

## RISK ASSESSMENT (GENERIC)

**Location:** ...Standish Lower ground St Anne's CE Primary Schools Phase 2.

**Assessor:** Wigan LA

**Signed:** :SFrance

**Date of Assessment:** September 2020

**Review Date:** OPEN

**Activity:** COVID-19: Primary School - Preparing for Phased 2 - September 2020 Full Opening of School.

### Reopening plan

Our priority is the safety of the staff and children. We will be following all relevant government guidelines and will update as they are produced and as soon as we have time to read and share with staff. We intend to reopen our school to all year groups from 2<sup>nd</sup> September 2020. The 1<sup>st</sup> September will be an INSET Day where staff will be reminded of actions within this document (within safe social distancing groups). The reception children are not due to start until the following week. They will have 2 mornings (for each half of the cohort) then a morning for the entire cohort. After this they will be full time.

| Hazard  | Risk | Individuals at risk | Risk – L/M/H | Control Measures (Current) | Control Measures (Additional – Proposed) |
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| <p>It is our plan is to welcome back all pupils, in all year groups, to a new school year starting in September 2020. The generic assessment in compliance with the Governments guidance (<b>COVID-19 Guidance for Full Opening of School. Dated: 02 07 20</b>) covers our expectations and support of all pupils including children with special educational needs and disability (SEND) and those with education, health and care plans, within the school.</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. The period of closure and/or partial use of the premises has been for a period of two months.</p> |      |                     |              |                            |  |

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| <b>Building Safety</b><br>Legionella<br>Management  | Compliance<br>with HSG 274                         | All Building Users | L   | <p><b>Domestic hot and cold 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>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>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<br/> <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>A thorough deep clean will be undertaken during the summer holidays: overseen by the caretaker. (The kitchen was deep cleaned by the kitchen staff prior to this). Following this, cleaning and hygiene will mainly be covered by the cleaner and the caretaker. The caretaker will alter her hours to include cleaning during the school day to help maintain good levels of hygiene throughout the day. Other light cleaning will be done by teachers and TA's during the day, eg wiping door handles, tables and chairs. Routes will be signposted around school to enable staff to move safely and reduce contact with one another. Additional disposable gloves and disinfectant sprays are currently being ordered to help with cleaning and hygiene for wiping tables and chairs and equipment. Other cleaning is done by the caretaker and the cleaner (they have been advised to wear PPE for deep cleaning).</p> |  |                    |     |   |   |
| Asbestos<br>Management  | Compliance<br>with Asbestos<br>Reg 12 &<br>HSG 264 | All Building Users | L   | Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.   | Any concerns discuss with your Asbestos consultant.   |
| Asbestos management continues to be run following the LA guidelines.  |  |                    |     |   |   |
| Statutory<br>Requirement for<br>Servicing of plant<br>and Equipment.<br>Pressure systems<br>Passenger Lifts<br>Lifting equipment  | Compliance<br>with PSSR 00<br>LOLAR 98             | All Building Users | N/A | <p><b>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.</b></p>  | <p>HSE Guidance Note to Dutyholders and Inspectors.<br/> <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 their specialist contractor and have the TE&amp;T completed asap.</p>  |

Usual testing of PE equipment, playground equipment and roller doors in the hall will continue as usual. All visitors will be offered a face covering whilst in the building. Fixed wire testing was due to be completed in April 2020. This is now rescheduled for the weeks during the summer holidays when children and staff will not be in school.

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| <p><b>Building Hygiene</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 in safe.</p> <p>Discuss with your inhouse staff to plan cleaning schedules, change in hours of work and undertake a thorough clean and disinfect of all rooms 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>Continue to provide anti-bacterial 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>The standard to be followed will be the GOV-UK guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> |
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**In the event of a school closure, or partial closure, the LA, governors, parents and staff will be informed (Public Health England will also be notified of a full closure).**

- *cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people*
- *wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished*
- *using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles*
- *if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron*
- *wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning*

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

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| Building Users.<br>Ventilation.   | HSWA 74<br>W(HSW)R92<br>DoE BB103.<br>Building<br>Regulations | Pupils, staff and<br>visitors. | H | <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> <li>• Air Conditioning Units do not need to be switched off unless you have a centralised ventilation system – Seek advice from your Heating Ventilation and Air Conditioning engineer. (HVAC)</li> </ul> | <p>Government guidance.</p> <p>DoE BB101 Ventilation in schools.</p> <p><b>Do Not Use the fire extinguishers as a door wedge.</b> Use specially made wooden wedges, available in school.</p> |
| <p>Windows and doors will be open at all times although this will need to be reviewed as we approach the colder part of the year as staff and children will not be able to sit and work in low temperature classrooms. We await further government guidance on this.<br/>Staff remove all door wedges in the case of a fire or on hearing the fire alarm.</p>             |   |                                |   |   |  |
| Fire Management   | Compliance<br>with the<br>RR(FS)O<br><br>BB100                | All Building Users             | M | <p>Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils.<br/>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> <li>• Complete a planned Fire evacuation within 7 days or the start of the new term.</li> <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>• Review, update and test individual named PEEP's</li> </ul>         | Record details of maintenance and equipment tests in the building Fire Log-Book/Management file  |
| <p>Fire alarm systems have recently been tested and a procedures for exiting school, during a potential fire remain the same except standing areas on the playground will be in "Bubble" groups with distancing between them .Regular checks will continue. Doors will be wedged open during the day but wedges will be removed if the alarm rings and every evening.</p> |   |                                |   |   |  |
| Catering service  | HSW 74  | Pupils, Staff and<br>Visitors  | M | <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  |

We have our own independent kitchen staff. They are aware of the procedures for lunchtimes in September. All children receiving a school dinner from ourselves will have a cold packed lunch and staff will collect this from the kitchen hatch before their timetables dinner period. Cold dinners are being served as there is no space for children to eat in the hall at this time. Dinners will be eaten in the classrooms ( or outdoors if possible) Hands will be washed before and after eating. All food related rubbish will be disposed of in the bin, next to the kitchen hatch door, and tables cleaned before and after eating.

All staff will use the chairs and tables provided at the back of the hall, for lunches and breaks. Chairs must be sprayed with antibacterial spray and cleaned when vacated.

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| Communicate with Contractors | HSWA 74 | Pupils, Staff and visitors. | H | <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 either before or after the school day.</li> </ul> | Use signs, poster's and regular reminders to raise awareness. |
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Contractors and deliveries will be managed on an individual basis with Social Distancing, cleanliness and hygiene are paramount. Staff arriving into school must use the hand sanitiser or wash hands well as soon as they come into school. The porch will be regularly cleaned using disinfectant. Small office rooms, such as the main office, head teacher's room and the assistant head teacher's room can only have 1 member of staff in at a time. Staff should avoid waiting on the corridor to talk to other staff, anywhere in school, as this will create difficulties for other staff moving around school. Any visitors to school will be limited and asked to wear PPE face coverings if inside the building. Lunches are prepared by Bumblebee-stro (our own kitchen staff) they will follow the staff social distancing in the kitchen areas. Where possible they will not move into other zones. Dinners will all be cold "packet lunch style" and prepared following our usual safety and hygiene regulations. The dinners will be prepared and placed in paper bags to transport to the classrooms (by a TA). All dinner rubbish will be disposed of in the main bin near the kitchen doors in the hall. Hand washing will take place after removing waste and bins from the school premises. Deliveries should be left outside the school kitchen doors and wiped down on entry to school.

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| <p>Management of Access Control to and from the building.</p> <p>General principles.</p> | <p>HSWA 74</p> | <p>Pupils, staff and visitors</p> | <p>H</p> | <p>The social distancing 2 metre rule remains in force for all visitors attending the school building.</p> <ul style="list-style-type: none"> <li>Review your one way pedestrian system and make adjustments where necessary to consider the larger numbers of pupils and parents attending the premises using the pathway from the main gate to the building entrance as the in-route and where possible a second exit route separated by distance as from the building entrance to the highway.</li> <li>If the car park is used <b>Prohibit</b> movement of vehicles at the start and finish of the school day.</li> <li>Width of the footpath to allow the use of a double buggy.</li> <li>Mark the floor with lines 2 metre apart.</li> <li>Display signage for social distancing at the gate entrance and along the route to the office including the exit to the public highway.</li> </ul> | <p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20<br/> <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>Guidance stated in Phase 1 of the generic assessment remains appropriate.</p> <p>Use signs, poster's and regular reminders to raise awareness.</p> |
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The parents will have a well marked social distancing queuing area to arrive at school with a “no go” zone between parents and staff. Only children can cross this zone. (See letter to parents in the child care setting). No parent or visitor can come into school without contacting school first to make an appointment. All meetings with parents will be held outside as much as possible (chairs will be provided).

All staff must adhere to the social distancing rules, with each other, when walking around school. Staff cannot go into another groups “Bubble” room at any time (except to safeguard the children in extreme circumstances). Routes to the toilets, for children will be managed with time allocations and furniture barriers (in Reception classroom). The playground will be separated into 2 large zones, with a clear “no go” area in between. This will allow 2 “bubbles” of children to play out at one time.

As much as possible we intend children with 1:1 support to continue working with the assigned member of staff. All other children on the SEN register will receive the same support they usually receive although we will need to adhere to the school rules and safety rules. Any child, regardless of SEN need, who cannot support the safety rules (even with support) will not be able to stay in school. Visits from SEND support agencies will be prior arranged and staff will be made aware of these visits. Staff will be asked if they are happy for these visits to take place before the visitors enter the building. All visitors will be asked to wear face masks and covering during visits. (This will be revisited over time).

Staff will be introduced to the Social Distancing rules during induction and will be expected to adhere to these including always keeping 2 meters form other members of staff. Waiting in doorways or corridors for other members of staff must be avoided in order to maintain social distancing, etc. Staff will be asked to work in their own “bubble teams” and not mix with others where possible.

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| <p>Test and Trace</p> <p>Maintaining records of staff and visitors to support the NHS Test and Trace</p> | <p>Support the management of COVID-19</p> | <p>Staff and all visitors</p> | <p>M</p> | <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> <li>• the name of the member of staff who they are meeting, or activity being delivered on behalf of the school.</li> </ul> | <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/maintaining-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/maintaining-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>Help contain any outbreak by following local health protection team advice.</p> |
| <p>See above</p>   |   |                               |          |  |   |

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| 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 main reception and the playground gate , then through different doorways into different areas of the school (following the schools staggered start and finish program).</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>• One-way system in operation on the outdoor area.</li> <li>• All designated walkways will have 2m distance markers painted on.</li> <li>• Pupils must arrive on site no earlier than the designated opening time for the year group.</li> <li>• Once onsite pupils/visitors will be directed to Hall or outdoor area.</li> <li>• Parents are discouraged from gathering at school gates.</li> </ul> | <p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20<br/> <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<br/> <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> <p>The school SLT to include specific management details.</p> |
| All one way systems set out, staggered start and leaving times shared with staff and families. see above for other. |  |                |   |  |



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| Leaving School Site                   | Spread of Virus/failure to comply with social distancing rules | Staff/Visitors             | H | <ul style="list-style-type: none"> <li>Pupils and parents will leave the school site via the appropriate doorways and gates (as set out in the staggered start and finish procedures.)</li> <li>Pupils are asked to leave site straight after their activity has finished.</li> <li>Hand washing stations are available at all school exits where children regularly leave school, hand sanitisers will be available at others 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> <li>Children who have not been collected on time will wait in thier bubbles ( so long as staff are still available in school) following this they will wait in the school hall, socially distance from staff, not in their bubbles).</li> </ul>  | <p>GOV.UK Guidance.<br/> <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>  |
| As above                              |  |                            |   |  |  |
| Communicating with parents on changes | Safety of others.  | Pupils, staff and parents. | H | <p>Phase 1 restrictions and good practice apply.</p> <ul style="list-style-type: none"> <li>Inform pupils and parents/carers, not to enter the school if they are displaying any symptoms of coronavirus. (following the <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-households-with-possible-coronavirus-infection">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>Parents and carers, who do enter the building, like all other visitors must wear a mask in the presence of other school staff. Inform parents that if their child needs to be accompanied into school, only one parent should attend. Parents will be informed of this.</li> <li>Inform parents the pupils of their allocated drop off and collection times and the process for doing so, including protocols for minimizing 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>Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located.</li> </ul> | <p>GOV.UK Guidance – Implementing Protective Measures in Education.<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/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> |

Communication will continue through phone calls, class and school emails, Facebooks and our school Web site.( All the families are in class email groups and we have been communicating with the class teachers on a weekly basis. This will continue. We constantly post on Facebook and the School web site to inform parents when we feel things have become clear enough to communicate; this has been very difficult over the last few weeks as information from the various agencies has been conflicting. Hopefully things are beginning to improve and so should our information to parents and yourselves.

The parents will have a well marked social distancing queuing area to arrive at school with a “no go” zone between parents and staff. Only children can cross this zone. (See letter to parents in the child care setting). No parent or visitor can come into school without contacting school first to make an appointment. All meetings with parents will be held outside as much as possible (chairs will be provided).

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| <p>Communication with Staff</p> <p>Protection against infection</p> | <p>Personal safety</p> | <p>Staff</p> | <p>H</p> | <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, classroom taps, door handles, etc.</li> <li>• Minimizing contact and mixing with other class bubbles.</li> <li>• Ensuring good respiratory hygiene - promote the ‘<b>catch it, bin it, kill it</b>’ approach.</li> <li>• Daily updates delivered to the class by the teacher.</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. <a href="#">Staying alert and safe (social distancing)</a></p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20<br/> <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>See guidance for staff planning Annex A. Behaviour principles Annex B. Principles for staff. Review the daily GOV.UK Web Page</p> <p>Pupils who become violent and require restraint, contact your TESS officer for support advice.</p> |
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All staff will receive induction notes in the new Staff Code of Conduct Addendum, regarding social distancing, one way systems, handwashing, before entering school. Staff arriving into school must use the hand sanitiser or wash hands well as soon as they come into school. We are currently looking into having taps and sinks installed outside all entrances to speed up hand washing as the children come in at the start of the day and after each playtime. The porch will be regularly cleaned using disinfectant. Small office rooms, such as the main office, head teacher's room and the assistant head teacher's room can only have 1 member of staff in at a time. Staff should avoid waiting on the corridor to talk to other staff, anywhere in school, as this will create difficulties for other staff moving around school. Window, door handles and equipment ( eg photocopier) is wiped regularly, throughout each day. Staff will be updated daily and meetings will be held, with staff, in an appropriate setting applying Social Distancing rules, on a regular basis, to review how things are going. These will have to be small groups of staff in a place that manages Social Distancing of staff. We will continue to follow the current guidelines on handwashing and "Catch it bin it kill it" procedures. Staff will encourage the children to maintain cleanliness through lessons and activities. Large pedal bins are being purchased for use in all areas.

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| <p>Class Bubbles</p> <p>Staying Alert,<br/>Staying Safe</p> | <p>Working environment</p> | <p>Pupils and Staff</p> | <p>Where possible within the school, the 2m distance rule applies. However, it is acknowledged that social distancing for very young children will be harder to maintain. The number of pupils is now based on a Class size bubble. To help minimize the risk of the virus spreading to both staff and pupils, the school will:</p> <ul style="list-style-type: none"> <li>• Children, parents and visitors, will be informed <b>not</b> to enter the school if they are displaying any symptoms of coronavirus. (COVID-19)</li> <li>• Parents and pupils, will be reminded to be mindful and reduce any unnecessary travel on public transport.</li> <li>• Pupils to stay and work within their class bubble.</li> <li>• Unnecessary furniture , soft furnishings and soft play items eg puppets, have been removed from classrooms and seating areas to open up the classroom and organize the desks to face forward, <b>as much as possible. No child should be seated directly facing another child or adult.</b></li> <li>• Within KS1, where possible, clearly mark out the floor area where the Teacher will deliver the lesson topic</li> <li>• Staggered lunch times, break times, and the movement of pupils around the school, have been reduced to prevent large groups gathering.</li> <li>• A packed lunch Take-Out service during lunch will be in place with pupils eating in a designated area or outside in their class groups. (weather permitting).</li> <li>• All classes will be adhering to a staggered start, finish, lunchtime and playtime timetable.</li> <li>• Play and lunch times may be reduced to take account of the staggered start times/finish timings but always providing suitable breaks periods for staff.</li> <li>• Parents will be discouraged from gathering at school gates.</li> <li>• Signage will be displayed at all entrances into school and along corridors to raise awareness of social distancing.</li> <li>• One way systems are in place around and inside the school and corridors have been divided into two lanes ,for walking on the left.</li> <li>• Class bubbles to be allocated their own entry and exit point to and from the classroom/building. Each class exit point has access to an outside sink and soap for handwashing, before and after every playtime.</li> <li>• The playground floor has been marked to show where pupils will line up prior to reentering the building.</li> <li>• Whole school assemblies must not be undertaken, the SLT will lead individual class bubble worship, on selected days, whilst socially distancing from the children. We plan to video each worship to be used throughout the school to make sure all the children continue to see and know the headteacher and assistant headteacher and maintain Christian worship on a daily basis. The Vicars will also be allowed to lead one worship each week, socially distancing from the class. This will also be recorded for used throughout school. They will be asked to wear masks at all times except when leading the</li> </ul> | <p>GOV.UK Guidance.<br/>Follow the <a href="#">social distancing guidelines</a></p> <p>Face covering are not recommended for use in schools</p> <p>The school SLT to include specific detailed information for the management of the school day.....</p> |
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The staff room will be only used for a limited number of staff, at each time, socially distancing. Staff will be working in 2's or 3's giving each other comfort breaks and lunch breaks. You will need to be with the children all day, with half hour breaks for lunchtimes, Guidelines state that there should always be a SENCO, Designated Safeguarding Lead, Head or Assistant Head available at all times. In the event of any of these staff being unavailable we would do all we can to keep the school safe and open. Cross contamination of bubbles must be avoided. If necessary one bubble will be closed and the staff and children asked not to come into school until the member of staff have returned

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| Personal Protective Equipment | Personal protection | Pupil and Staff |  | <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. 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> |
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*PPE is only needed in a very small number of cases including:*

- *children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way*
- *if a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting 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. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical 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*

*DFE guidance*

Most staff have expressed that they do not want to wear PPE in school, on a daily basis although any staff who are returning to work after shielding may feel it helps them to begin re-entry to school to wear face protection, this should be only on a short term basis and in special circumstances or until the member of staff is comfortable not wearing it however no staff will be prevented from wearing a mask if they chose to do so. Additional PPE is available in a central area in school, easily accessible to all staff. Disposable gloves may be worn for cleaning to protect our hands for the cleaning fluids. All staff working in school have been given their own, named, face visor to use if necessary.

Any visitors to school will be limited and asked to wear PPE face coverings if inside the building. Where possible visitors who have come into school to work with the children will be asked to wear a face mask until they are in a well ventilated room, alone with the children, or in the school garden.

First aid will continue to be given. Children will continue to be encouraged to manage their own first aid (if appropriate) but gloves will be worn, if assistance is needed. Children being sick, spitting or coughing (or any other fluid based illness) will be treated with the member of staff wearing face coverings (including eye protection), disposable apron and gloves. Parents will be notified using text messages and slips home for all routine first aid administered by a member of staff, as before.

Any staff or pupils who wish to wear PPE, to help them feel less anxious, may do so.

Guidance on wearing PPE may change and school will follow new guidelines as appropriate.

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| 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> <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.</li> <li>• 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 Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20<br/> <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>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20<br/> <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> |
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Most of our children do not need physical interventions and it is strongly advised this doesn't happen at this time. In the event of extreme situations where this might be needed it would be advised that staff wear PPE for this.

First aid will continue to be given. Children will continue to be encouraged to manage their own first aid (if appropriate) but gloves will be worn, if assistance is needed. Children being sick, spitting or coughing (or any other fluid based illness) will be treated with the member of staff wearing face coverings (including eye protection), disposable apron and gloves. Parents will be notified using text messages and slips home for all routine first aid administered by a member of staff, as before.

The safe "holding room" will be used for any children who have symptoms of the virus whilst waiting to be collected. This room has a clear Perspex screen and access to a toilet and sink inside. A member of staff will stay outside the room, to talk to the children whilst waiting. Parents will collect from the back door of school, where this room is situated, without coming into the rest of the school.

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| Classroom Management | Staffing | Pupils and staff | <ul style="list-style-type: none"> <li>• The class will operate as a bubble with a teacher and, if possible, a teaching assistant. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> <li>• Utilise any unused rooms as storage for unused furniture.</li> <li>• Change the layout of the classroom to forward facing desks.</li> <li>• If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group and parents informed.</li> <li>• Everyone frequently their clean hands - 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 '<b>catch it, bin it, kill it</b>' approach</li> <li>• Frequently clean touched hard 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> </ul> | <p>COVID-19 Actions for Schools<br/>Guidance for Full Opening – Schools 02 07 20<br/><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>The school SLT to include specific detailed information for the management of the school day....</p> |
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Guidelines state we can have groups up 1 class ( 30-35) children in each “bubble.” These groups will play out together, eat together, work together etc.

Bubbles            Staff    Room    Start and finish times

Reception 1/ Year 1 Butterflies    Teacher

1 Teaching Assistant

1:1 TA x4

Butterflies            8.50am-3.05pm

Year 1 / Year 2

Ladybirds            Teacher

Teaching Assistant

HLTA

Possible Trainee for majority of year.    Ladybirds and additional classroom            8.50am- 3.05pm

Year 3

Grasshoppers    Teacher

Teaching Assistant            Grasshoppers classroom            9am-3.10pm (5 mins shorter playtimes)

Year 4

Rabbits

Teacher

Teaching Assistant            Rabbits classroom            9am-3.10pm (5 mins shorter playtimes)

Year 5

Foxes    Teacher

Teaching Assistant            Foxes classroom            9.10am-3.20pm

Year 6

Dragonflies            Teacher

Teaching Assistant            Dragonflies classroom    9.10am-3.20pm

Families will be dropped off at the earliest drop off time (for their family) and collected at the earliest pick up time (for their family.)

Canal House Nursery will bring children onto the playground at 9.20am and pick up from the same place at 3pm.( This may change as drop off and pick up routines become more established.

Next Generation – as above for the first 3 days then it will be reviewed.

PPA time will be covered by staff within each bubble- Double bubbles will help staff manage this across class bubbles.

If we have changes to staffing we intend to deal with these, as we always do at St Anne’s, through collaboration and discussion within our staff team.

At any time we do not feel the school is being kept safe we will act to correct this, and in extreme situations, and taking advice from Public Health and the LA we will close a “Bubble”, class or the school setting. Eg if a member of staff or a child has tested positive for Coronavirus.

If a member of staff has been alerted through Track and trace” they will not be present in school, will have a test and stay out of school until they receive a negative result. If they receive a positive result the previous guidelines for having the virus will apply. The Bubble will be temporarily closed down.

PE kits

Reception to Year 3 will bring in a PE kit and keep it in school, changing in the classroom, for the half term ( some parents have requested taking them home to be washed weekly- this is going to be monitored and reviewed in the first few weeks.) Year’ s 4,5 & 6 will not bring in a PE kit but come to school, one day each week, wearing a PE kit, including track suit pants for warmth.



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| Early Years classes | Nursery and 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<br/> <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> |
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We intend to invite Reception children into school starting September 7<sup>th</sup>. We do not have a Nursery. We are expecting 23 reception children, 2 with 1:1 support. We will also have 6 Year 1 children in this class ( 2 of these also receive 1:1 support). The Butterflies class will have 1 teacher, 1 class TA and 4 1:1 TA's. Due to the large number of staff, in this class, staff will have to be especially careful in maintaining social distancing, however this is the largest classroom in our school and has an outdoor area, which should make things a little easier.

The 1:1 support members of staff are aware of this risk assessment and will follow PPE guidelines should the child need help when toileting or changing clothes. School is in regular contact with parents and will review and amend this risk assessment when necessary to support our SEND children or children with an EHCP.

Children will be taught about Social Distancing, in a friendly and positive way, by the team leaders in each "Bubble". Some soft furnishings have been returned to this classroom, all soft toys etc will be washing, in the school washing machine on a weekly basis. Some smaller items will be sterilised, in the staff room. The staff team are keen to provide as "normal" as possible a learning environment for these children and are happy to undertake this additional work.

The children will be part of the staggered start and end plan for all children. No extended opening times are planned. We have considered temperature checks but at this time think this will be restricted to staff or children feeling unwell. Playtimes, lunchtimes for children and breaks for staff should be managed within the "Bubbles" following the timetables that will be made available. The garden, hall and staff room can be used for social distancing breaks and lunches. Wet playtimes will happen within the "Bubble" setting. Lunchtimes will take place in the "Bubble" rooms. Tables will be cleared and wiped, children and staff will wash their hands, other staff will bring the paper bag dinners to the door of the "Bubble" rooms ready for the staff to collect and give them to the children. They will eat in their own setting. Children must not share any food with each other. Children will be asked to sit and wait for other children to finish. After eating the children can wash their hands again and tables will be wiped again. Food rubbish will be put away or put into the bins. Water bottles will be provided by the parents in a well labelled container. We will try to provide a water bottle for children without a container. This needs clearly labelling by school staff. Lunch boxes can also be provided from home but must be kept in a separate area and not touched by other children. Children cannot bring anything else into school (except inhalers) from home.

Paint and wet glue can be used but must be washed away at the end of each day. Glue sticks must be named and only used by that child.

Reading books will be sent home before the weekend and asked to be brought back in on Mondays. They will not be touched until later in the week allowing several days for the virus to clear before staff handle the books.

Children will now be expected to be wearing a school uniform every day and where possible, they(the children) are to be clean each day and have clean clothing on every day. The parent will be contacted if staff have concerns over the cleanliness of children or their clothing.

A decision has not been made about our daily toast yet, but will not be available at the start of term.

Children will not be able to bring in birthday cake or sweets to share in school for the foreseeable future.

All letters and newsletters will be sent electronically, via email, where possible.

No flyers from other companies will be distributed unless an electronic version is provided.

Payments should be taken via parent Pay, as much as possible.

Letters into school will be handled using disposable gloves and then put into a plastic wallet whilst being dealt with, for the first couple of days.

PE kits will be kept in school and transference from home to school will be limited to prevent the spread possible virus infection. Children will get changed in the classroom and all PE activity will take place outside.

Children are encouraged to wear layers or clothing as doors and windows will remain open at all times.

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| Classes | Year 1 to 6 | Pupils and Staff |  | <p>Year classes will work and stay together as a bubble.</p> <ul style="list-style-type: none"> <li>• Review where required the EHCP and other support plans of the named pupils.</li> <li>• Refresh the curriculum timetable: <ul style="list-style-type: none"> <li>• Identify rooms that can be accessed directly from outside to avoid congestion in corridors.</li> <li>• Consider which topics will be delivered, how and when.</li> <li>• Change the layout of the classroom furniture to face forward in rows with pupils sat facing forward.</li> <li>• Seating plans to ensure pupils sit at the same desk.</li> <li>• Consider which lessons or class 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 class assemblies.</li> <li>• Stagger break times (including lunch), so that not all pupils are 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 minimize where possible adult to adult group contact.</li> </ul> </li> </ul> | <p>The schools behaviour policy and pupils code of conduct remains in force.</p> <p>The school SLT to include specific detailed information for the management control of the school.</p> |
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All year groups are expected back into school at the start of September Children will be taught about Social Distancing, in a friendly and positive way, by the team leaders in each “Bubble”.

We have considered temperature checks but at this time think this will be restricted to staff or children feeling unwell. In the event of extreme situations where this might be needed it sadly would be advised that staff wear PPE for this.

Playtimes, lunchtimes for children and breaks for staff should be managed within the “Bubbles” following the timetables that will be made available. Timetables Forest School times will, also be adhered to allow for additional outdoor learning. The garden, hall and staff room can be used for social distancing breaks and lunches. Wet playtimes will happen within the “Bubble” setting. Lunchtimes will take place in the “Bubble” rooms, or outside if possible. ( Tables may be set up outside the hall for this use and they must be cleaned before and after use by each bubble group adults. Tables will be cleared and wiped, children and staff will wash their hands, other staff will bring the paper bag dinners to the door of the “Bubble” rooms ready for the staff to collect and give them to the children. They will eat in their own setting. Children must not share any food with each other. Children will be asked to sit and wait for other children to finish. After eating the children can wash their hands again and tables will be wiped again. Food rubbish will be put away or put into the bins. Water bottles will be provided by the parents in a well labelled container. We will try to provide a water bottle for children without a container. This needs clearly labelling by school staff. Lunch boxes can also be provided from home but must be kept in a separate area and not touched by other children. (Classrooms for KS1 , Year 6 in their cupboards, Year 5 on the lunchbox trolley, Year 4, on the other lunchbox trolley, Year 3 in the classroom.) Children cannot bring anything else into school (except inhalers) from home. Paint and wet glue can be used but must be washed away at the end of each day. Glue sticks must be named and only used by that child. We recommend each child has a named bag containing their pencil, pen, scissors etc.

Children will be expected to be wearing a school uniform every day and they (the children) should be clean each day and have clean clothing on every day. Parents will be contacted if staff have concerns about a child hygiene or cleanliness of clothes.

Years 1 to 3 ( inclusive) PE kits will be kept in school and transference from home to school will be limited to prevent the spread possible virus infection. Children will get changed in the classroom and all PE activity will take place outside.

Years 4-6 ( inclusive) no PE kits will come into school but children will come to school in their PE kits on the day of PE sessions. They are encouraged to wear tracksuit pants or warm leggings ( non branded or football kit style) to help them keep warm as all PE will be undertaken outside. This is due to the hall not being available and no additional changing rooms are available.

Children are encouraged to wear layers or clothing as doors and windows will remain open at all times

Children have been asked not to bring additional items eg bags into school as all belongings need to be stored in the classroom or areas only used by these children. Also the transference of bags to and from school may also help possible virus transfer into school and the home.

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| 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.</p> | The school SLT to include specific detailed information for the management of the school. |
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The children only use iPads for IT learning. They are been allocated to each classroom, new iPads are being purchased to make this possible. The staff must wipe these down after use. They must not be shared between children before cleaning.

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| External Play areas.<br>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>Children will play outside in the 3 allocated zones, in their bubble groups. The fixed play areas will be used but children must wash hands before and after every playtime, at the sinks provided at each exit door.</p> |   |                            |  |  |   |
| Off Site Visits.<br><br>Day Visits Only<br><br><br><br><br><br><br><br><br>Transport   | Safety                                  | Pupils and Staff           |  | <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 using the EVOLVE system and authorised by the Headteacher to proceed.</li> </ul> <p>Proposed adventurous activities assessments to be reviewed by the EVOLVE Safety Officer and Approved by the LA's EVA</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>No off site visits are planned at this stage. This will be reviewed in January 2021.</p>  |   |                            |  |  |   |
| Reporting of injuries  | Compliance with RIDDOR 13 and LA Policy | Staff, Pupils and Visitors |  | <p>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.</p>   | <p>HSE - Employers Guidance – Incident Reporting in Schools. <a href="https://www.hse.gov.uk/pubns/edis1.pdf">https://www.hse.gov.uk/pubns/edis1.pdf</a></p>  |

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| As above   |  |                  |  |   |  |
| 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>   |
| The SENDCO will review each Individual plan with staff and parents. This must be seen and agreed by the Headteacher, To be completed in September. |  |                  |  |   |  |
| 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 from 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> |
| We have no before and after school clubs running at this time. This will be review in January 2021   |  |                  |  |   |  |

|      |                        |                                |  |  |   |
|------|------------------------|--------------------------------|--|--|---|
| 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> |
|------|------------------------|--------------------------------|--|--|---|

The Headteacher will monitor this, on an individual basis.

|                    |         |                                 |  |   |  |
|--------------------|---------|---------------------------------|--|---|--|
| 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> |  |
|--------------------|---------|---------------------------------|--|---|--|

All the staff have been effected by the Coronavirus outbreak and we need to be aware of this. We all feel robbed of our “normal” way or life and many have other issues affecting themselves and their families. Coming into school is a huge emotional challenge, every day, and it takes great courage. As a staff we have supported each other and on many occasions cried together. We will continue to be aware of each others mental health needs and give each other time, if needed during the school day to process and cope with these changes. All staff have access to the Employee Assistance Program and some use Mindfulness to provide additional support. Guidance for supporting the staff and children’s mental health is available on many web sites eg.

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19> and <https://www.nhs.uk/oneyou/every-mind-matters/>

Staff are also advised to contact Citizens Advice if needed.

Opportunities will be given every day for children to talk about things going on, how they feel and people they can talk to. The school safeguarding policy and procedures will be adhered to at all times. Children who are showing deeper signs of distress will have the opportunity to talk to one of the adults in their “Bubble”, parents may be involved if this is appropriate. Children will be encouraged to use national child support helplines.

As a church school we are also supported through prayer by our parish church. Our 2 vicars are available for phone calls if needed.

We currently have reduced staff numbers. This is due to some staff having difficulties managing their “normal” child care and others meeting the requirements of being clinically vulnerable. Some clinically vulnerable will be able to attend school but will need to keep in a separate room to work and others will be able to work but when children and staff have left the building. Some staff cannot fulfil their usual duties and socially distance to the level needed for their personal health care needs. They will have to work from home until this situation changes. All clinically vulnerable and clinically extremely vulnerable members of staff need to show medical evidence to support this. These staff will be asked to provide all the home packs and home learning for children not in school. We respect everyone on our staff and fully understand the emotional challenges each one faces as we manage these challenging times together.

|  |                                  |                                  |  |   |  |
|--|----------------------------------|----------------------------------|--|---|--|
| 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> <p>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.</p> | <p>Help contain any outbreak by following the advice of the local health protection team advice.</p> |
| <p><b>Further Information:</b><br/>The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.</p> |                                  |                                  |  |   |  |

### **ADDITIONAL INFORMATION:**

#### Contact points.

- |  |               |
|--|---------------|
| • Standish Lower Ground St Anne's CE Primary School  | 01942 511348  |
| • Police, Fire and Rescue, Ambulance   | 999           |
| • Health and Wellbeing Team  | 01942 827857  |
| • <a href="mailto:DFE.coronavirushelpline@education.gov.uk">DFE.coronavirushelpline@education.gov.uk</a> | 0800 046 8687 |
| • NHS ( non emergencies)   | 111           |



## The following are taken from the Government Guidance for Schools published on 02<sup>nd</sup> July 2020

COVID-19 Actions for Schools Guidance for Full Opening – Schools

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

### Annex A: Behaviour principles

In light of the need for children to behave appropriately and with respect for others. The following behaviour guidance must be communicated to children, parents and staff.

Rules of good behaviour are:

- following the routines for arrival or departure
- following the club instructions on hygiene, such as handwashing and sanitising.
- following instructions and stay with your allocated bubble whilst attending the club.
- When moving around the premises follow the instructions given to you. (for example, one-way systems, out of bounds areas, queuing including where children may or may not play)
- expectations about sneezing, coughing, tissues and disposal (**'catch it, bin it, kill it'**) and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- follow the rules about sharing any equipment or other items including drinking bottles
- use of toilets
- clear rules about coughing or spitting at or towards any other person.
- Any rewards and sanction system where appropriate

Identify any reasonable adjustments that need to be made for children with more challenging behaviour.

### Annex B: Principles for staff

1. Do not come to work if you have coronavirus symptoms but go home as soon as these develop (informing your Team Manager) and access a test as soon as possible.
2. Clean your hands more often than usual - with running water & soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered.
3. Use the **'catch it, bin it, kill it'** approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your activity approach to keeping a distance from children in your group as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Help your group to follow the rules on hand cleaning, not touching their faces, **'catch it, bin it, kill it'** etc. including by updating your classrooms displays with posters.
8. Prevent your group from sharing equipment and resources (like stationery).
9. Keep your activity door and windows open if possible for air flow.
10. Limit the number of children from your group using the toilet at any one time.
11. Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.
12. Make sure you have read the summer clubs updated behaviour policy and know what role in it you are being asked to take.