



## **Covid 19 Risk Assessment and Action Plan to support Step 4 of the Covid Roadmap from September 2021**

**Objective:** To ensure safety of staff and pupils

**Date final draft completed:** 10.9.21 as a result of discussions with staff on the Inset Days

**Sent to all staff and Governors** 13.9.21

### **Approach:**

Relevant guidance documents have been synthesised to provide a detailed risk assessment with the associated mitigating actions and procedures described forming the Action Plan. This Risk Assessment and Action Plan is an updated version of that which was employed in the wider opening to some pupils from 1<sup>st</sup> June 2020, and then again in September 2020, January 2021 and March 2021.

This single **Risk Assessment and Action Plan** policy document will be used as our main detailed protocol, setting out practice and actions. It is essential that it is read, understood and followed by all staff, and that any visitors are appropriately instructed and guided.

### **Government guidance sources:**

Schools coronavirus (COVID-19) operational guidance (updated August 2021)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

**Government requirement:** “You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as ‘living documents’, as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.”

Essential measures include:

1. Ensuring good hygiene for everyone.
2. Maintaining appropriate cleaning regimes.
3. Keeping occupied spaces well ventilated.
4. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

## Risk assessment

This risk assessment has been designed to meet the Government risk assessment requirements based on the criteria and framework above.

Loughton Manor First School will only open once all areas of the risk assessment have been addressed.

Opening the school to all pupils is also dependent upon Government guidance and legislation at any given point in time, and is subject to change in response to prevailing Coronavirus rates of infection and local or national circumstances.

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed

Risk / Guidance Requirements	Controls/ procedures in place	Actions taken/ remaining	Status
<b>1. Are effective procedures in place to avoiding contact with anyone with symptoms</b>			
<p><b>1.1</b> Reducing face- to-face contact between staff and between staff and visitors</p>	<p>Access into the school is for parents and carers remains limited at this time.</p> <p>When dropping off and collecting children, parents may choose to wear a mask whilst on school grounds.</p> <p>Communication continues to be encouraged via e-mail or telephone.</p> <p>Parents and staff to be reminded that nobody can enter the school with symptoms and should get tested if they have symptoms.</p> <p>FS staff will hold induction visits outside, with one family at a time, although the family will have the opportunity to see inside the classroom.</p> <p>Meetings with parents will only happen face to face by prior arrangement. Any face-to-face meetings on site observe social distancing rule and will be held outdoors where practical</p> <p>Autumn Term parent consultations might still take place via telephone to reduce the risks to staff.</p> <p>Parent workshops have been prioritized and kept to a minimum and will be held in the school hall, enabling attendees to be well spaced.</p>	<p>A reminder went to KS1 parents on 5/9/21 explaining arrangements about drop-off and collection.</p> <p>Staff Training Meetings on 02.09.2021 to explain/agree procedures.</p> <p>Year Group email addresses continue to be in use for parents to contact teachers.</p> <p>Any photocopying undertaken in the main office should be organised into batches as a support staff task, and as much as possible at a specific time when the office is quiet (has less people working.) There are antibac wipes situated next to the photocopier for wiping the keypad between use.</p>	

	<p>Visitor protocol to be observed at all times, including hand washing and provision of sanitiser on arrival. There is a hand sanitiser at the main reception area, and also antibac wipes by the keypad.</p> <p>Extra-curricular activities will be resumed and daycare including breakfast club will continue.</p> <p>All staff should avoid going into main office unless essential, and should pay particular attention to maintaining distancing when doing so.</p> <p>Volunteers will not be permitted in school at this time.</p> <p>Staff may choose to wear their visor or mask in communal areas at this time.</p>		
<p><b>1.2</b> Communicate to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus</p>	<p>Parents are extremely aware of this expectation now as letters have been sent out regularly since March 2020 , again in September 2020 and again in March 2021, explaining when they should stay at home/get tested/isolate.</p>	<p>Updated 'When to isolate' information sent home on 6.9.21.</p>	
<p><b>1.3</b> Ensure that external providers do not work if they are displaying any symptoms of coronavirus</p>	<p>Letter as above to known visiting providers:  Caterers  Grounds Maintenance  IT technician  Bursarial service  Can communicate and request, but cannot ensure. Relies on co-operation and integrity of provider.</p>	<p>This risk assessment to be copied to these contractors.</p>	

<b>2. Are adequate procedures in place to ensure frequent hand cleaning and good respiratory hygiene practices</b>			
<p><b>2.1</b> Ensure that sufficient handwashing facilities are available. Provide hand sanitisers in all classrooms and other learning environments.</p>	<p>Main building:            10 sinks in Year 1            8 sinks in Year 2            catering handwash sinks x 2 (hall and catering kitchen)            staffroom sink            3 x adult use sinks in staff loos            adult height sink in medical room</p> <p>FS Building            16 handwashing taps for FS children            4 adult height sinks            outdoor sink            sink in staff loo.            2 x Hand sanitisers, wall mounted in shared area</p> <p>All classrooms to be supplied with hand sanitiser.            Reception area to be supplied with hand sanitiser.</p>	<p>Hand sanitisers to be checked and filled, and a hand sanitiser to be provided for every classroom.</p> <p>Staff donated pump dispensers, bulk purchase of sanitiser has been made.</p> <p>Site manager to make sure supplies of antibac handwash and sanitiser are maintained.</p>	
<p><b>2.2</b> Procedures in place to ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. [Review the guidance on hand cleaning]</p>	<p>Posters above sinks            Adults supervising children’s handwashing.            Everyone (adults and children) to wash hands immediately on arrival and prior to departure, and at regular intervals during the day, directed by staff.</p>	<p>Check supplies of antibac handwash on a regular basis to ensure no dispensers run out.</p> <p>Additional 5L container of handwash to be available in staff room for staff to take and return for topping up dispensers during the day as required.</p>	

		Children to be re-taught and reminded regularly as well as supervised.	
<b>2.3</b> Procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	Staff informed and reminded frequently of procedures. Staff supervise children's handwashing.	Children to be re-taught and reminded regularly as well as supervised. Staff need to be actually watching as much as possible, and giving additional guidance /reminders / teaching as required.	
<b>2.4</b> Procedures in place to ensure that all adults and children are encouraged not to touch their mouth, eyes and nose.	Daily reminders of procedures at start of day and ongoing.	Children to be re-taught and reminded regularly  Children should be discouraged from wearing masks at school as the concern is that it makes them touch their face more. This should be explained to parents and their cooperation sought, but cannot be enforced. If a parent insists, then that child's amount of face touching should be noted and fed back to parent.	
<b>2.5</b> Procedures in place to ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Extra boxes of tissues available in all classrooms and shared areas.	Yes, are in stock, and extra boxes available in staffroom.	

<p><b>2.6</b> Ensure that help is available for children who have trouble cleaning their hands independently</p>	<p>Staff informed and reminded frequently of procedures. Staff supervise children’s handwashing. SEND pupils with 1:1 support will have this help as part of their routine.</p>	<p>Identify individual children by discussing with class teacher, Inclusion manager. Agree which members of support staff will provide additional support.</p>	
<p><b>2.7</b> Communicate that there is no need for anything other than good (normal) personal hygiene. Schools are encouraged to resume normal uniform policy.</p>	<p>Children are required to wear school uniform. As the weather becomes cold they should be encouraged to wear warm clothes, due to the windows and doors being left open throughout each day.</p>	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p>	
<p><b>3. Are adequate procedures in place to ensure adequate and regular cleaning of the school?</b></p>			
<p><b>3.1</b> With caution, items have been returned to classrooms and other learning environments from storage.</p>	<p>Staff aware that if cases rise or in the event of an outbreak in school we will need to revert back.</p>	<p>Upstairs storeroom available to rehouse items if required.</p>	
<p><b>3.2</b> With caution, soft furnishings, soft toys and toys that are hard to clean have been returned to classrooms.</p>	<p>Staff aware that if cases rise or in the event of an outbreak in school we will need to revert back.</p>	<p>As above.</p>	
<p><b>3.3</b> Communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.</p>	<p>Cleaning contractor to be asked to adjust evening cleaning tasks to take account of a) double bagged disposed tissues b) extra clean of all handles c) check all cleaning materials provide thorough disinfection. d) ensure all hard surfaces are cleaned every evening.</p>	<p>Details confirmed with cleaning contractor.</p>	
<p><b>3.4</b> Discuss with cleaning contractors or staff the additional cleaning requirements.</p>	<p>Check with contractor that appropriate protective measures have been taken for their staff and, if required, for additional hours at end of week for additional deep clean tasks.</p>	<p>Details have been confirmed with CS Cleaning by Site Manager. Additional hours have been added.</p>	

<p><b>3.5</b> Follow the COVID-19: ‘Cleaning of non-healthcare settings’ guidance – See Gov.uk for PHE document</p>	<p>Make sure that site manager and cleaning contractors have read document, and check if any outstanding issues to be addressed.</p>	<p>Check to be finalised with Site Manager and CS Cleaning. Site Manager to feed back to Headteacher.</p>	
<p><b>3.6</b> Surfaces that children and staff are touching to be cleaned more regularly than normal. E.g. toys, books, writing and drawing tools, desks, chairs, doors, sinks, toilets, light switches</p>	<p>Staff to follow agreed protocols on how often surfaces should be cleaned</p>	<p>Tables and chairs are sanitised daily by the cleaning company.</p>	
<p><b>3.7</b> Procedures in place to ensure that bins for tissues are emptied throughout the day</p>	<p>Covered pedal bins are in every classroom and shared spaces. Double bagging of bin liners at the end of the day.</p>	<p>Bags from pedal bins to be tied as part of home time routine and put into the larger bins for disposal by cleaners. Fresh bags are stored in the pedal bin below the liner.</p>	
<p><b>3.8</b> Procedures in place to ensure all spaces are well ventilated using natural ventilation (opening windows and doors)</p>	<p>Doors and windows to be opened throughout the day, including hall roof lights.</p>	<p>All doors internal and external, including fire doors are to be wedged/ hooked open, both sides of double doors wide. Internal doors continue to be wide open, minimising any touching of doors/handles.</p>	
<p><b>3.9</b> Consider propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p>	<p>Lock gates on site during the period children are in school so that all external doors can be left open throughout the day.</p>	<p>It is essential that all fire doors are closed when locking the school for the night. Pay particular attention to closing rear hall doors as they have no</p>	



		working auto closure mechanism.	
<b>3.10</b> Contact regular suppliers e.g. ESPO/GLS/PHS about proportionate supplies of soap, anti-bacterial gel and cleaning products being delivered and available	Site Manager to keep a stock check on a daily basis to ensure that sufficient resources are available and re-order to ensure supplies remain high.	Site Manager to ensure products are ordered in good time to keep stock in supply.	
<b>4. Are adequate procedures in place to minimise contact and mixing of pupils and staff</b>			
<b>4.1</b> With caution, increase bubbles in KS1 to year groups of 60. FS1 and FS2 to be a group of 100.	With a view to moving to a KS1 bubble of 180 after half term.	The arrangements for every class to have their own entrance/exit and outdoor space throughout the day remains the same.	
<b>4.2</b> Organise classrooms and other learning environments to maintain space between seats and desks where possible.	Classrooms to be moved back to groups of tables, with the understanding that we may have to revert to front facing in numbers increase or in the event of a school outbreak.	KS1 furniture positioned for 30 children; social distancing will not be possible, but all need to be able to see Smartboard. Children will sit in clusters.	
<b>4.3</b> Refresh the timetable to consider the following: <ul style="list-style-type: none"> <li>decide which lessons or activities will be delivered</li> <li>consider which lessons or classroom activities could take place outdoors</li> <li>use the timetable and selection of classroom or other learning environment</li> </ul>	<p>Different playgrounds for each year group.</p> <p>Home learning packs prepared immediately by year group staff team should any class/group/individuals have to stay at home for self-isolation in the event of a positive case of Covid.</p> <p>Year group assemblies to take place, with a view to whole KS1 assemblies after half term.</p>	Outside Areas agreed	

<p>to reduce movement around the school or building</p> <ul style="list-style-type: none"> <li>• stagger assembly groups</li> <li>• stagger break times (including lunch), so that all children are not moving around the school at the same time</li> <li>• stagger drop-off and collection times</li> <li>• plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> </ul>	<p>KS1 children to return to eating in the hall, one year group at a time, with slow eaters moved to ensure year groups are not mixed.</p> <p>Inform parents of specified times and entrances for drop-off and collection.</p>		
<p>Consider how children and staff arrive at school and take steps to reduce any unnecessary travel.</p>	<p>Staff to travel by car, on foot or cycle. Parents to be encouraged to do the same.</p>	<p>Staff Training Day 2.9.2021 to restate/explain/agree procedures.</p> <p><b><i>See Actions Supplementary Notes for Section 4 re: <u>Drop Off/Pick Up</u></i></b></p>	
<p><b>4.4</b> Tell parents that only one parent should attend to accompany their child to and from school</p>	<p>Parents informed in letter prior to opening</p>	<p>Letter sent 01.03.2021</p>	
<p><b>4.5</b> Tell parents and children 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)</p>	<p>Pick up and drop off: Separate entrance for each class of 30 pupils Use all four perimeter gates including Nursery gate.</p> <p>Nursery – gate as usual FS2 - Stand in FS playground Yr1 – Use large gate by the wooded area and stand socially distanced at their allocated time on the 100 square Yr2 – Use main gate and stand socially distanced at their allocated time in the car park</p>	<p>Drop off/pick up times given to parents in induction leaflets and reminder sent on 5.9.21</p> <p><b><i>See Actions Supplementary Notes for Section 4 re: <u>Drop Off/Pick Up</u></i></b></p>	

	<p>Parents to have a choice to wear masks whilst on school grounds. Year group staff meet and greet and send children in to the building.</p> <p>Specific arrival /collection times given to each class group. Parents only to come through the gates at their allocated time.</p> <p>Each classroom in main building to be given its own dedicated entrance/exit. Use all 6 doors to outside, with rooms using their nearest. Doors to be kept open throughout day.</p>		
<p><b>4.6</b> Make it clear to parents that they cannot gather at entrance gates or doors, or enter the building (unless they have a pre-arranged appointment, which should be conducted safely)</p>	<p>Clear explanatory letter to parents, with staff marshalling as part of their 'meet and greet' role.</p>	<p>Parents are used to this system now. Information in induction booklets. Staff Training Day 2.9.2021 explain/discuss/agree procedures, including deployment of staff <b><i>See Actions Supplementary Notes for Section 4 re: Drop Off/Pick Up</i></b></p>	
<p><b>4.7</b> Engage parents and children in education resources such as e-bug and PHE schools resources</p>	<p>Re-do the handwashing lessons in each group, and ensure that PHE pictorial posters are displayed above all handwashing sinks.</p>	<p>Extra reminder info sheet to be sent home asking parents to practice correct handwashing with their children. ('Special homework'!)</p>	

		Make re-teaching a feature of first day back.	
<b>4.8</b> Ensure parents and children are aware of recommendations on travelling to and from school	Currently N/A	N/A	
<b>4.9</b> Headteacher to talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Staff Team Meetings	Staff Training Day 02.09.2021 to explain/discuss/agree procedures.	
<b>4.10</b> Ensure that children are in the same groups at all times each day, and different groups are not mixed during the day, or on subsequent days	Groupings to be year groups in KS1 and FS.	Ongoing care and awareness needed to ensure no mixing of groups. The exception is Daycare, as explained in parent letter. This exception is within the government guidelines.	
<b>4.11</b> Ensure that the same teachers and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days,	Staff to be allocated to just one group, as much as possible, whilst allowing for flexible working for staff.  Re ASC: Returning to full provision, so whole ASC team needed.  There will be a few staff members who work across classes to enable specialist lessons to take place. They will adhere to the 2 metre social distancing rule.	Staffing deployment as per usual, although some cover will need to be put in place for those who are shielding.	
<b>4.12</b> Ensure that wherever possible, children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.	Currently N/A	N/A	

Consideration to be given to seating students at the same desk each day.			
<b>4.13</b> Consider accessing rooms directly from outside where possible	Direct access is possible for Monkeys and Zebras classrooms. All other classrooms can be entered from the nearest external doors – there is one entrance per classroom in the main building – (front, side, back on each side) Zebras and Tigers to use the 2 sets of doors into FS shared area.	Cloakrooms to be used to store coats and for accessing toilets.	
<b>4.14</b> Consider one-way circulation, or placement of dividers in shared areas to keep groups apart as they move through the school	Currently N/A	N/A	
<b>4.15</b> Stagger breaks to ensure that any circulation routes used have a limited number of pupils using them at any time	Currently N/A	N/A	
<b>4.16</b> Consider staggering lunch breaks. Ensure children clean their hands beforehand and eat in the groups they are already in. Groups should be kept apart as much as possible. Clean tables between each group if using dining tables. Consider whether some children should be brought their lunch in their classrooms	Children to eat in hall with staggered timings between year groups. Slow eaters to be moved to ensure year group bubbles are not mixed.  All staff to keep staffroom usage to the low numbers as previously.	No more than 8 people seated in main staffroom, make use of group room and hall. It is understood that others may need to pass through staffroom to collect food/drink.	
<b>4.17</b> Ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time	Need to allow for checking status of occupation in the case of individual children needing to see the toilet at a time other than the group's planned 'loo break'. TA to escort children to the toilet areas, in KS1.	Staff Training Day 2.9.21 to explain/reconfirm/agree procedures.	
<b>4.18</b> Take note of any children that will need additional support to follow these measures. (for example, routes round school marked in some way with meaningful symbols, and use	Talk each group through their system and make appropriate signage. Check with class teacher and Assistant Head for Inclusion if there are any individuals that need additional support and teaching.	Teachers to discuss with LL before start of term if they have any pupils who will need this additional support.	

of social stories to support them in understanding how to follow rules)			
<b>4.19</b> Where children are independently unable to manage their own hygiene, e.g. Our youngest children and SEND pupils, they will be supported by an adult.	As usual hygiene practice, adults to encourage children to be as independent as possible. Whenever possible, adult to keep 2 metres away from child, but adult to wear disposable gloves, wet and soiled clothes to be double bagged and put with child's belongings. Thorough hand washing by both child and adult on completion.	PPE equipment is in stock currently, and needs to be checked for where it is stored in order to be available. Staff MUST inform HT/admin/site manager in good time for re-ordering if items are running low	
<b>4.20</b> When children have accidents and injuries during the school day adults to use usual precautionary measures to support the child and tend to injuries.	Adult to wear PPE when tending to injuries. For more severe injuries, e.g. blood loss, and if a child requires further medical attention, parent to be phoned and handover to happen at the school gate.	Staff Training Meetings 2.9.2021 to explain/agree/reconfirm procedures re PPE equipment is in stock.	
<b>4.21</b> Use outdoor space for exercise and breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.	Each bubble to have their own outside area accessible to them: <ul style="list-style-type: none"> <li>• FS outdoor area</li> <li>• Year 1 back playground</li> <li>• Year 2 front playground</li> </ul>	Outside areas agreed by staff.	
<b>4.22</b> Ensure that outdoor equipment should not be used unless the school is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. [Read COVID-19: cleaning of non-healthcare settings]	Equipment to be used by one bubble at a time.	Ensure equipment is cleaned if used by more than bubble.	
<b>4.23</b> Ensure that any agreed use of shared spaces, such as hall or shared areas stay within the social distancing protocols. If groups take staggered breaks between	Timetable in place. P.E. equipment used to be sanitised between bubbles if not overnight.	Staff Training Meetings 2.9.2021 to explain/agree/reconfirm procedures	

<p>lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance</p>			
<p><b>4.24</b> Stagger the use of staff room and offices to limit occupancy</p>	<p>Staggered lunchtimes in line with staggered lunchtimes of the children.</p> <p>Office staff are already accustomed to social distancing on a daily basis and will continue as previously.</p> <p>No meetings larger than 3 people to take place in HT office as too small.</p> <p>KS1 office too small for more than 2 people, as is upstairs workroom.</p>	<p>Leadership Team to confirm staff lunch breaks as per deployment agreed.</p> <p>Other than admin team, staff to minimise entering main office.</p> <p>Parent contact should routinely be via email or telephone.</p>	
<p><b>4.25</b> Reduce use of shared resources by:</p> <ul style="list-style-type: none"> <li>• limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff</li> <li>• by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</li> <li>• allowing practical lessons to go ahead only if equipment can be cleaned</li> </ul>	<p>Children to resume bringing book bags into school every day.</p> <p>Antibac resources, tissues, disposable cleaning wipes and hand sanitiser readily available in every classroom.</p>	<p>Staff Training Day 2.9.21 to decide on how best to modify the previous approach explain/agree procedures</p>	

thoroughly and the classroom or other learning environment is occupied by the same children. Any equipment used by more than one group must be properly cleaned between groups.			
<b>4.26</b> Encourage parents and children to walk or cycle to school where possible	Currently N/A	N/A	
<b>4.27</b> Instruct any parent using taxi transport, as far as possible, to follow hygiene rules and try to keep distance from driver.	Currently N/A	N/A	
<b>4.29</b> Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when supporting /transporting younger children or children with complex needs. e.g. if help is needed with seatbelt	There are no children in the school requiring specific transport arrangements, currently.	N/A	
<b>4.30</b> Communicate revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	This applies to official school transport. N/A	N/A	

**Actions: Supplementary Notes for SECTION 4: Procedures to minimise contact and mixing of pupils and staff**

**Planning Meetings (4.3)**

Medium and long term curriculum planning is in place. All planning going forward is being undertaken by teacher year group teams in the usual fashion i.e. weekly planning meetings, but with due attention to social distancing. Colleagues should avoid sitting directly face to face, and maintain a minimum of 2 metres

The Doughnut Room is appropriate for up to a maximum of 4 people, and the Kaleidoscope Room up to a maximum of 6, but the KS1 office, upstairs staff workroom and FS office should have no more than 2 members of staff in the room at any one time. This has implications for rooms used by KS1 teams who have planning at the same time. Recommend that Yr 2 use Doughnut Room and Yr 1 Leopards Room, which will give scope for HT or AHs popping into meetings as is commonly required.



### **KS1 Outdoor areas (4.3)**

Each bubble will have a designated area which will be available throughout the day. Each bubble has their own entrance and exit.

### **Drop Off/Pick Up (4.6)**

Staff Parking will be in the car park (if arriving before 8.15am). The layby will be open to parking and traffic as normal. Breakfast Club parents will need to park in the layby. Staff may choose to wear masks whilst meeting and greeting their class/seeing their class out. Parents may choose to wear masks whilst on school grounds and be reminded to socially distance whilst waiting.

### **Foundation Stage 1**

**Arrive any time between 08.30 and 09.00.**

Monkeys class (Nursery) arrive through the Nursery Gate. Parents and children queue socially distanced on the Nursery pathway that leads off the redway.

### **Foundation Stage 2**

**08.30** Zebras Class arrive    **14.50** Zebras Class go home

**08.40** Tigers Class arrive    **15.00** Tigers Class go home

For both classes, arrival is through the Foundation Stage gate to the immediate left of the main gate. Parents and children wait socially distanced on the playground.

### **Year 1**

**08.30** Giraffes Class arrive    **14.50** Giraffes Class go home

**08.40** Lions Class arrive    **15.00** Lions Class go home

For both classes, arrival is through the Key stage 1 pathway gate (large gate) next to the wooded area, to the right of the main gate. Parents and children stand, socially distanced on the 100 square at their allocated time. Parents remain off-site until this time.

### **Year 2**

**08.30** Hippos Class arrive    **14.50** Hippos Class go home

**08.40** Elephants Class arrive    **15.00** Elephants Class go home

For both classes, arrival is through the main gate. Parents and children wait socially distanced in the car park at their allocated time. Parents remain off-site until this time.

## Supporting Clinically Extremely Vulnerable staff and pupils

### Government Advice:

#### Staff who are clinically extremely vulnerable

Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the [guidance on protecting people who are CEV from COVID-19](#).

Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on [protecting vulnerable workers](#), including advice for employers and employees on [how to talk about reducing risks in the workplace](#).

## Pregnancy

**The following recommendations apply for women less than 28 weeks pregnant with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19)**

You must first have a workplace risk assessment with your employer and occupational health team. Then, you should only continue working if the risk assessment advises that it is safe to do so. This means that your employer should remove or manage any risks. If this cannot be done, you should be offered suitable alternative work or working arrangements (including working from home) or be suspended on your normal pay. Your employer should ensure you are able to adhere to any active national guidance on social distancing. Some higher risk occupations such as those with greater public contact or in healthcare may carry a higher risk of exposure to the virus. You should be supported by your employer with appropriate risk mitigation in line with recommendations to staff arising from workplace risk assessment.

If alternative work cannot be found, advice on suspension and pay can be found in [HSE guidance](#).

**The following recommendations apply for pregnant women who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus**

If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach. This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19. Your employer should ensure you are able to adhere to any active national guidance on social distancing. For many workers, this may require working flexibly from home in a different capacity. All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible. Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, you should be suspended on paid leave. Advice on suspension and pay can be found in [HSE guidance](#).

<b>Supporting Clinically Vulnerable and Clinically Extremely Vulnerable (shielding) staff and pupils</b>			
<b>Risk / Guidance Requirements</b>	<b>Controls / procedures in place</b>	<b>Actions taken/ remaining</b>	<b>Status</b>
Identify clinically vulnerable children and implement procedures to meet the guidance above	All hygiene/handwashing procedures to be followed stringently, with children give additional support where necessary	Clinically vulnerable children have been identified by Inclusion AH who will communicate to colleagues to ensure awareness of all appropriate staff.	
Identify clinically vulnerable staff and implement procedures to meet the guidance above	All hygiene/handwashing procedures to be followed stringently. Colleagues should make every effort to stay at a 2m minimum distance from others. If engaged in 'stewarding' arrivals and departures when parents are present make sure deployment is at a good distance.	Staff have been identified. Any clinically vulnerable colleague with concerns should speak with a member of the Leadership Team to ensure that all possible risks are mitigated and that all are following protocols.	
Identify extremely vulnerable children and ensure appropriate support for their wellbeing	N/A	During Welcome Visits FS staff asked parents if children were extremely vulnerable.	

Identify children who live in a household with a clinically extremely vulnerable person and implement procedures to meet the guidance above	Currently N/A	N/A	
Identify staff who live in a household with a clinically extremely vulnerable person and implement procedures to meet the guidance above	All staff were asked this question and referred to the above wording when being asked to read this document prior to the staff training day on 3 <sup>rd</sup> September.	As above, individual cases to be discussed with a member of the Leadership Team to ensure that risk mitigation is robust.	

### Staff Wellbeing

Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing.

<b>Staff Workload and Wellbeing</b>			
<b>Risk / Guidance Requirements</b>	<b>Controls /procedures in place</b>	<b>Actions taken/ remaining</b>	<b>Status</b>
Ensure Governing Board adequately supports staff workload and wellbeing and consider additional resource requirements if necessary	Consider continuation of Zoom Governors meetings in addition to face to face to enable governors to choose. Continue 1-2-1 support calls between HT & CoG Safeguarding Governor support H&S Governor to review risk assessment Communication to parents from HT	FGB to include review of staff wellbeing and additional resource requirements. Staff PPA arrangements are to return to the normal pattern. Year Group email addresses set up to enable teachers to manage the need to contact parents so that parental queries or concerns can be turned around promptly. Weekly staff meetings are to be reinstated, but clear guidelines regarding social distancing are to be	

		maintained. Staff will continue to be informed via email briefings rather than meetings as appropriate. All staff need to take responsibility for reading school communications.	
Provide staff with opportunities to talk about feelings, emotions and experiences daily	<p>Consider and implement suggestions made where possible/beneficial.</p> <p>Support individuals when need arises.</p> <p>Regular check ins and check out with members of the Leadership Team.</p> <p>Posters displayed in the staff room to include support lines – stress and bereavement counselling.</p> <p>Staff to continue to be mindful of limiting numbers using the staffroom at any given time.</p>	<p>Staff Training Day 1.9.2021 to explain/agree/reconfirm procedures</p> <p>Posters to be sourced and displayed.</p>	
Leadership Team to consider the wellbeing of staff and the need to implement flexible working practices	LT to consider the needs of staff and be available to discuss with staff their individual circumstances. It may be that on occasion there is some scope for home working, depending upon task.	Generally staff will be needed in school, but there may be specific, agreed with Leadership, opportunities for colleagues to work at home.	

<b>Premises: Fire Evacuation Guidance</b>			
<b>Risk / Guidance Requirements</b>	<b>Controls /procedures in place</b>	<b>Actions taken/remaining</b>	<b>Status</b>
<b>Staffing Roles and Responsibilities in the event of a Fire Evacuation</b>			
HT or in her absence nominated AH investigates the alarm activation, and makes decision. If for any reason no Leadership team member is able to be in school, this decision is to be taken by office staff.	Back to normal procedures	Back to normal procedures	
Member of Office Staff to phone the fire brigade in the event of an evacuation	Back to normal procedures	Back to normal procedures	
Head teacher to greet fire brigade in the event of a callout	Back to normal procedures	Back to normal procedures	
The responsible person (RP) is likely to change on different days – who is the RP for each day – are they aware and have they received training?	Back to normal procedures	Back to normal procedures	
Ensure that all staff know the new procedures.	Back to normal procedures	Back to normal procedures	
<b>Assembly Points and Fire Exits</b>			
Fire Evacuation assembly points will need to be different to usual and adhere to social distancing rules	Back to normal procedures	Back to normal procedures	
Consider which exit routes should be used in the instance of a Fire Evacuation	Back to normal procedures	Back to normal procedures	
<b>Checks and Assessments</b>			

Daily/Weekly/Monthly Checks must still be carried out regardless of the numbers on site	Back to normal procedures	Back to normal procedures	
All 'life safety' servicing; Extinguishers/Alarms/ Emergency lighting etc. must continue to be carried out.	Back to normal procedures	Back to normal procedures	
Ensure your FRA is 'Dynamic' and as the school use changes ensure the risk assessment is amended	Back to normal procedures	Back to normal procedures	
Make sure you consider how you plan on storing bulk sanitiser, anything over 40% alcohol is highly flammable	Discuss with Site Manager to ensure safe storage of hand sanitiser. There will be 15L of this to store safely.	Need to check the instructions on the container, and ensure that all necessary safety measures are in place.	

**Further Information:**

**Staff to continue to be encouraged to carry out Lateral Flow tests twice a week.**

**Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19**

***When an individual develops COVID-19 symptoms or has a positive test***

Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops [COVID-19 symptoms](#), however mild, you should send them home and they should follow public health advice.

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.

