF 5.3.21 updated RA's</p>   |
| <p>Staff use of PPE</p>   | <p><i>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance</i> <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> <i>Guidance on the appropriate selection and use of PPE from DCC can be found here: <a href="http://devon.cc/ppe">http://devon.cc/ppe</a></i></p>  | <ul style="list-style-type: none"> <li>● <b>Face masks /covering and visor to be worn if dealing with a suspected coronavirus incident</b></li> <li>● <b>gloves, aprons, anti bac wipes are in each classroom and supply checked daily</b></li> <li>● <b>change of clothes and nappy bags for soiling or wetting in each room -</b></li> </ul> |

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|  |  | <p>PPE mask to be worn if dealing with an intimate care incident</p> <p>General face covering/mask wearing</p> <ul style="list-style-type: none"><li>● all staff should wear a face covering/mask whilst outside the classroom in communal areas/corridors etc. in the same way that they would in a shop or on public transport</li><li>● The specification/provision/maintenance of the face covering will be the responsibility of the member of staff</li><li>● A small number of disposable masks will be in the Office should you forget one</li><li>● Visors should be routinely worn in classrooms when teaching when social distancing can't be maintained adults may wear a face covering</li><li>● Please be careful about the storage and disposal of face masks, guidance shared</li></ul> |
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|   |  | <ul style="list-style-type: none"> <li>● Parents/visitors who are entering the school premises must wear face coverings in the same way that they do in shops and on public transport etc.</li> <li>● Parents/visitors who are entering the school premises must be reminded of the importance of and protocols for hand and respiratory hygiene</li> <li>● Hand hygiene and cleaning routines will STILL continue</li> <li>● Reviewed MARCH 2021</li> </ul> |
| <p>Use of face coverings</p> <p>Lack of understanding</p> | <p><i>Guidance on the use of face coverings for pupils in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p> <p><i>Adequate training / briefing on use and safe disposal</i></p> <p><i>Follow guidance on putting on and taking off standard PPE</i></p> <p><i><a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings.</i></p> | <p><b>Wearing of Face Coverings:<br/>Safe wearing and removal of face coverings</b></p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> <li>● cleaning of hands before and after touching – including to remove or put them on</li> <li>● safe storage of them in individual, sealable</li> </ul>   |

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|  |  | <p>plastic bags between use</p> <ul style="list-style-type: none"><li>● Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully</li><li>● Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</li></ul> <p><b>All guidance from Plymouth CAST shared at staff meeting on 4.3.21 and add to Google Drive</b></p> <ul style="list-style-type: none"><li>● staff to wear visors in classroom when teaching and marking books alongside child/ren. The adult is to stand side on to the child</li><li>● All staff to wear visors unless exempt during the school day</li><li>● Facemasks to be worn in communal areas where social distancing cannot be maintained.</li><li>● A visor cannot be worn in place of a face coverings in places where social distancing cannot be maintained</li><li>● Staff advised on how to wear, keep safe and also safely remove face</li></ul> |
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|   |   | <p>coverings during a google meet 4.3.21. Staff also advised during the meeting that they will not be prohibited to attending school if they do not wear a face covering.</p> <ul style="list-style-type: none"> <li>• The updated guidance information including the safe wearing of face covering. This information has been added to the staff google drive folder return to school March 2021.</li> <li>• Face covering updates shared in letter to parents – 3.3.21</li> <li>• Children informed via google classroom/social story -3.3.21 and ongoing reminders in classroom. March 2021 about face coverings</li> </ul> |
| <p>Dealing with suspected and confirmed case/ cases and outbreak.</p> | <p><b>Dealing with suspected and confirmed case/ cases and outbreak.</b><br/> <i>If you would like advice, contact the DfE Coronavirus Helpline on 0800 046 8687. You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school priority alert mailbox - <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a>), someone in your setting has been admitted to hospital or you are getting significant media interest. Special schools, boarding schools or special post 16 providers should call the PHE SW Health Protection Team straight away.</i></p> <p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</b></p> <ul style="list-style-type: none"> <li>• <i>The current definition of a close contact in a school setting is shown below.</i></li> </ul> | <ul style="list-style-type: none"> <li>• isolate pupil/staff member to house of Joy room</li> <li>• 2 members of staff to be available so additional cover is available if child takes ill</li> <li>• House of Joy room at front of school to be used for adult/child who has fallen ill - 2nd room - room behind PF office if needed as last resort</li> </ul>  |

- face-to-face contact including being coughed on or having a face-to-face conversation within one metre
- been within one metre for one minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane (this includes school transport)

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

If a child or staff member in your education setting becomes symptomatic, you should advise them to access a PCR test through the normal channels. However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided PCR home test kits to improve the chances that the individual will get tested. See the [DfE guidance on test kits for schools](#).

If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162

For **ALL CONFIRMED CASE IN SCHOOL ALWAYS** inform the local authority by completing the smart survey form: [COVID 19 - Education Provision/School Notification of Positive COVID 19 Test Results or who have been advised to isolate \(smartsurvey.co.uk\)](#)

Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/>. If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the **Schools Emergency Plan** to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:

[Educational settings Action cards](#)

[PHE SW HPT: Flowchart for childcare and Educational settings V 4](#)

Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the [Actions for Schools Guidance Section 5](#)

- If child or member of staff is ill with covid they will remain at home for 7 days.
- Cleaning to take place in room/s where child or adult has been
- Should anyone test positive for Covid 19 from a PCR test as they have symptoms, PF to contact :
- PHD /PHE
- Helen Brown/Kevin Butlin
- PF to contact Dorset County and PHE Coronavirus helpline and follow procedure
- SLT will inform staff of any positive cases outside school hours via a phone call
- No members of staff are to travel in the same vehicle together for any journeys

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| <p>Lateral Flow testing (Secondary Schools) It is important to note that LFT/PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation actions.</p>                                   | <p><b>Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges</b> With the start of mass testing by Lateral Flow Devices (LFD) in some schools, it is also important to remember that these are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place, but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p>DfE have created a <a href="#">schools and colleges document sharing platform</a> for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.</p>   | <p>Virtual meeting 27.1.21 lead by PF for all staff</p> <p>All information and videos from the DFE are shared via google drive</p> <p>All staff informed at virtual meeting SW is Coordinator monitored by PF Training log - completed and stored in the main office by SW DFE forms completed when tests are given out.</p>   |
| <p>Lateral Flow testing. It is important to note that LFD /PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation. actions, particularly in relation to contact between staff.</p> | <p><b>Guidance on the coronavirus (COVID-19) LFD testing programme for primary staff home.</b></p> <p><b>It is also important to remember that the LFD test are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</b></p> <p><b>Key points</b></p> <ul style="list-style-type: none"> <li>• All staff working in primary, secondary and Colleges are encouraged to take part in the LFD testing programme</li> <li>• Secondary age pupils are recommended to undertake 3 tests in school at their Asymptomatic Test Site (ATS) BEFORE moving to use LFD home test kits</li> <li>• Recommended twice weekly before coming into school 3-4 days apart</li> <li>• Read guidance and watch video</li> <li>• This process is not for releasing people early from Self Isolation</li> <li>• It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and secondary staff in preparing and operating home testing LFD.</li> </ul> <p><b>Resources for testing:</b></p> <p><a href="#">youtube video</a><br/> <a href="#">Google Drive</a><br/> <a href="#">Primary Phase - Google Drive</a></p> | <p>Staff informed via virtual meeting and DFE guidance information Clear explanation of blue step by step guide for covid19 self-testing Opportunity for Q&amp;A at meeting</p> <p>PF and SW meet on a Monday and Thursday to ensure all tests are completed and results logged. March 2021</p> <ul style="list-style-type: none"> <li>• Letter sent to Parents (3.3.21) providing them with necessary information about protocols around LFD test and procedures to follow.</li> <li>• Parents asked to contact school if they have trouble accessing the link to order LFD tests</li> <li>• Stressed to parents that LFD tests are used to identify individuals with COVID who are A symptomatic</li> <li>• Parents informed what to do should a member of their household test</li> </ul> |

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|   |  | <p>positive on an LFD test including reference to expectations of staff and parents with regards to self-isolation and notification to the school etc of a positive home lateral flow test.</p> <ul style="list-style-type: none"> <li>• Link below added to the letter</li> </ul> <p><a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</a></p> |
| Pupil related issues  |  | <p><i>Virtual meeting 27.1.21</i><br/><i>Reference p 15 of booklet</i></p>  |
| Vulnerable groups who are clinically, extremely vulnerable. | <p><b>Clinically extremely vulnerable (CEV) adults and children.</b><br/><i>It has been confirmed by the DfE that all CEV (and those who have been newly identified by letter in recent days) that all these staff/pupils should continue to self-isolate until March 31<sup>st</sup>.</i></p> <p><i>The Department of Health and Social Care has added a <b>third</b> category to the <a href="#">definition of clinically extremely vulnerable (CEV)</a>. The definition has been expanded to include a new group of adults who have been identified through the <a href="#">COVID-19 population risk assessment</a> as potentially being at high risk of serious illness if they catch the virus.<br/>Individuals identified as CEV through this risk assessment are advised to follow <a href="#">guidance for clinically extremely vulnerable people</a>, which has now been extended until 31 March. Anyone newly identified as part of this group will be notified.</i></p> | <p><b>1 CEV member of staff at home until 31.3.2021</b><br/><b>Member of staff is on furlough</b></p>   |
| Children with EHCP and pupils who attend dual settings      | <p><i>A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</i></p>   | <ul style="list-style-type: none"> <li>• Risk Assessments completed by ES SENCO</li> <li>• March 2021</li> </ul>  |
| Pupils unable to follow guidance                            | <p><i>Some pupils will need additional support to follow these measures.</i><br/><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>   | <ul style="list-style-type: none"> <li>• <b>New behaviour/relationship policy - based on Paul Dix shared</b></li> </ul>   |

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|   |   | <ul style="list-style-type: none"> <li>• with all staff and parents and added to website</li> <li>• TIS practitioner and 2 ELSAs in school.</li> <li>• Worry/question box in each classroom</li> <li>• Worry monster for 1:1 sessions with identified children</li> <li>• March 2021 return - focus on mental health and well-being</li> <li>• March 2021 – if a child/ren are not at school the Blended Learning Procedure to begin. Class teacher to support child. SLT to monitor</li> </ul> |
| Pupils equipment                                | <p><i>Pupils to limit the amount of equipment they bring into school each day, to essentials</i></p> <p><i>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</i></p>   | <p><i>All children have their own equipment – pencil cases stored in their own tray</i></p> <p><i>reading books isolated for 72 hours before contact made</i></p>   |
| Member of a class becoming unwell with COVID-19 | <p><i>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.</i></p> | <ul style="list-style-type: none"> <li>• If adult is in a room alone phone the office for help</li> <li>• House of Joy room at front of school to be used for adult/child who has fallen ill - 2nd room</li> </ul>  |

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|  |  | <ul style="list-style-type: none"><li>- room behind PF office if needed as last resort</li><li>● contact HB to inform</li><li>● If child or member of staff is ill with covid they will remain at home for 7 days school to keep In contact if a test is positive contact HB</li><li>● Cleaning to take place in room/s where child or adult has been</li><li>● Should anyone test positive for Covid 19 I will contact Helen Brown/Kevin Butlin immediately for advice and follow instruction to ensure children and staff are safe.</li><li>● Face masks to be worn if dealing with a suspected coronavirus incident</li><li>● gloves, aprons, anti bac wipes are in each classroom and supply checked daily</li><li>● change of clothes and nappy bags for soiling or wetting in each room - PPE mask to be worn if dealing with an intimate care incident</li></ul> |
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| School Uniform  | <i>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</i>  | Normal school uniform to be worn<br>PE kit worn to school on PE days<br>Letter and video sent to parent and children as update 3.3.21 |
| <b>Transport</b>  |   |   |
| Travel to school and provision of safe school transport:  | <i>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.</i>  | NO TRANSPORT @ ST MARY'S  |
| Dedicated school transport, including statutory provision | <p><a href="#"><u>transport-to-school-and-other-places-of-education-autumn-term-2020</u></a></p> <p><i>Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle). Schools may even wish to draw up seating arrangements on vehicles.</i></p> <p><i>Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely. Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.</i></p> <p><i>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.</i></p> <p><i>Ensure organised queuing/boarding and distancing within vehicles if possible.</i></p>                                | NO TRANSPORT @ ST MARY'S  |
| Face coverings & PPE                                      | <p><i>It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, supported by PHE, <b>recommend</b> that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions:</i></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings"><u>https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings</u></a></p> <p><i>Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although</i></p> |   |

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| <p>Loading for vehicles above nine passenger seats</p> <p>Good practice &amp; personal care</p> <p>Carriage of passengers with symptoms</p> <p>Children with Special Educational Needs:</p> | <p><i>guidance indicates that PPE is not normally needed on home to school transport.</i></p> <p><i>Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding. Students should be asked to respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested). Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as "out of use" by the operator.</i></p> <p><i>ALL students will be expected to abide by the DCC Code of Conduct. Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey.</i></p> <p><i>Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the "catch it, bin it, kill it" approach – this will be reinforced in schools. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival.</i></p> <p><i>Parents must be advised that students MUST NOT board home to school transport, if they or a member of their household has symptoms of coronavirus. Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person's journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</i></p> <ul style="list-style-type: none"> <li><i>• they develop symptoms themselves (in which case, they should arrange a test) or</i></li> <li><i>• the symptomatic person subsequently tests positive (see below) or</i></li> <li><i>• if they have been requested to do so by NHS Test and Trace.</i></li> </ul> <p><i>When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport</i></p> |  |
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|   | <i>Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.</i>  |   |
| Wider public transport  | <i>It is the law that you <a href="#">must wear a face covering when travelling in England</a> on public transport. Some people <a href="#">don't have to wear a face covering</a> including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</i> | NO TRANSPORT @ ST MARY'S  |
| School Transport arrangements support changes to school times             | <i>Any alternative access arrangements for when students arrive at the school grounds should be communicated via the school to families/students. Liaising with the School Transport Team before change are made. Follow government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a></i>  | NO TRANSPORT @ ST MARY'S  |
| <b>Curriculum considerations</b>  |   |   |
| Planned return to normal curriculum in all subjects by Summer Term 2021   | <i>Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</i>  | Full Curriculum on offer from Autumn 2020<br>Teachers using Rosenshine principles to support the teaching of the curriculum<br>Catch up plan in place – target support and interventions – monitored, reviewed and adjusted. (SEE SIP)        |
| Suspension of some subjects for some pupils in exceptional circumstances. | <i>Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.</i>   | <b>Full Curriculum entitlement is in place</b>  |
| Music, dance and drama activities   | <i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. As a result, schools must refer to the detailed <a href="#">Guidance for Music, Dance and Drama</a> as well as <a href="#">Guidance for the Performing Arts and</a> should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance.</i>                               | <b>Music lessons</b> <ul style="list-style-type: none"> <li>● Follow DASP RA for teaching of Music</li> <li>● Autumn 20 -</li> <li>● Charanga scheme of work followed and RA revisited with staff March 2021</li> </ul><br><b>Drama/Dance</b> |

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|                              | <p>Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on <a href="#">handling equipment</a></p> <p>If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS <a href="#">performing arts</a> guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering <a href="#">outdoor events</a>.</p> <p>Schools should consider risk reduction measure such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to:</p> <ul style="list-style-type: none"> <li>- peripatetic music staff,</li> <li>- cleaning and handling of equipment,</li> <li>- singing and playing brass and woodwind instruments</li> <li>- Avoiding sharing of musical instruments</li> <li>- Handling scripts</li> </ul>   | <ul style="list-style-type: none"> <li>• Guidance followed and all to take place in the hall or outside</li> <li>• Children in smaller groups – no more than 15</li> <li>• No shared equipment between pupils</li> <li>• All equipment wiped down with anti bac wipes and isolated for 72 hours</li> </ul>  |
| Physical activity in schools | <p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> | <p><b>PE lessons</b></p> <ul style="list-style-type: none"> <li>• One class only to have PE at a time</li> <li>• No shared equipment between classes</li> <li>• Children wear PE clothes to school</li> <li>• When a class uses a set of equipment it is cleaned using anti bac wipes and stored for 72 hours</li> <li>• Premier Sport and A Kent Risk PE Assessments approved Autumn 1. Revisited 4.11.20 Reviewed 8.1.21</li> </ul> <p>A Kent and D Mason updates received March 2021<br/>Meeting with DM and AK re full school reopening and RA updated 4.3.21</p> |

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| <p>Practical science, art and D&amp;T lessons</p>                                  | <p>Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the <a href="#">Guide to doing practical science work during Covid-19</a>, <a href="#">Guide to doing practical work in D&amp;T, food and art</a>, <a href="#">Carrying out practical science work in non-lab environments</a> and for primaries <a href="#">Practical activities in a bubble</a>. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</p>   | <p>Guidance followed</p> <ul style="list-style-type: none"> <li>• No sharing of equipment</li> <li>• No mixing of bubbles</li> </ul>   |
| <p>Educational visits</p>  | <p>The DfE advises against all educational visits at this time. This advice will be kept under review. <a href="#">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a><br/>For additional information check with EVOLVE guidance on website.</p>  | <ul style="list-style-type: none"> <li>• School trips must not take place until further notice</li> <li>• Hotels, hostels and B&amp;Bs will not open before 17th May - this may be the point at which residential educational visits are permitted.</li> <li>• Trust will review the situation at each stage of the road map.</li> <li>• The final decision will rest with the Trust.</li> </ul>   |
| <p>Groups of children mixing resulting in risk of more widespread transmission</p> | <p>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</p> <p>Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.</p> <p>Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time). Large gatherings such as assemblies and with more than one group should be avoided.</p> | <p>Each group has the same adults on a daily basis if possible but staff can move between class bubbles if required whilst wearing a visor/facecovering and following social distancing guidance. Shared info staff meeting 4.3.2190 children at KS1 currently in a group KS2 max 33</p> <ul style="list-style-type: none"> <li>• intervention bubbles are in place, staff follow rules for cleaning tables straight after session ends with anti bac wipes.</li> <li>• Staff member checks the room is ventilated as they enter if not, windows and doors are to be opened</li> <li>• Using the toilet- 3 children at a time at KS1 children are supervised at all times</li> <li>• EYFS - Bubble within a bubble - children work in</li> </ul> |

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|  |  | <p>same small groups for continuous provision</p> <ul style="list-style-type: none"> <li>• phone (landline) in each class room to make contact with the school office or SLT as and when needed for example – first aid, all numbers are on display in the classroom</li> <li>• transfer to playground - one adult at the front and one adult at the back of the line</li> <li>• Reviewed March 2021</li> </ul>  |
| Provision of food  |  |  |
| Food prepared on premises is compliant with Covid - 19 health and hygiene guidance | School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a>  | Local Food Links deliver hot meals daily.  |
| Catering staff are operating in a safe environment                                 | <i>Catering staff to follow the relevant aspects of government guidance for food premises: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></i> | <p>Food supplied from Local food links</p> <p>Delivery driver wears gloves and a mask when delivering food and drops to the main office door, he is 2m distance from office staff.</p> <p>Dirty returns are placed outside so driver does not enter the building</p> <p>All LTS wear masks and gloves</p> <p>When receiving plates the LTS stands side on</p> <p>All surfaces and tables are cleaned using anti bac spray</p> <p>Discussed at Staff meeting 4.3.21</p> |

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| Communications with parents and others  |   |  |
| Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety | <i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.</i> | <ul style="list-style-type: none"> <li>● parents informed via email, letters and videos</li> <li>● regular emails to parents/ also use school Facebook page</li> <li>● Letters to parents via email confirming drop off/collection/lunch arrangements</li> <li>● office email address if any queries</li> <li>● letter also added to school website info on Coronavirus</li> <li>● All updated 4.3.2021</li> </ul> |
| Suppliers understanding and complying with new arrangements   | <i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i>  | Ongoing and discussed with suppliers before any prearranged visits   |
| Communications to parents and staff   | <i>Regular communications</i>   | Weekly newsletter<br>Google classroom updates<br>Facebook page<br>Phone calls as and when necessary<br>Reviewed March 2021   |
| Pupils and families anxious about return  | <i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</i>  | Videos sent to children 3.3.21<br>Social story sent to all classes 3.3.21<br>Welcome back video from staff to each class<br>Worry monster/box in classrooms<br>Use TIS strategies<br>March 2021  |

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| Parent aggression due to anxiety and stress.   | <i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety</i>  | All information shared via a letter<br>Vulnerable parents also received a phone call<br>Trick box strategies used<br>TAF meetings with identified members of the locality team.<br>March 2021 |
| Oversight of the governing body  |   |   |
| Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements | <i>The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</i> | <i>LGB receive copy of RA 4.3.2021<br/>Agenda item for next meeting<br/>24.3.2021</i>   |

| Section | List Actions / Additional Control Measures | Date action to be carried out | Person Responsible |
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**Signed: Headteacher/Head of Department:**

**Headteacher:** *P. Fearn 03 03 2021*

**ESM:** *Helen Brown 05.03.2021*

The outcome of this assessment should be shared with the relevant staff.  
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.