

## St Luke's CE

### Returning to school Risk Assessment/Action Plan

At St Luke's CE, we want to be able to get children back into education as safely in September 2020. This can only be done once we are assured that educational settings are as safe as they possibly can be for children and staff. We will work with Local Authorities, school staff and unions to support our schools in working towards, and planning for, a safe opening for children, families and staff.

Our school will:

- Follow the scientific, health and educational advice available to determine their approach to opening from 01 September 2020
- Adhere to the Government guidance when determining which staff can work in school
- Work alongside Wigan LA H&S Department (our specialist Health and Safety advisors) to ensure that risk assessments are carried out fully and used to create safe working environments for staff and pupils
- Use the risk assessments to plan what measures need to be put in place to ensure safety of pupils, staff, contractors and families
- Engage fully with staff, unions and Governors to ensure that all are consulted about the risk assessments and have contributed to the planning
- Use the risk assessments in considering what opening will look like in each setting, whilst planning for class sizes of approximately 30 pupils to ensure that measures in place are sustainable
- Be flexible and confident with the outcomes of risk assessments and within the parameters of the guidance.
- Collaborate with schools within Wigan LA and local consortia to ensure parity and consistency for parents and the wider community, whilst recognising that one approach will not fit all schools
- Communicate clearly with parents at each stage of our plans, now and once a plan is finalised. This will:
  - reassure parents that safety is of paramount importance and staff are working together to plan for what a safe opening will look like, in relation to national guidance and the particular layout of the school
  - Clarify that the school is working with the LA and other local schools to ensure consistency of approach
  - Explain to parents that a risk assessment is currently underway to mitigate any risks and inform any plans for opening
  - Reassure parents that the plans will be shared as soon as possible
  - Illustrate to parents what the school day will look like for their children

Risks	Actions/Controls
<b>Pupil Numbers/ capacity</b>	1.1 Appropriate class sizes of approximately 30 pupils based on government advice. 1.2 Headteacher to implement DfE advice and guidelines.
<b>School environment</b> <ol style="list-style-type: none"> <li>1. Visitors/contractors on site</li> <li>2. Admin window</li> <li>3. Parent contact</li> <li>4. Space/room for children / staff if they become unwell</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Inform children, parents, visitors including suppliers, not to enter the school grounds if they are displaying any symptoms of coronavirus. (COVID-19) (signs up around school (Caretaker). Maintain contact via e-mail, DOJO or telephone.</li> <li>1.2 <b>One parent per pupil or sibling to line-up on the playground adhering to social distancing advice. Year three to year six pupils are encouraged to line up on their own.</b></li> <li>1.3 No admittance to the school building for parents. All parental enquiries to be made by telephone, email or class dojo. Access to the building by appointment only. If a parent needs to deliver a packed lunch or vital equipment after drop off time they must ring the bell, talk through the intercom and leave the package outside the main doors. Where contractors have to enter the building, or emergency meetings have to take place, the office hatch window must remain closed at all times.</li> <li>1.4 <b>One room to be allocated to any visitors/meeting: hand gel and disposable masks to be placed in here. All visitors to wash hands before entering, disposable masks must be worn and taken away with the visitor, no drinks etc. provided for visitors. This is only in emergency circumstances e.g. Police, all other meetings can take place via telephone or remotely.</b></li> <li>1.5 <b>All contractors must wash hands, wear disposable masks and follow school's risk assessment. Contractors, as much as possible, must be limited to areas where there are no staff/children.</b></li> <li>1.6 Other agencies must adhere to the schools risk assessment (Premier Sport and Wigan Athletic to continue to run social distance physical activity).</li> <li>1.7 Discuss with cleaning contractors (ISS) staff the additional cleaning schedule and PPE requirements and agree the additional hours for this to be completed.</li> <li>1.8 Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.</li> <li>2.1 Admin hatch window to be kept closed and windows open to allow air circulation.</li> <li>3.1 <b>Parents are to be limited to certain areas on the school yard at pick up and drop off times (adhere to social distance advice). Pupils enter/leave the classroom one at a time. School collection safeguarding rules remain the same.</b></li> <li>3.2 No parents allowed in school for any 'events/assemblies' etc No hall assemblies to take place – classroom-based only.</li> <li>4.1 Allocated area for if children/staff become unwell: Intervention room near school office. Staff must wear PPE and windows must be open. After sick child leaves school, room must be left for 20 minutes and then sanitised with anti-viral cleanser – staff member cleaning must wear PPE.</li> </ol>

### **The classroom environment**

1. How many in class at one time
2. Managing classroom environmental resources
3. Minimising spread of infection via resources e.g. pencil case
4. Seating
5. Ensuring adequate air flow

- 1.1 The DFE states approximately 30 pupils in each bubble. If there are any shortages of teachers, then teaching assistants can be allocated to lead a bubble, working under the direction of a teacher.
- 1.2 Pupils and adults as much as possible must remain in the same bubbles. Staff can operate across different bubbles and year groups but they should try to keep their distance from pupils and other staff.
- 2.1 Furniture allocations to be checked, Appropriate sized tables and chairs for each year group. Pupils and staff to follow one way systems as best as possible.
- 2.2 Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.
- 2.3 Resources that are shared between classes or bubbles, such as sports, art and science equipment, should be cleaned frequently 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).
- 2.4 Staff to try to limit one pupil to use the toilet at any one time.
- 2.5 Only one member of staff to use the toilet at any given time.
- 2.6 Staff to follow school's health, safety and well-being guidance at all times.
- 3.1 Staff must mark books but to ensure no transmission of germs please wash hands or wear gloves.
- 3.3 Staff can allow children to use smart boards as long as they wash their hands before and after use.
- 3.4 IT equipment can be used by children as long as they wash their hands before and after use and equipment is cleaned afterwards.
- 3.5 Pupils can come to school with coats, bags, hats, water bottles and a lunchbox. Lunchboxes are to be stored in boxes/racks provided in each classroom. Water bottles must remain with the pupil all day and not be shared with any other pupils. Mobile phones are permitted for pupils in years five and six. Mobile phones are to be placed in individual bags before being stored securely in the school office.
- 3.6 Pupils must change into PE kits for physical activity. PE kits must be taken home for washing on a weekly basis.
- 3.7 Clean frequently touched surfaces using standard anti-viral detergents/products throughout the school day where possible.
- 4.1 Children are to be sat side-by-side and facing forwards within the classroom. This may not always be possible for children, particularly in Reception and Year One classes.
- 4.2 Adults should try to maintain 2 metres from other adults and children as much as possible.
- 4.3 Unnecessary furniture may be removed from classrooms to maximise space.

	<p>5.1 All windows must be kept open as much as possible to provide ventilation.</p> <p>5.2 All doors to be kept open except fire doors. If a door is wedged open staff must ensure the wedge is removed from the door during an evacuation.</p> <p>5.3 To minimise unintended use and continual cleaning, any room or facilities that are not required to be in use, the room should be thoroughly cleaned and then locked, except for a daily inspection and for ventilation.</p>
<p><b>Lunchtime/playtimes</b></p> <ol style="list-style-type: none"> <li>1 Social distancing whilst eating</li> <li>2 Social distancing at the lunch 'hatch'</li> <li>3 Cleaning tables afterwards</li> <li>4 Maintaining social distancing at play times</li> <li>5 Outside equipment</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Pupils are to eat lunch in classrooms or outside for picnics on the grass if the outdoor space permits (this will be continually reviewed).</li> <li>1.2 Pupils can order a school lunch or bring own packed lunch. All meals to be ordered online from home and paid for electronically at the point of order. No cash will be collected in school.</li> <li>2.1 Lunches to be collected by same staff member and left outside classroom door to reduce footfall to hatch/kitchen.</li> <li>3.1 Staff to wipe tables after eating, refuse to be placed outside classroom door in tied bag for collection.</li> <li>4.1 Playtimes are to be on a rota basis (older pupils must try to remain 2 metres apart as much as possible).</li> <li>4.2 Staff can bring in their own lunch or receive a grab bag from the kitchen.</li> <li>5.1 Outdoor play equipment should be frequently cleaned. Cleaning should take place after every use.</li> <li>5.2 Allocate areas for play and quiet activities to small groups under the supervision of a member of staff with line of sight</li> </ol>
<p><b>Movement around school</b></p> <ol style="list-style-type: none"> <li>1 Corridors</li> <li>2 Entering/leaving school at start/end of day</li> <li>3 Worship</li> <li>4 Managing fire/lockdown procedures</li> <li>5 Toilet use- lesson times / playtimes</li> </ol>	<ol style="list-style-type: none"> <li>1.1 One direction principle for moving out as a bubble e.g. going to out to play/toilet etc (out through one door and in through another).</li> <li>2.1 Any unnecessary furniture that can be moved easily to increase space- one room allocated for safe storage and ensure it isn't blocking any fire exits.</li> <li>2.2 Staggered start/end of day times. Pupils must line up in designated areas of the playground prior to entering the school building</li> <li>3.1 Discourage parents from gathering at school gates.</li> <li>3.2 Display signage at all entrances into school and along corridors to raise awareness of social distancing.</li> <li>3.3 Create a one way pedestrian system using the double gate to the main building as the in-route and a second exit route (footpath gate) to the external pavement.</li> <li>4.1 No whole school worship will take place, but class worships will be delivered. Advice is not to take part in any singing. This will be constantly reviewed.</li> <li>4.1 Fire wardens to review drill procedures with support from headteacher and reviewed by Mike</li> </ol>

	<p>McCarthy (Wigan HR&amp;OD H&amp;S Advisor) if possible.</p> <p>4.2 Teachers to share new fire drill procedures with children on first morning back in school.</p> <p>4.3 Pupils to be given a fire drill by end of first week (alarm initially), but told they will be getting this to avoid upset children.</p> <p>4.4 Fire drill using alarm in 2<sup>nd</sup> week with no warning.</p> <p>5.1 Lidded pedal bins, hand gel and disposable cloths/towels are provided in all rooms.</p>
<p><b>Delivering the Curriculum whilst social distancing</b></p> <p>1 PE/contact</p> <p>2 Curriculum coverage</p> <p>3 Assessment/baseline (phase 2)</p> <p>4 Catch up (phase 2)</p> <p>5 Provision for pupils who are not attending</p>	<p>1.1 PE/exercise is timetabled, but guidelines provided by staff/premier sport. No contact sports are allowed. This will be under constant review.</p> <p>2.1 Staff must deliver a broad and balanced curriculum based upon time and resources available.</p> <p>3.1 Summative assessment will be administrated in Autumn Term.</p> <p>4.1 Catch up delivered in Autumn term once baseline has been completed and gaps identified.</p> <p>5.1 Staff are to provide work packs for those children who are unable to attend school because they are complying with clinical and/or public health advice. Staff should signpost pupils to government recommend remote learning such as Oak Academy and BBC Bitesize.</p>
<p><b>Cleaning</b></p> <p>1 Managing increased workload</p> <p>2 Safe disposal of equipment</p> <p>3 Additional cleaning resources/products</p>	<p>1.1 Caretaker/Business Manager to review capacity for cleaning across school and procure additional hours/support if needed and possible.</p> <p>1.2 SBM and Caretaker to produce a cleaning schedule that will be under constant review.</p> <p>2.1 School Business Manager to advise staff on disposal of equipment etc.</p> <p>3.1 Additional equipment supplied to all areas of the school building e.g. hand sanitiser, PPE, tissues, anti-viral cleanser, disposable cloths.</p> <p>3.3 Hand gels or wipes to be located in the school reception and classrooms.</p>
<p><b>Communal areas</b></p> <p>1 Staffroom</p> <p>2 Toilets</p> <p>3 Office space</p>	<p>1.1 Staff to use staffroom in limited numbers and ensure they maintain 2 metres distance when possible.</p> <p>1.2 Staff MUST clean up after themselves.</p> <p>2.1 Only 1 member of staff permitted in the toilet at any one time.</p> <p>3.1 Limit bodies in confined spaces where possible. Masks may be worn to mitigate risks if necessary.</p>
<p><b>Re-establishing expectations and introducing new expectations</b></p> <p>1 Behaviour</p> <p>2 Social distancing rules/handwashing routines</p>	<p>1.1 Behaviour policy updated with an annex on all expectations during COVID-19.</p> <p>1.2 Pupils reminded of behaviour policy expectations on first day back and daily reminders.</p> <p>2.1 Staff continue to come up with rhymes/songs/phrases to help children to remember hand washing/social distancing rules.</p> <p>2.2 Posters/reminders in each toilet area.</p> <p>2.3 Everyone to clean hands more often than usual - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned. Plentiful supply of soap in classrooms and toilets needed.</p>

	<p>2.4 Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</p> <p>2.5 Parental/pupil guide to the school day and expectations of children, staff and parents published and distributed in advance of return to school.</p>
<p><b>Special needs</b></p> <p>1 Managing transitions into school for specific children/groups and where there is a change of setting.</p> <p>2 Team teach strategies/ Physical intervention</p> <p>3 Wheelchair hygiene/feeding for pupils with SEND</p>	<p>1.1 Headteacher/Deputy/Inclusion Leader to identify pupils who need a specific risk assessment, risk assessments completed with support from other agencies where necessary.</p> <p>2.1 Team Teach strategies should be avoided wherever possible UNLESS actions place another child/staff member or the pupil themselves in danger.</p> <p>2.2 Hall to be used as a removal area should children need to be removed from their class for safety reasons.</p> <p>2.3 Pupils who are anticipated as needing TT must have PHP updated to include that they will not be allowed in school if their behaviour puts social distancing rules at risk.</p> <p>3.1 <i>Separate risk assessments to be conducted by inclusion leader and class teacher then shared with headteacher then distributed to those leading a bubble.</i></p>
<p><b>Transitions</b></p> <p>1 Moving to next class</p> <p>2 Reception new starters</p>	<p>2.1 <i>Staff will have already shared 'video postcards'. First two weeks of the Autumn Term, each year group to focus on transition activities.</i></p> <p>2.2 Home visits cannot take place.</p> <p>2.3 <i>Webpage with a virtual tour and a remote welcome meeting for new starters and parents.</i></p> <p>2.4 <i>Packs will have already been provided for new starters.</i></p> <p>2.5 <i>Staff to conduct transition activities during the first two weeks of term with new classes.</i></p> <p>2.6 <i>Parental/pupil guide specific to Reception starters to be published and distributed in advance of children's start dates.</i></p>
<p><b>Uniform</b></p> <p>1 Most children will have grown over the time that they have been out of school and so their uniform may not fit.</p> <p>2 Clothing may transmit germs</p>	<p>1.1 <i>Pupils are to wear full uniform in school as set out in the school uniform policy. Parents are advised to wash clothes as frequently as possible.</i></p> <p>1.2 <i>Pupils with long hair must have it tied back.</i></p> <p>1.3 <i>Pupils require a school PE kit for physical activity and PE lessons which must be taken home and washed weekly.</i></p> <p>1.4 <i>Pupils must not wear any items of jewellery.</i></p> <p>2.1 <i>Staff must wear appropriate clothing as set out in the staff handbook.</i></p> <p>2.2 <i>Staff advised to tie up long hair, avoid wearing jewellery (with the exception of wedding rings) and keep nails short.</i></p>
<p><b>Support for staff</b></p> <p>1 Staff shielding/vulnerable groups</p> <p>2 Anxiety about returning to school.</p> <p>3 Bereavement, separation, loss and trauma.</p> <p>4 PPE</p>	<p>1.1 <i>Staff who are extremely clinically vulnerable are currently advised that they can return to work as long as they maintain social distancing. Staff must, however, follow the government advice at the time.</i></p> <p>1.2 <i>School leaders will discuss concerns and explain the measures the school has put in place to reduce risk to staff who may otherwise be at increased risk of COVID-19.</i></p>

<p>5 Safety when providing intimate care</p> <p>6 Workload –teaching and home learning?</p> <p>7 Staff well-being – physically and mentally tired after working through each term</p> <p>8 Communication</p> <p>9 Crossing Bubbles</p>	<p>1.3 Staff who live with those who are clinically extremely vulnerable, clinically vulnerable or those who have comparatively increased risk from COVID-19 can currently attend the workplace, but must follow Government advice at the time.</p> <p>1.4 Information about extra mental health support for pupils and teachers is available.  <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p>2.1 Employee Assistance programme, support from HTs Wigan Council EAP service provider on 03303 800 658 (calls charged at local rate).</p> <p>2.2 Signpost to latest government symptom checker.</p> <p>2.3 Staff who display symptoms of coronavirus can and should be tested. Signpost staff who displaying symptoms to government testing site and the track and trace.  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></p> <p>3.1 As above.</p> <p>4.1 Pupils and staff who travel to work using public transport must remove and dispose of temporary face coverings before entering the school building. Pupils must be instructed not to touch the front of the face covering during use or when removing them. Pupils must wash their hands immediately on arrival, dispose of temporary face coverings in a lidded bin or place reusable face coverings in a plastic bag so that they can take them home with them. Disposable face coverings can be supplied by the school if requested.</p> <p>4.2 Contactless temperature checks on staff and children may be performed if they are displaying any symptoms of coronavirus.</p> <p>5.1 PPE provided for use re intimate care, for any first aid issues and any child displaying Coronavirus symptoms (disposed of in sealed yellow hazardous waste bag after use).</p> <p>5.1 Intimate care policy updated.</p> <p>6.1 Staff who are who are unable to attend work because they are complying with clinical and/or public health advice are to provide work for those children not in school.</p> <p>7.1 The agreed school working/holiday pattern for 2020/21 will be followed.</p> <p>7.2 Staff must inform the headteacher of any planned foreign holidays in case of risk of quarantine. This must be provided well in advance of travel dates.</p> <p>8.1 Regular communication/consultation with staff.</p> <p>8.2 Risk assessment to be shared with all staff prior to September reopening.</p> <p>8.3 Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p> <p>*Please refer to the school’s Intimate Care Supporting Pupils At School With Medical Needs (Medicines) Policies.</p>
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	<p>9. Every possible effort must be made to prevent staff crossing bubbles, however this is not possible with toilet facilities which are shared between the whole school staff, therefore staff should be cautious and observe strict personal hygiene in this area. Where bubbles cannot be maintained staff should wear full PPE.</p>
<p><b>Children's health</b></p> <ol style="list-style-type: none"> <li>1 1<sup>st</sup> aid whilst social distancing</li> <li>2 Child who is unwell</li> <li>3 Medicines available on site</li> </ol>	<ol style="list-style-type: none"> <li>1.1 The number of first aiders to be available within school for the general population has not changed. In regards to Reception classes, the need for a Paediatric first aider remains a requirement of the EYFS. If after our best endeavors a PFA is not available, then we will ensure someone with First Aid at Work or emergency PFA is on site and carry out a written risk assessment.</li> <li>1.2 PPE to be used for this</li> <li>2.4 PPE to be used.</li> <li>2.5 If a pupil is unwell or shows symptoms of Coronavirus - be removed from the group and inform the parents. Separate room allocated for child to stay in. Staff must wear PPE and windows must be open. After sick child leaves room must be left for 20 minutes and then sanitised with anti-viral cleanser – staff member cleaning must wear PPE.</li> <li>2.6 Parents to be instructed not to send unwell children to school and not to medicate unwell children to reduce a temperature to allow them in to school.</li> <li>2.7 Contactless temperature checks on staff and children may be performed at the start of the school day.</li> <li>2.8 Children who display symptoms of coronavirus can and should be tested. Remind parents all children displaying symptoms are eligible for a test. Tests can be booked through: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</a> or ordered via the telephone dialling the NHS 119 number. All children under the age of 11 and under will need to be helped by parents/carers if using a home testing kit.</li> <li>2.9 Sign post parents to latest government advice and symptom checker.</li> <li>2.10 Sign post parents to government NHS Test and Trace app when available.</li> <li>2.11 School will contact the local Public Health Protection Team if a child or adult tests positive for coronavirus. School will follow the advice from the Public Health Protection Team and the NHS Test and Trace.</li> <li>3.1 Parents to be reminded that medication should be in school.</li> <li>3.2 Agreed medication needs to be distributed in the classroom under the supervision of two adults relevant to their 'bubble'.</li> <li>3.3 Consideration of start of common cold/cough/flu season starting during Autumn Term – zero tolerance, all children showing relevant symptoms isolated, sent home and tested. Only allow back in school following negative test. Follow latest Government guidelines at the time.</li> </ol>

<p><b>Safeguarding children</b></p> <ol style="list-style-type: none"> <li>1 Increase in disclosures when school reopens</li> <li>2 Online abuse-</li> <li>3 Online bullying</li> </ol>	<ol style="list-style-type: none"> <li>1.1 At least one DSL to be in school each day.</li> <li>1.2 Keep safeguarding boards updated with child friendly sign posts.</li> <li>2.1 <a href="#">Online safety lessons to be delivered to each bubble.</a></li> <li>3.1 Session on Anti-bullying to be delivered by all bubbles.</li> </ol>
<p><b>Support for children/families: Social Emotional/Relationships with children</b></p> <ol style="list-style-type: none"> <li>1 Children have just spent months in only the company of their parent/s and will struggle to separate for a while.</li> <li>2 They have not played with friends or had to compromise. This may cause tension as friends play games with rules.</li> <li>3 Finding out about any Bereavement, separation, loss and trauma that the children have experienced.</li> <li>4 Dealing with any Bereavement, separation, loss and trauma.</li> <li>5 General anxieties about Covid-19</li> <li>6 Physical contact: Hugging/hand holding/children sitting on knees</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Parents asked to prepare children for return and talk about it in a positive manner.</li> <li>1.2 Inform parents prior to opening that if pupils refuse to separate we cannot physically engage to support this and they must walk in to school freely.</li> <li>2.1 Increased opportunities for circle time reminders of what it means to be a good friend via circle time.</li> <li>3.1 Parents asked to make us aware of any issues prior to return so that we can be prepared to support the children via telephone, DOJO or e-mail message.</li> <li>4.1 Counsellor to support (Place 2be/Wigan Family Welfare). This may be remote contact.</li> <li>5.1 Series of sessions/ resources delivered in bubbles to support children’s understanding of Covid-19.</li> <li>5.2 Worry boxes to be present in each class. Worries to be covered in PSHE&amp;C.</li> <li>5.3 Prayer requests from children to be collected weekly (or more if needed) in worship and passed on to local clergy for inclusion in their prayers.</li> <li>6.1 Parents to be asked to talk to their child before they come back to school which helps prepare children to return and covers elements such as physical contact, routines, being separated from peers and how the classroom will look different etc.</li> <li>6.2 Pupils to be reminded each morning that they can’t hug/hold hands with staff or each other.</li> </ol>
<p><b>Managing parental expectation</b></p> <ol style="list-style-type: none"> <li>1 Understanding how the prioritisation takes place (where applicable)</li> <li>2. understanding how school will be run differently in terms of curriculum coverage etc</li> <li>3. communication</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Copy of DfE guidelines provided.</li> <li>2.1 Guidance for parents through DfE info, parent/pupil guide and letter from school.</li> <li>3.1 Inform pupils and their parents/carers, not to enter the school grounds if they are displaying any symptoms of coronavirus. (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>).</li> <li>3.2 Inform parents that if their child needs to be accompanied to school, only one parent should attend. If other siblings need to accompany parents, this is acceptable.</li> <li>3.3 Inform parents and the pupils of 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).</li> <li>3.4 Instruct parents that they must not gather at entrance gates or doors or enter the school building.</li> <li>3.5 Instruct parents not to approach staff members at the start and end of the school day and that they will only have telephone, email and DOJO contact with school.</li> </ol>

<b>Consideration for the BAME Community</b>	
<ul style="list-style-type: none"><li>• Pupil group to remain in their bubble for all activities to minimize interaction with others.</li><li>• The teaching staff to monitor social distancing within the behaviour of the young pupils. (supervised by staff)</li><li>• To implement any new government advice relating to children of families within the BAME risk group.</li><li>• Headteacher to complete a 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school. Refer to Occupational Health if specific concerns raised/barriers to working.</li><li>• Reduce the number of people each staff member has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</li><li>• School <a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call them on 03303 800 658 (calls charged at local rate).</li><li>• Refer parents to GP or school nurse for specific personal advice.</li></ul>	
<b>Further Information:</b> The guidance issued by the Government may change as we move forward and lockdown measures ease/virus incidence changes. At all times the school will follow the latest Government and scientific advice. All new or amended guidance can be found on the GOV.UK web site.	

## Wigan Local Authority Risk Assessment (adapted for use at St Luke's C of E Primary)

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>On the 20<sup>th</sup> March 2020 the UK Government in response to the coronavirus pandemic, designated by the WHO as COVID-19, introduced a lock-down of the working population except for key workers as a medical control measure to reduce the spread of the virus and allocate resources to supporting those who are infected and maintain minimal services for running the country. Schools remained open for the children of designated Key Workers and those children identified as vulnerable. This has resulted in a reduction in the use of the premises and staff implementing alternative working patterns, including educational support to the pupils being educated at home under the supervision of their parents.</p> <p>Now that the UK has made sufficient progress in reducing the transmission of the coronavirus, the government has directed subject to scientific advice, to open the school to welcome back all pupils from 1 September 2020.</p> <p>This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the school.</p>					
<p><b><u>Building Safety</u></b></p> <p>Deep Clean of all areas of the school</p>	<p>Compliance with current hygiene standards published by the UK Government.</p>	<p>All Building Users</p>	<p>H</p>	<p>It is important that arrangements remain in place to ensure that pupils and staff are safe.</p> <p>Contact cleaning contractor or inhouse staff to plan and undertake a thorough clean and disinfect of all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>Discuss any additional cleaning requirements and agree cleaning schedules and additional hours of work.</p> <p>Hand gels or wipes to be located in the school reception foyer for a visitor to use before they are allowed into the secure area of the school. Social distancing for escorted visitors to be maintained</p>	<p><a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></p> <p>The standard to be followed will be the GOV-UK guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>
<p>Fire Management</p>	<p>Compliance with the RR(FS)O</p> <p>BB100</p>	<p>All Building Users</p>	<p>M</p>	<p>Review and if necessary, update the building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff.</p> <p>Prior to the increased occupancy of the school:</p> <ul style="list-style-type: none"> <li>Physically test the fire alarm system and emergency lights are operational.</li> </ul>	<p>Record details of maintenance and equipment tests in the building Fire Log-Book/Management file</p>

				<ul style="list-style-type: none"> <li>Carry out weekly checks of alarms systems, call points and emergency lighting.</li> <li>Carry out regular hazard spotting to identify escape route obstructions.</li> <li>Check that all fire doors are operational.</li> <li>Fire drills should continue to be held as normal.</li> <li>Review, update and test individual named PEEP's</li> </ul>	
Catering service	HSW 74	Pupils, Staff and Visitors		<ul style="list-style-type: none"> <li>Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.</li> <li>Allocate appropriate level of staff for supervision of pupils.</li> <li>Extend the lunch period to stagger bubble groups.</li> <li>Allocate tables to bubbles.</li> <li>Clean tables/seating after each bubble has left together.</li> </ul> <p>Where possible pupils with a pack lunch should stay within their class bubble. As above.</p>	The school SLT to provide specific management details
Legionella Management	Compliance with HSG 274	All Building Users	L	<p><b>Domestic hot water services</b></p> <p>The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)</p> <p>Continue hot water generation servicing in line with your legionella maintenance schedule.</p> <p>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the <a href="#">Approved Code of Practice</a> and <a href="#">HSG 274</a>.</p> <ul style="list-style-type: none"> <li>If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc.</li> <li>If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system</li> <li>Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services.</li> </ul> <p><b>Re-opening after a lengthy closure</b></p>	<p>Discuss with your Water Hygiene Contractor your Legionella risk assessment and scheme of work.</p> <p>Managing School Premises during the Coronavirus Outbreak 07 07 20</p> <p><a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></p>

				<p>Before resuming normal operation and where necessary, discuss with your water hygiene contractor to carryout appropriate checks and flushing of the complete system for all hot and cold water pipes (including drinking water) and certify the water system is safe before the buildings are reoccupied.</p> <p>Allow sufficient time for this activity, approx. 1 week before opening.</p>	
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users	L	<p>Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice. Ensure contractors complete the Asbestos register and R and D assessment is completed prior to any building work. Consult with Pye Design.</p>	
Statutory Requirement for Servicing of plant and Equipment. Pressure systems	Compliance with PSSR 00 LOLAR 98	All Building Users	L	<p>Thorough Examination &amp; Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&amp;T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&amp;T to be carried out within the statutory time limits. The HSE strongly recommend that TE&amp;T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.</p>	<p>HSE Guidance Note to Dutyholders and Inspectors.</p> <p><a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></p> <p><b>Required</b> - If equipment is outside of the inspection date, the school management to contact DBE services and have the TE&amp;T completed asap.</p>
Building Users. Ventilation.	<p>HSWA 74 W(HSW)R92 DoE BB103. Building Regulations</p>	Pupils, staff and visitors.	L	<p>Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</p> <ul style="list-style-type: none"> <li>• Open windows and doors in classrooms to promote through ventilation.</li> <li>• If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed.</li> </ul>	DoE BB101 Ventilation in schools.
Access Control to and from the building.	HSWA 74	Pupils, staff and visitors	M	<p>To comply with the Governments guidance for social distancing the 2 metre advice must apply to all visitors attending the school building. To encourage segregation and if external space allows.</p> <ul style="list-style-type: none"> <li>• Where possible create a one way pedestrian system using the pathway from gate to the main building as the in-route and a second exit route separated by distance as from the building entrance to the highway.</li> <li>• If the car park is used Prohibit movement of vehicles.</li> </ul>	<p>GOV.UK Guidance.</p> <p>Follow the <a href="#">social distancing guidelines</a></p>

				<ul style="list-style-type: none"> <li>• Width of the footpath to allow the use of a double buggy.</li> <li>• Display signage for social distancing at the gate entrance and along the route to the office.</li> <li>• Display signage for the way out to the public highway.</li> </ul>	
<p>Test and Trace</p> <p>Maintaining records of staff and visitors to support the NHS Test and Trace</p>	Support the management of COVID-19	Staff and all visitors		<p>These records apply to Children's Centre's (Start Well) which may be located on the school premises. The school already operate a paper based or an electronic signing in/out system of recording visitors.</p> <p>The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> <li>• the names of staff who work at the premises</li> <li>• a contact phone number for each member of staff</li> <li>• the dates and times that staff are at work</li> </ul> <p>Visitors</p> <ul style="list-style-type: none"> <li>• the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group</li> <li>• a contact phone number for each visitor, or for the lead member of a group.</li> <li>• date of visit, arrival time and departure time</li> </ul> <p>the name of the member of staff who they are meeting, or activity being delivered on behalf of the school.</p>	<p>Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 07 20</p> <p><a href="https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> <p>Staff and pupil details are held by the school</p> <p>Recorded on the signing in system</p> <p><b>Help contain any outbreak by following local health protection team advice.</b></p>
Communicate with Contractors	HSWA 74	Pupils, Staff and visitors.	L	<p>During the summer holiday period maintenance or remedial work may be undertaken. Contact your contractors and impress on them that where possible such work <u>must be</u> completed before the start of the new school term. Work includes cleaning, catering, adaptations, inspection and maintenance of equipment.</p> <p>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>• Observe good hygiene practice.</li> <li>• Contractors to sign in and out as is normal practice</li> <li>• Consider times when contractors can complete work within the school day/before or after school.</li> </ul>	

Entering School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors		<ul style="list-style-type: none"> <li>• Pupils will enter the school site via the larger gate on the junior playground.</li> <li>• Anyone entering the school site must follow the UK Government social Distancing Guidelines.</li> <li>• Anyone entering the school site may have their temperature taken and be asked the following questions: <ul style="list-style-type: none"> <li>○ <b>Have you had a persistent cough, high temperature or loss of taste and smell in last 14 days?</b></li> <li>○ <b>Has anyone in your household had any of these symptoms in the last 14 days?</b></li> </ul> </li> <li>• Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 7 days and the rest of their household for 14 days.</li> <li>• Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves and their household for the appropriate amount of days.</li> <li>• Hand sanitiser stations will be positioned on the entrance to the building and must be used by all pupils and visitors.</li> <li>• Pupils must arrive on site no earlier than the designated opening time for the year group.</li> <li>• Parents are discouraged from gathering at school gates.</li> </ul>	<p>GOV.UK Guidance.</p> <p>Staying Alert and Safe (Social Distancing) 04 06 20</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p> <p>Stay at Home Guidance for Households with Possible Coronavirus Infection 18 06 20</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>
Leaving School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors		<ul style="list-style-type: none"> <li>• Pupils and parents will leave the school site via the one way system or the large gate on the junior playground dependent on which bubble they belong to.</li> <li>• Pupils are asked to leave site straight after their activity has finished.</li> <li>• Hand sanitiser station will be available on exit to the building.</li> <li>• Maintain as much as possible, the 2m distance rule.</li> <li>• Use marked walkways where possible</li> <li>• Outdoor meeting stations will be setup in accordance to social distancing rules.</li> </ul>	<p>GOV.UK Guidance.</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p> <p>Use signs, posters and regular reminders to raise awareness</p>

Communicating with parents on changes	Safety of others	Pupils, staff and parents.	M	<ul style="list-style-type: none"> <li>Inform pupils and their, parents/carer's, not to enter the school if they are displaying any symptoms of coronavirus. (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>Inform parents that if their child needs to be accompanied into school, only one parent should attend.</li> <li>Inform parents the pupils of 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)</li> <li>Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment.</li> <li><a href="#">Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located.</a></li> </ul>	<p>GOV.UK Guidance – Implementing Protective Measures in Education.</p> <p><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/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>
Communication with Staff	Personal safety	Staff	H	<p>Communication and training for staff is essential to update and carryout new procedures during this challenging situation. Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times.</p> <ul style="list-style-type: none"> <li>Avoiding contact with anyone with symptoms of COVID-19</li> <li>Continue frequent hand cleaning and good respiratory hygiene practices</li> <li>Frequent cleaning of all room hard surfaces, furniture, toys, etc.</li> <li>Minimising contact and mixing with others.</li> <li>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</li> <li>Daily updates as require.</li> <li>PPA Time – try to keep the same member(s) of staff providing support to the class within the same bubble groups. If this involves a member of staff mixing between bubbles, consider the use of a face shield to be worn.</li> <li>The school assessment for the Full Opening of school in September 2020 to be published on the school Intranet for access to all staff and the school Union representatives.</li> </ul> <p>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p>	<p>GOV.UK Guidance.</p> <p><a href="#">Staying alert and safe (social distancing)</a></p> <p><a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></p> <p>In regards to violent pupils and restraint contact your TESS officer for support advice.</p>
Class Bubbles  Staying Alert, Staying Safe	Social Distancing		H	<p><a href="#">Maintain as much as possible, the 2m distance advice.</a> However, it is acknowledged that social distancing within the school for children under the age of 12 will be harder to maintain.</p> <p>To help ensure that the risk of virus spread for both staff and pupils is as low as possible, implement:</p>	<p>GOV.UK Guidance.</p> <p>Follow the <a href="#">social distancing guidelines</a></p>

				<ul style="list-style-type: none"> <li>• Inform children, parents, visitors including suppliers, not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19)</li> <li>• Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport.</li> <li>• Ensure class sizes are approximately 30 pupils.</li> <li>• Remove unnecessary furniture to open up the classroom.</li> <li>• Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering.</li> <li>• Stagger school timings of classes starting and finishing.</li> <li>• Play and lunch times may be reduced to take account of the staggered start times/finish times but provide suitable break periods for staff..</li> <li>• Display signage at all entrances into school and along corridors to raise awareness of social distancing.</li> <li>• Where possible – Class groups to be allocated an entry and exit point to and from the building.</li> <li>• Mark off the playground floor where pupils will line up prior to reentering the building.</li> <li>• In enclosed spaces where the 2m advice cannot be applied, consider holding meetings in a large room or in a quiet area outside.</li> </ul> <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p>	Face covering are not recommended for use in schools
Personal Protective Equipment (PPE)	Personal protection	Pupil and Staff	H	<p>Wearing a face covering or face mask in school is not recommended. Except PPE that they would normally need for their topic work or to provide pupil personal support.</p> <p>Staff and pupil's are not required to wear face coverings.</p> <p>See guidance link for further information..</p>	<p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 16 06 20</p> <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>
First Aid	Support to others	Pupils, staff and Visitors		<ul style="list-style-type: none"> <li>• The number of first aiders to be available within school for the general population has not changed.</li> <li>• For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. If after your best endeavors a PFA is not available and you do not have any children under 24 mths old, then you must ensure someone with the First Aid at Work certificate or emergency PFA are on site and carry out a written risk assessment.</li> </ul>	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p>

				<ul style="list-style-type: none"> <li>• If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.</li> <li>• If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>• Staff who have helped anyone with suspected symptoms does not need to go home and self-isolate for 14 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test. If the situation 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.</li> </ul>	<p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Note: as of the 18 05 20, the list of symptoms now includes;</p> <ul style="list-style-type: none"> <li>• High Temperature 37.8°C</li> <li>• Continuous Cough</li> <li>• Loss of taste and smell</li> </ul> <p>Contact Public Health for further advice on a Positive COVID test result.</p>
Early Years classes	Reception			<p>Early years groups in school should:</p> <ul style="list-style-type: none"> <li>• Stay within their class bubble throughout the day to avoid mixing with other groups.</li> <li>• Ensure play equipment that is used is appropriately cleaned after use by small groups of children.</li> <li>• Remove unnecessary furniture from classroom and resource areas to open up the floor space.</li> <li>• Consider where unused furniture will be stored and access.</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Paediatric first aid cover – see first aid section above</li> <li>• Review where required the EHCP and other support plans of the named pupils.</li> </ul>	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p>Where safety and/or management concerns remain, these should be discussed with the school management and options identified for further discussion with the local authority or trust.</p>
Classes	Years 1 to 6		H	<ul style="list-style-type: none"> <li>• Organise the classes into bubbles of approximately 30 pupils who would work and stay together as in a bubble.</li> </ul> <p>Refresh the curriculum timetable:</p> <ul style="list-style-type: none"> <li>• Identify rooms that can be accessed directly from outside to avoid congestion in corridors.</li> </ul>	<p>The schools behaviour policy and pupils code of conduct remains in force.</p>

				<ul style="list-style-type: none"> <li>• Decide which lessons or activities will be delivered, how and when.</li> <li>• Change the layout of the classroom so that all pupils are facing the forwards (Y2-Y6 only).</li> <li>• Consider which lessons or classroom activities could take place outdoors and when. (Subject to weather)</li> <li>• Use the timetable and selection of specialist facilities to reduce movement around the building.</li> <li>• Stagger break times (including lunch), so that not all pupils are not moving around the school at the same time. Brief transitory contact, such as passing in a corridor is advised by the Government, as a low risk.</li> <li>• Stagger drop-off and collection times of classes.</li> <li>• Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.</li> </ul>	
Classroom Management	Staffing	Pupils and staff	H	<ul style="list-style-type: none"> <li>• The size of the class should be approximately 30 pupils per bubble and one teacher (plus, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a bubble, working under the direction of a teacher.</li> <li>• Change the layout of the classroom so all pupils are facing forwards (Y2-Y6 only).</li> <li>• If a pupil who is unwell or shows symptoms of COVID-19 to be removed from the group and inform the parents.</li> <li>• Everyone to clean hands more often than usual - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned.</li> <li>• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li> <li>• Clean frequently touched surfaces using standard detergents products.</li> <li>• Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray.</li> <li>• Utilise any unused rooms as storage for unused furniture.</li> </ul> <p>To minimise unintended use and continual cleaning, any room or facilities that are not required to be in use, I would recommend that the room is thoroughly cleaned and then locked, except for a daily inspection and for ventilation.</p>	<p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>

IT and Specialist Rooms	Fit for purpose	Children and Staff		<ul style="list-style-type: none"> <li>• Allocate time using the resources</li> <li>• Monitor and review your risk assessment to ensure social distancing is maintained as much as possible during the activities and practicable application of tasks.</li> <li>• Restrict access to a manageable number of children.</li> <li>• Consider the requirements for children requiring 1:1 support, how this can be maintained</li> </ul> <p>Wipe down desktops and computer equipment after use. It suite is timetabled for use of each class on a weekly basis to allow time for cleaning in between use.</p>	The school SLT to include specific detailed information for the management of the school.
External Play areas. Playground and field	Fit for purpose	Pupils, and Staff		<ul style="list-style-type: none"> <li>• Review your security access to the external hard surface, sports courts and field areas and the level of control.</li> <li>• Allocate areas for play and quiet activities to class bubbles under the supervision of a member of staff with line of sight. Ensure the fixed play equipment is safe for use and to maintain as much possible social distancing.</li> <li>• None contact games only</li> <li>• Allocate areas for specific/quiet social activities for small groups which can be supervised by a member of staff with line of sight</li> </ul>	<p>COVID-19 Guidance for Managing Playgrounds and outdoor Gyms. 26 06 20.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</a></p>

<p>Off Site Visits.</p> <p>Day Visits Only</p> <p>Transport</p>	<p>Safety</p>	<p>Pupils and Staff</p>		<p>Residential visits are presently prohibited.</p> <p>As of the 01 08 20 the following visit will be allowed;</p> <ul style="list-style-type: none"> <li>• There is no restriction in the distance of travel, but the class bubble must return to the school base location at the end of the school day.</li> <li>• Staffing of the group visit to be compliant with the DoE guidance and the LA policy for Out of school Visits.</li> <li>• All day visits to be recorded and authorised by the Headteacher to proceed.</li> </ul> <p>Proposed adventurous activities assessments to be reviewed by Approved by the LA's EVA safety officer.</p> <p>Vehicles are an enclosed space with a higher risk of transmission of the virus.</p> <ul style="list-style-type: none"> <li>• use a vehicle with a bulkhead or partition that separates the driver and passenger,</li> <li>• the driver and passenger should maintain a distance of 2 metres from each other</li> <li>• the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so.</li> </ul>	<p>Further advice from the EVA</p> <p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 16 06 20</p> <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>Reporting of injuries</p>	<p>Compliance with RIDDOR 13 and LA Policy</p>	<p>Staff, Pupils and Visitors</p>		<ul style="list-style-type: none"> <li>• Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.</li> </ul>	<p>HSE - Employers Guidance – Incident Reporting in Schools.</p> <p><a href="https://www.hse.gov.uk/pubns/edis1.pdf">https://www.hse.gov.uk/pubns/edis1.pdf</a></p>

SEND Support		Pupils and Staff		<p>SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the senior management and LA of any concerns.</p> <p>(See link for government guidance for working in education and the use of PPE)</p>	<p>Safe Working in Education, Childcare and Children's Social Care including the use of PPE. 14 05 20</p> <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>
Holiday and After School Clubs		Pupils and Staff		<p>Allocate a room(s) for the club use that can be controlled by them or if this is a school resource plan for an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school class bubbles.</p> <ul style="list-style-type: none"> <li>• Safe access and egress so that bubbles where possible do not mix or congestion is created at the end of the club session.</li> <li>• Equipment and materials for activities to be separate form school used equipment.</li> <li>• Where possible provide separate storage for club equipment from school equipment.</li> </ul> <p>List of items you should consider for supporting the club</p> <ul style="list-style-type: none"> <li>• Posters, (for example, to encourage consistency on hygiene and keeping to own group)</li> <li>• soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments</li> <li>• disposable paper towels,</li> <li>• cleaning products,</li> <li>• sanitising wipes for wiping some equipment</li> <li>• lidded bins,</li> <li>• tape for cordoning off areas and marking floors.</li> </ul>	<p>COVID-19 Protective Measures for Holiday or After School Clubs and other Out-of-School Settings for Children during the Coronavirus Outbreak. 01 07 20</p> <p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p>

BAME	Vulnerable to COVID-19	Named staff and Names children		<ul style="list-style-type: none"> <li>• Pupil group to remain in their bubble for all activities to minimize interaction with others.</li> <li>• The teaching staff to monitor social distancing within the behaviour of the young pupils. (supervised by staff)</li> <li>• To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs.</li> <li>• Staff - Headteacher to complete an 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school.</li> <li>• School <a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call them on 0300 555 0120 (calls charged at local rate).</li> </ul>	<p>GOV.UK Advice</p> <p>If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.</p>
Employee Wellbeing	Anxiety	School Staff and their families		<ul style="list-style-type: none"> <li>• <a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7</li> <li>• <a href="#">Citizens Advice</a> – offer free, independent, confidential and impartial advice on a range of financial issues.</li> </ul>	
Contingency planning to provide continuity of education in the case of a local outbreak	Spike in coronavirus and Anxiety	School Staff, Pupils and Parents		<p>Specific details will be provided to the schools affected by the LA based on the Government advice and scientific evidence at that time.</p> <ul style="list-style-type: none"> <li>• For pre-planning purposes plan for a possible Phase 1 partial opening of the school with a supporting service based on home education for pupils and minimal staff in school to support Key Worker and Vulnerable children, or full closure if advised by PHE.</li> </ul>	<p>Help contain any outbreak by following the advice of the local health protection team advice.</p>
<p><b>Further Information:</b></p> <p>The guidance issued by the Government may change as we move forward to a full reoccupation of the school premises and/or resulting from new scientific advice. Such new or amended guidance can be found on the GOV.UK web site.</p>					

## **School Staff Procedures**

- Please wash your hands on arrival or use the hand sanitiser.
- Please try to bring as little as possible to school with you.
- Please wash your hands at least every 30 minutes.
- Please wash hands as you leave school.
- It is advisable to remove your clothing at your washing machine and wash clothes immediately. Additional measures are to remove clothing gently without shaking and place in a bag. Place in an already opened washing machine. Do not put the washer on. Wash hands and then put the washing machine on.
- It is advisable to shower immediately not touching anything on the way.
- Please clean your technology frequently throughout the day and also before leaving the school building.
- Please clean your technology on first use at home.
- It is advisable to wear gloves when handling anything children touch and then wash their hands immediately after. Disposable gloves and aprons will be issued to all staff.
- Please issue children with a clean cup (use cups from after school) each time they request water.
- If parents have non-urgent info to pass on ask them to do this through DOJO, email or telephone.
- If a child is collected more than 30 minutes late with no contact from parent, a DSL will contact social care.
- It is advisable to have finger nails are clipped.
- It is advisable for staff with long hair, tie it back in a tight bun.
- It is advisable to remove all jewellery.
- Please leave tables out each night for deep cleaning.
- In the event of a fire alarm, exit the classroom and go to the playground fire assembly point.
- Please ensure doors are locked from the inside so that no one can enter the school building.
- Please check DOJO at the start and end of the school day.

## **Child Procedures**

- Please supervise hand washing as children arrive.
- Please try to ensure children wash hands at least every 30 minutes for at least 30 seconds.
- Please stand at your allocated classroom or designated line to be ready to greet your class. Parents must not under NO circumstance enter the school building.
- Please remind pupils that those who bring water bottles in to school that they must be cleaned and not shared with other pupils.
- Please only use one set of toilets.
- Ensure child's finger nails are cut short. Inform parents to ensure they cut them.
- As best as you can please stick to the one way systems and remind children to do the same.
- Children who are not in the same families must apply social distancing advice.
- Classroom layout must be set up so that pupils are facing forwards (Y2-Y6 only) and side by side next to each other.
- Issue every child with their own station.
- Apply social distancing advice at playtimes. A timetable will be provided for PE and playtimes.
- Increase safety measures of all activities provided.
- Lunch will be in the classrooms. Where possible, sit outside for lunch.
- Lunch boxes to be stored on the racks or boxes within the classroom. School packed lunches will be delivered to the classroom and left outside the door. Some children will still bring a packed lunch in a disposable bag (preferably a paper bag). These must be disposed of immediately. We are encouraging parents to order a school packed lunch.
- At best, no more than one child in the toilet at any given time.

## **Health, Safety and Well Being of Children**

- First aid must be delivered in protective clothing – gloves, mask and plastic apron.
- Any children who are mildly unwell or display symptoms must urgently be placed in isolation (intervention room near the main entrance) and their families notified to collect children immediately. Please ensure the isolation room is well ventilated. Temperatures can be taken using the thermometers provided in each classroom.
- Limited members of staff in the staff room at any given time. It is advisable to keep two metres apart.
- No more than one member of staff in the toilet at any given time.

