

Leominster Primary School Risk Assessment for Covid-19 and full school opening

Risk Assessment completed by: T. Mamak

Job Title: Headteacher

Date of Risk Assessment completion: July 19th, 2020

Date of review: September 7th, 2020.

Subsequently, reviewed on a weekly basis

Area of concern	Hazard	Persons at risk	Risk management	Responsible Person	Planned completion date	Line manager check
The school lapses in following national guidelines and advice, putting everyone at risk	The school's approach is not robust and in line with recent information	Pupils, staff, parents	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email 	<p>Headteacher Deputy Headteachers SBM</p> <p>Admin. Staff</p> <p>Class teachers</p> <p>HT Admin staff</p>	Ongoing	HT ongoing

			As a result, the school has the most recent information from the government, and this is distributed throughout the school community.			
Poor communication with parents and other stakeholders	Parents and other stakeholders are not aware of systems, processes and requirements, thereby acting unsafely	Pupils Staff Parents	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	HT Class teachers HT Admin. staff	1.09 and ongoing 15.07 17.07	HT ongoing
Lack of awareness of policies and procedures	Pupils and staff are not aware of and up to date with the school's policies and procedures, thereby acting unsafely	Pupils Parents Staff	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy 	FSM SBM All staff	17.09 1.09	HT 5.06

			<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' and 'Guidance for full opening (schools)' 	All staff	1.09	
			<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 	HT AHTs SBM	1.09	
			<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus via email and TEAMS meetings 	HT	1.09	

			<ul style="list-style-type: none"> • Staff are given government advice regarding how to put on, take off and dispose PPE • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 3rd September 2020. All are informed that they must tell a member of staff if they begin to feel unwell • Regular electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	HT HT CTs HT DHTs	1.09 17.07 3.09 Ongoing	
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Staff who live with a person classed as "clinically extremely vulnerable" or clinically vulnerable	Persons classed as "clinically extremely vulnerable" are more at risk from Covid-19 effects	Staff Families	Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school	HT	1.09	HT
Children who have been classed as "clinically vulnerable"	Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects	Pupils	PHE advice sought- can attend	HT FSM		HT
Staff who have been classed as "clinically vulnerable" or extremely clinically vulnerable	Persons classed as "clinically vulnerable" or extremely clinically vulnerable are more at risk from Covid-19 effects	Staff	Staff who are clinically vulnerable or extremely clinically vulnerable can come in if adjustments can be made to protect them and these are to be incorporated into individual risk assessments and agreed <ul style="list-style-type: none"> • Letter to staff on maternity to self-identify • Questionnaires to staff • Staff previously shielding to remain off work if appropriate • Any vulnerable staff who attend school to have additional protective measures in place, including change in role if appropriate 	HT HT HT HT	1.09 10.07 10.07 10.07 w/b 7.9	HT
Children who have been classed as extremely	Persons classed as "extremely clinically vulnerable" are more at risk	Pupils	FSM to write to families advising discussion with child's specialist health professional	HT	1.09	HT

clinically vulnerable	from Covid-19 effects		If shielding is not required, child can return			
Children who live with someone who is clinically extremely vulnerable or clinically vulnerable	Persons classed as “clinically extremely vulnerable” or clinically vulnerable are more at risk from Covid-19 effects	Families	Pupils who have family members who are shielding can return to school	HT	1.09	HT
Persons entering the site with Covid-19 symptoms	Transmission to the school community	Pupils Staff	Staff and pupils must not attend school if they have symptoms or are self-isolating due to symptoms in their household: <ul style="list-style-type: none"> Letter to remind parents/carers Staff induction meeting Notice at school entrance 	HT HT Admin. staff	17.07 1.09 1.09	HT 1.09
Pupils and staff who are BAME	Mounting evidence of vulnerability of BAME people	Pupils Staff	Individual risk assessments in place to mitigate risk, including staying at home for staff or changing role Risk assessment in place to reduce risk for BAME pupils	HT Chair of Governors HT	17.07 1.09	HT CoG
Spread of covid-19 through lack of hygiene	Transmission to the school community	Pupils Staff	Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Children and staff to clean hands regularly (including on arrival at school, after breaks, after outside	Admin. Staff CTs TAs	1.09 3.09 and ongoing	HT DHTs AHTs SBM ongoing

			<p>activities, before and after eating, after sneezing or coughing, when changing rooms, after toilet use) for at least 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser (under supervision to avoid ingestion) ensuring that all parts of the hands are covered:</p> <ul style="list-style-type: none"> • Sinks available in majority of classrooms, sinks in toilets available • Soap, sanitiser, paper towels, bins, wipes available in classrooms and toilets and replenishment checks carried out • Alcohol based sanitiser (that contains no less than 60% alcohol) available in school reception area • Children are reminded of correct hand washing techniques • Children who have difficulty cleaning their hands are helped by staff who can demonstrate and instruct and observe from a social distance • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas 	<p>Cleaning staff</p> <p>Admin. Staff</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<ul style="list-style-type: none"> • All soft furnishings and items that are hard to clean are removed 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • All unnecessary furniture and items to be removed from classrooms 	CTS TAs	Ongoing	
			<ul style="list-style-type: none"> • Contact with communal surfaces such as door handles minimised; doors to be kept open 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Where possible, windows to be kept open for ventilation 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Pupils do not bring resources or equipment from home apart from lunch boxes, hats, coats, books, bags, stationary and mobile phones. 	CTs/TAs	Ongoing	
			<ul style="list-style-type: none"> • Books can be sent home but must be cleaned and rotated between use and hands washed for at least 20 seconds after handling 	CTs/TAs	Ongoing	
			<ul style="list-style-type: none"> • Staff clean ipads prior to and after use 	All staff	Ongoing	
			<ul style="list-style-type: none"> • Shared telephone handsets to be wiped before and after use 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Shared classroom resources to be cleaned prior to or after use 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Resources shared between bubbles (e.g. art and science resources) 	CTs TAs	Ongoing	

			<p>Children and staff follow good respiratory hygiene using the “catch it, bin it, kill it” approach (use a tissue or elbow to cough or sneeze, use bin for tissue waste, avoid touching face):</p> <ul style="list-style-type: none"> • Tissues available in classrooms • Lidded bins • Bins cleared through the day 	<p>CTs Tas</p> <p>Cleaning staff</p> <p>CTs TAs</p> <p>Cleaning staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
			<p>Children and staff are encouraged not to touch their faces and staff regularly discuss/ demonstrate good respiratory hygiene processes with the children</p>	<p>HT</p>	<p>Ongoing</p>	
			<p>Children are encouraged to adopt good hygiene practice through games and repetition</p>	<p>CTs Tas</p>	<p>Ongoing</p>	
			<p>Risk assessments for children who have difficulty with respiratory hygiene (e.g. activities avoid unhygienic practices such as sharing of resources or equipment) and support given to the child</p>	<p>FSM SENCOS CTs TAs</p>	<p>Ongoing</p>	
			<p>Classrooms are ventilated where possible</p>	<p>CTs TAs</p>	<p>Ongoing</p>	
			<p>Air conditioning system turned off</p>	<p>SBM</p>	<p>Ongoing</p>	

			<p>School ventilation system – school has checked with LA Health and Safety</p> <p>Cleaning frequently touched surfaces during the day (e.g books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters) and frequently used areas such as toilets</p> <p>Cleaning rooms daily</p> <p>Enhanced cleaning schedule formulated</p> <p>Outside learning takes place frequently</p> <p>Singing, chanting, shouting does not take place</p> <p>Shower is not to be used</p> <p>Parents and staff told that children should not be sent in with individual hand sanitiser as school supplies</p> <p>Sanitiser should not be left in common areas but taken to and from by staff carrying out duties in those areas</p>	<p>SBM</p> <p>Cleaning staff CTs TAs</p> <p>Cleaning staff</p> <p>SBP Cleaning staff</p> <p>CTs</p> <p>CTs</p> <p>All staff</p> <p>HT</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>16.09</p> <p>16.09</p>	
Poor hygiene practice re.	Transmission of infection	Staff	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with 	<p>CTs TAs</p>	Ongoing	AHTs FS lead teacher

toilet/changing facilities			<p>toileting routines – mask, gloves, apron, eye protection</p> <ul style="list-style-type: none"> All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<p>CTs TAs</p> <p>CTs TAs</p> <p>CTs Tas</p> <p>CTS TAs</p>		<p>HT</p> <p>ongoing</p>
Spread of covid-19 through lack of social distancing	Transmission to the school community	Staff Pupils	<p>As per government guidance, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> Clear signage in place regarding social distancing Avoiding contact with anyone with symptoms (see above and following section on removing any pupils who demonstrate symptoms within school) Frequent hand cleaning and good respiratory practice (see above) Regular cleaning (see cleaning section below) 	<p>Admin. Staff</p> <p>HT DHTs CTs TAs</p> <p>All staff</p> <p>All staff</p>	<p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT DHTs AHTs FS lead teacher SBM</p> <p>ongoing</p>

			<ul style="list-style-type: none"> Minimising contact and mixing – 			
			Maintain consistent groups (classes) during lesson time	All staff	Ongoing	
			Maintain extended groups (year groups) for toilets, breaktimes, interventions and lunchtimes	All staff	Ongoing	
			Maintain extended group for Breakfast Club (R/1/2; 3/4; 5/6)	All staff	Ongoing	
			Adults in class to stay 2m away from each other and from children if possible (mark areas) (avoid close face to face contact and minimise time spent within 1 metre of anyone)	All staff	1.09	
			Pupils to be seated side by side and facing forwards	CTs	1.09	
			Timetable reviewed and refreshed and programme communicated to teachers and staff	SLT	Ongoing	
			Staggered starts and collections, staggered breaktimes and lunchtimes	SLT	Ongoing	

			<p>Where possible, one way circulation in place (government advice states that while in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk)</p>	SLT	1.09	
			<p>If another adult (e.g. first aider or SLT member) needs to communicate with staff or children in a group will use telephone or, if required to do in person, do so from at least 2 metres away from any children or adults</p>	All staff	Ongoing	
			<p>Bins placed outside room for clearing</p>	CTs	Ongoing	
			<p>Packed lunches left outside rooms for collection</p>	Dinner supervisors	Ongoing	
			<p>Pupils and adults always use the same room and the same desk and chairs; adults to name their chairs; PPA staff to bring in own chair to class room</p>	CTs	Ongoing	
			<p>Classrooms should have unnecessary surfaces and items removed to create space and increase hygiene; stored elsewhere</p>	CTs	Ongoing	

			Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact	CTs	Ongoing	
			Pathways to class sinks	CTs	Ongoing	
			1:1 SEN TAs should be placed 2m from pupil and activities should enable this if possible	CTs TAs	Ongoing	
			1:1 SEN TAs to use PPE if needed due to proximity (gloves, aprons, masks, eye protection)	CTs TAs	Ongoing	
			Pupils enter, wherever possible, classrooms from outside	CTs TAs	Ongoing	
			Toilet procedures seek to minimise movement across others	CTs	Ongoing	
			Furniture in school reception area to be removed	Admin. Staff	1.09	
			Discourage parents from entering the school building: Meetings with parents and carers to only be essential and conducted over telephone	SLT CTs TAs	Ongoing	

			<p>or email; if physical meeting is unavoidable, then office to be cleared of admin staff if meeting held with teacher, partition partly opened, teacher to stand at least 2 metres from partition, parent/ carer to stand at least 2 metres from partition on marked line; parents to be informed of process by letter and notice</p> <p>Any informal discussion with parents and carers at start of day must be from a distance of at least 2 metres and outside school building</p> <p>Staffroom use to be minimised and furniture within to be organised to facilitate social distancing (tables and chairs spaced 2 metres apart, 1 adult/table, forward facing)</p> <p>Staff to instruct pupils not to touch staff and other children; if necessary to hold hand, staff and child to wash hands immediately after</p>	<p>CTs TAs</p> <p>SLT CTs TAs</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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Spread of covid-19 through lack of social distancing in shared areas within the school	Transmission to the school community	Staff Pupils	As per government guidance, early years and primary age children cannot be expected to remain 2metres apart from each other and staff. Therefore, the school seeks to minimise the risk through:			HT DHTs AHTs FS lead teacher
			<ul style="list-style-type: none"> • Enter classrooms directly from outside wherever possible 	CTs TAs	Ongoing	ongoing
			<ul style="list-style-type: none"> • Avoid hall for PE by using outside spaces at staggered times and with separation between groups for non- contact PE 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Close library to children; KS2 staff to access on staggered basis 	SLT	Ongoing	
			<ul style="list-style-type: none"> • ICT suite-Teachers can access for collecting/ returning ipads (must be cleaned by teacher prior to and after use) and for Accelerated Reader quizzing (same seat to be used by children in each class, cleaning of equipment and furniture after use) 	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Enabling one-way circulation within corridors where possible or dividing corridors and stairs 	SLT CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Staggering break times to avoid congestion in corridors and on stairs 	SLT CTs TAs	Ongoing	
			<ul style="list-style-type: none"> • Staggering toilet times to avoid congestion in 	CTs	Ongoing	

			<p>corridors and toilets, supervised by TAs</p> <ul style="list-style-type: none"> • Children wash hands in classroom before lunchtime to avoid use of corridors and toilets if possible • Office- Notice at school building entrance asking parents and carers to stay outside school entrance if possible, providing school number for parent or carer to call office rather than enter school reception area; appointment required 	TAs		
			Remove furniture from school reception area	Admin. Staff	1.09	SBM HT
			Tissues and hand sanitiser to be available in office locations; sink is available in first aid room next to main office	Admin staff	1.09	
				Cleaning staff	Ongoing	
			Only 2 admin staff to in main office, 1 member of staff moved to alternative office	SBM	Ongoing	
			Staff to wash hands on arrival at school and regularly throughout day (for example, before and after eating)	Admin staff	ongoing	

			Each individual is responsible for wiping down their own work area before and after use	Admin staff	Ongoing	
			If parent or carer has to physically speak to office staff, staff to keep window partition at front as closed as possible and move at least 2 metres from partially opened partition; parent or carer to stand at 2 metre marker from partition	Admin staff	Ongoing	
			Staff to wash hands after handling shared items; avoid handling if possible; avoid contact by having drop areas	Admin staff	Ongoing	
			Put 2 metre markers from each work station within the office	SBM	1.09	
			Ensure work stations are 2 metres apart	SBM	1.09	
			Staff to talk to office staff from outside office: using partially opened front window (2metres marked), staff within office to move 2 metres from window and maintain 2 metres from each other within office	All staff	Ongoing	

			<p>School reception area to be wiped down by cleaners during the day</p>	Cleaning staff	Ongoing	
			<p>Visitors to office to be avoided but if necessary, no more than 1 person within the office (apart from 2 admin staff) maintaining a distance of 2 metres; staff to wait outside from at least 2 metre distance from door if waiting to enter</p>	All staff	Ongoing	
			<ul style="list-style-type: none"> Staffroom and staff kitchen- in order to ensure social distancing, staffroom use to be minimised with tables spaced at 2 metres and chairs forward facing; staff may make drink in staffroom if social distancing with others in staffroom is possible but only use cups with lids and only 1 member of staff in ground floor kitchen at a time with waiting staff maintaining a 2metre distance outside kitchen door. 	All staff	Ongoing	SLT AHTs FS lead teacher ongoing
			<ul style="list-style-type: none"> Toilets- Only children from same year group can be in at the same time. To ensure that only children from same year group at a time are in the corridor during lesson times and 	CTs TAs	Ongoing	

			<p>that only children from the same year group are in the toilets at a time, the class TA is to look outside the classroom to check that the corridor is empty. If it is, the TA takes the child(ren) to the toilet and waits outside the toilet while the child(ren) goes in. When child(ren) comes out, the TA accompanies the child(ren) back to the class along the correct side of corridor marker. If children from different year groups want to go to the toilet at the same time, this will be avoided by the fact that each TA has to check that the corridor is empty before leaving the classroom; if corridor already has a TA in it, then the other TA waits until the first TA and child(ren) have gone back into class</p> <p>If no TA available, teacher in Yr. 5 and Yr. 6 to check if corridor is empty, child goes to toilet which has an open door, child to call out to check if room unoccupied; if unoccupied, to go in but if occupied, to return to classroom and try later- all supervised from doorway by teacher. Yr.</p>			
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			<p>1/4 corridor, Yr.2/3 corridor, TA sitting at junction to take child(ren) to toilet; if teacher can see TA sitting at junction, send child(ren) but if sees a cone, teacher waits for return of TA</p> <ul style="list-style-type: none"> • Staff toilets- only one member of staff to go in at any one time, staff to check if in use by calling out before entering; toilets cleaned during the day • PPA room only used by 1 staff member at a time for photocopying; staff to wipe down photocopier before and after use; staff have PPA time at home • Joint assemblies in classes or hall not to take place • Lift usage to be restricted to disabled employees and those with specific conditions or need only; hand sanitiser is provided in lift; lift to be cleaned between use • Sanitiser available on counter in school reception area for use after pushing button to open exit door into lobby • Staff and visitors to be asked to bring in own pen to sign in/ out • Lunch hall – 	<p>All Staff</p> <p>CTs TAs</p> <p>SLT CTs</p> <p>All staff</p> <p>Cleaning staff</p> <p>Staff Visitors</p> <p>Dinner supervisors</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing from 21.09</p>	
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			<p>Staggered use by year group bubbles</p> <p>Children to be seated in classes within year group bubbles and separated as much as possible from the other classes</p> <p>Cleaning to occur between each bubble (manufacturers' instructions to be followed for cleaning materials)</p> <p>Children to wash hands before lunch, sanitise after lunch on way out of hall</p> <p>Forward facing</p>			
Spread of covid-19 through lack of social distancing outside the school building during the pupil day	Transmission to the school community	Staff Pupils	<p>Start of day (see below)-</p> <ul style="list-style-type: none"> Pupils to arrive on a staggered basis <p>Playtimes-</p> <ul style="list-style-type: none"> Playtimes to be staggered and, if any groups at playtime at the same time, different parts to be allocated and used (e.g. MUGA, KS2 section, KS1 section, fields); strict separation of at least 2 metres at all times 	<p>SLT</p> <p>SLT CTs TAs</p> <p>CTs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT DHTs FS lead teacher</p> <p>Ongoing</p>

			<p>and gloves should be worn for cleaning and also a mask or eye protection if risk of spillage or spray</p> <ul style="list-style-type: none"> PE should take place outside 	CTs	Ongoing	
Spread of covid-19 through lack of social distancing at the start and end of the day	Transmission to the school community	Pupils Staff Parents and carers	Issue information to children, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus	HT	15.07 Ongoing	HT DHTs AHTs FS lead teacher SBM
			Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up and entrance and exit point	HT	15.07	Ongoing
			Inform each year group and their parents of their allocated times for the beginning and end of their school day	HT DHTs SBM	15.07	
			Start of day- <ul style="list-style-type: none"> Only 1 parent to attend with child 	HT	Ongoing	
			<ul style="list-style-type: none"> Parents asked not to congregate at school entrance and exits 	HT DHTs	Ongoing	
			<ul style="list-style-type: none"> Parents to enter either through George Street entrance or Hereford Road entrance Parents to leave school after drop off by following one-way system through closed off carpark 	HT DHTs	Ongoing	

			<ul style="list-style-type: none"> • Each class to come on a staggered timetable • Staff member at bottom of stairs to supervise from a 2 metre distance • Junction boxes where 2 lines meet • Children sent to classrooms or entrance points supervised by available teachers and Tas • Parents with prams can enter through Hereford Road, leave pram in bike sheds and collect on way out 	HT DHTs	Ongoing	
				SBM	Ongoing	
				HR	Ongoing	
				CTs TAs	Ongoing	
				SLT	Ongoing	
			End of day-	SLT	15.07	
			<ul style="list-style-type: none"> • Each class has an allotted staggered collection time • Parents follow one-way entry and exit system • Each teacher brings class down at allotted collection time • Teacher sends each child to parent when they reach the marker point at head of que or, to prevent congestion, to their socially distanced waiting point in front of green dots • Parent and child follow one-way exit line • If child is not collected on time, child is taken back to class by teacher and any late parents inform office by 'phone and 	CTs Tas	Ongoing	
				CTs TAs	Ongoing	
				CTs TAs/NNEB	Ongoing	
				CTs TAs	Ongoing	

			<p>arrange teacher to bring child; siblings wait with teacher for final pick-up time</p> <ul style="list-style-type: none"> • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site • Parents with prams can enter through Hereford Road, leave pram in bike sheds and collect on way out • Early Yr. 5 and Yr. 6 arrivals – Hall divided by curtain Yr. 5 children sit on tables on one side Yr. 6 pupils sit on tables the other side TAs supervise Children sit forward facing, side by side Sanitiser used when arriving Collected by teachers Tables cleaned after use 	<p>SLT</p> <p>CTs TAs</p> <p>SLT</p> <p>SLT TAs</p>	<p>15.07</p> <p>1.09 Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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Transport and journeys to school	Transmission to the school community	Pupils Parent or carer	Car park closed to enable one-way system for parents	SBM	ongoing	HT
			Parents informed that only 1 should accompany child	HT	ongoing	
			Parents are encouraged to walk or cycle with their child to school where possible	HT	ongoing	
			All children must be collected by a named adult or consent to walk alone must be given	CTs	Ongoing	
			School to liaise with bus company about social distancing on route and possibility of more services	SBM	17.07	
			School to get written assurance from bus company that they will ensure any drivers who display symptoms or live in households where someone displays symptoms will not work	SBM	17.07	
			Hand sanitiser is provided and used by pupils upon boarding and disembarking by bus company	SBM	17.07	
			School to get written assurance from bus company of additional cleaning programme	SBM	17.07	
Pupil or staff or any other adult displays covid-19 symptoms while at school	Transmission to the school community	Pupils Staff	Staff are informed that if anyone demonstrates a new continuous cough, high temperature or change in or loss of taste and smell in school, they must go home and be	HT	1.09	SLT 1.09 Ongoing

			<p>advised to follow “stay at home: guidance for households with possible or confirmed coronavirus (COVID-19)infection”; staff are kept up to date with any national guidance about the signs, symptoms and transmission of covid-19</p>			
			<p>Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</p>	<p>HT SBM</p>	<p>1.09 ongoing</p>	
			<p>All staff are informed of the procedure in school relating a pupil becoming unwell in school</p>	<p>HT</p>	<p>1.09</p>	
			<p>Any pupil who displays signs of being unwell is immediately reported to an SLT member</p>	<p>All staff</p>	<p>Ongoing</p>	
			<p>Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home</p>	<p>All staff</p>	<p>Ongoing</p>	
			<p>Leaders establish a rota for cover in the instance that staff have to self-isolate</p>	<p>HT DHTs</p>	<p>1.09</p>	
			<p>Any siblings of the symptomatic child should also be isolated separately and go home and parents advised of the guidance</p>	<p>SLT CTs</p>	<p>Ongoing</p>	

			<p>If a child is awaiting collection, they must be removed from class and moved to a room with a window for ventilation where they can be isolated behind a closed door. Depending on the child's age, they can be supervised through the viewing window at all times. If the child has to be supervised from within the room and a distance of 2 metres cannot be maintained, PPE (gloves, apron, mask and eye protection) must be worn by the supervising staff member.</p>	SLT	Ongoing	
			<p>If the child needs to use the bathroom while waiting to be collected, they should use a separate bathroom and that bathroom should be cleaned as per the guidance before being used by anyone else; class teacher to inform SBP, HR, HL or TM immediately of any bathroom used and TA to place a No Entry sign on door immediately (No Entry signs to be blu-tacked to back of toilet entrance door and to be taken by supervising TA and placed on front of door)</p>	SLT Cleaning staff CTs TAs	Ongoing	
			<p>The children in the room with the child showing symptoms (or from the same household as the child showing symptoms) should be moved to another room until the classroom has been cleaned; all areas used by the child should be identified and cleaned before use</p>	SLT Cleaners	Ongoing	

			<p>In an emergency call 999 if they are seriously ill or injured or if their life is at risk</p>	<p>SLT All staff</p>	<p>Ongoing</p>	
			<p>If a member of staff has helped/ been in contact with someone who has been symptomatic, they do not need to go home themselves unless they develop symptoms or the child subsequently tests positive or they have been requested to do so by NHS Track and Trace . They should wash their hands thoroughly for 20 seconds with soap and water or use sanitiser after coming into contact with someone who is unwell.</p>	<p>CTs TAs</p>	<p>Ongoing</p>	
			<p>Parents (and staff) to be informed by letter at start of term and on collection of a child with symptoms that they must book a test, must not come into school if they have symptoms, must self-isolate if they develop symptoms at school, must provide details of anyone they have been in close contact with if they were to test positive or if asked by NHS Track and Trace must self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or tests positive for COVID-19. Parents and staff to be asked to inform the school of test result.</p>	<p>HT</p>	<p>17.07</p>	
			<p>Where the child or adult tests negative, if they feel well and no longer have symptoms similar to COVID-19, they can return to the</p>	<p>SLT</p>	<p>Ongoing</p>	

		<p>setting; if they have another virus such as a cold, to stay self-isolating until better.</p> <p>Where the child or adult tests positive, they should follow the “stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection” and must continue to self-isolate for at least 10 days from the onset of symptoms and return to school only if they do not have symptoms other than a cough or loss of sense of smell/ taste. The 10 day period starts from the day when they first became ill. If they have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of the household should keep self-isolating for the full 14 days.</p> <p>The Headteacher will contact the local health protection team who will conduct a rapid assessment and will advise school on appropriate action.</p> <p>A list of pupils and staff in each bubble and close contact that takes place between children and staff in different bubbles to be maintained.</p>	HT	Ongoing	
			HT	Ongoing	
			AHTs	Ongoing	

			<p>Letter from the health protection team to be distributed to parents and staff.</p> <p>If someone in a bubble that has been asked to self-isolate subsequently develops symptoms within their 14 day isolation period, they should get a test and if it is negative, they must remain in isolation for the remainder of the 14 day isolation period or if it is positive, must inform the school, self-isolate for at least 10 days from the onset of their symptoms and their household must self-isolate for 14 days from when the symptomatic person first had symptoms</p> <p>If a child states they have a temperature, a hand-held non-contact thermometer is available to check</p> <p>If a child is off due to self-isolation, absence is monitored by school and register pre-populated to show staff who should be off, days off and return date. If child arrives when marked as absent with X code, staff to enquire from office if parent has provided test result. If no result provided by parent, child to be isolated as per protocols and then</p>	<p>HT</p> <p>CTs</p> <p>CTs Admin FSM</p>	<p>As directed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			either returns to class or goes home after parent is contacted for result.			
Transmission to staff when administering first aid	Transmission to the school community	Staff	<p>PPE to be provided at first aid stations- plastic gloves, aprons, mask, eye protection</p> <p>Children to be encouraged to apply first aid routines themselves under supervision and if appropriate (e.g. application of ice pack)</p> <p>First Aid stations to be closed off and cleaned after use</p> <p>Pupils to avoid activities which heighten risk of injury</p> <p>First Aiders to check supply of first aid resources weekly and expiry dates</p> <p>Asthma pumps and epipens to be available in classrooms</p> <p>Medical lists compiled and available to provide medical details for every child in school, including allergies</p> <p>All staff have received emergency first aid training</p> <p>PFA on site</p> <p>First Aid at Work staff on site</p>	<p>SBM</p> <p>First Aiders</p> <p>First aiders Cleaning staff</p> <p>CTs TAs</p> <p>First Aiders</p> <p>FSM SLT</p> <p>FSM</p> <p>SBM</p> <p>FS lead teacher</p>	<p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>Current</p> <p>Ongoing</p>	<p>HT FSM</p>

			<p>First Aid waste is disposed of in hazard bin, double bagged by staff wearing PPE, held in an undisturbed location for 72 hours before disposal</p> <p>First Aiders to clean hands prior to attending if possible and to wash hands after attending</p> <p>First Aiders to record in first aid records all children attended to for Track and Trace</p>	<p>SBM</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Poor pupil behaviour increases the risk of the spread of the infection	Social distancing is compromised by poor behaviour	Pupils Staff	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. 	<p>CTs</p> <p>HT CTs TAs</p> <p>FSM</p> <p>FSM SENCOs</p>	<p>3.09</p> <p>3.09</p> <p>17.07</p> <p>17.07</p>	HT
Transmission to staff due to need for handling	Transmission to school community	Staff Pupils	<p>Pre-empt by providing additional support to pupil (1:1 TAs to maintain social distancing if possible and use PPE if not- parents informed if using PPE)</p> <p>Avoid or abort activities that will heighten/ are heightening child's anxiety</p>	<p>CTs TAs</p> <p>CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p>	HT ongoing

			<p>If a child is not posing a risk of injury to themselves or others, remove all other children to another room and observe pupil, using de-escalation techniques until calm. If self-injuring, wear PPE when carrying out handling (to be available in classroom)</p> <p>Handling plans and risk assessments in place for identified pupils; seek external advice if appropriate</p> <p>Plans should be shared, understood and followed by staff working with those children</p> <p>Prepare social stories to support pupils with autism/ learning needs (highlighting changes to classrooms/ arrangements/ use of PPE, for example) and share with parents and pupils prior to pupils returning to school</p> <p>Call for parent to remove child from premises. If appropriate, child to be excluded.</p>	<p>SLT CTs TAs</p> <p>FSM SENCOs</p> <p>FSM SENCOs</p> <p>SENCOs</p> <p>HT</p>	<p>Ongoing</p> <p>17.07</p> <p>3.09</p> <p>17.07</p> <p>Ongoing</p>	
Vulnerable pupils and pupils with SEND do not receive appropriate support	Vulnerable pupils and SEND pupils are not well supported with mental health	Vulnerable pupils SEND pupils	<ul style="list-style-type: none"> • Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies (e.g. social stories). 	<p>FSM SENCOs PHSE co-ord</p> <p>FSM SENCOs</p>	1.09	HT

			As a result, pupils with SEND and those concerned about returning to school are well supported.			
Increased number of safeguarding concerns reported after lockdown	Increase in number of safeguarding concerns is not addressed effectively	Pupils with safeguarding concerns	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils (FSM to work from home, one DSL and one DDSL on site during day) Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	HT FSM HT FSM DSL DDSL	1.09 1.09 onwards 1.09 ongoing	HT 1.09 ongoing
Emergency evacuation due to fire etc	Evacuation procedures do not take account of changes in systems, processes and location of staff and pupils	Pupils Staff	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained as much as possible Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each half-term. Staff to be aware that in an emergency, social distancing does not apply Check fire doors are working and free of damage Check fire exits are clear, working and free of damage 	HT DHTs SBM HT CTs HT SBM SBM	17.07 1.09 3.09 ongoing 1.09 1.09 1.09	HT 3.09

			<ul style="list-style-type: none"> • Ensure PAT certificates are current • Ensure gas safety certificate is current <p>As a result, social distancing is maintained as much as possible in the event of an emergency evacuation or lockdown</p>	SBM SBM	1.09 1.09	
Transmission to staff and pupils through inappropriate/ insufficient cleaning	Transmission to school community	Cleaners Pupils Staff	<ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to full opening • Government guidance on cleaning procedures and materials to be shared with all staff and followed • PPE for staff to be provided and availability regularly checked; all staff are aware of need to use PPE when cleaning required in any situation, in classroom or other locations over the day • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, cleaning staff given additional hours to increase the regularity of cleaning 	HT SBM HT SBM SBM SBM SBM	25.08 1.09 Ongoing Weekly 17.07	HT SBM Ongoing

			<ul style="list-style-type: none"> • 2 cleaners on site during the day • Whilst pupils are at breaktime/lunchtime, cleaners to clean tables/door handles with a disinfectant spray (sprayed onto disposable cloth)/wipes. Gloves and aprons to be worn during this and hands washed afterwards (masks and eye protection too if spray used) • Disposable gloves/wipes are next to photocopiers/printers • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). • Suitable cleaning materials as per guidelines provided • Waste is removed during and at end of the day <p>As a result, high standards of cleanliness are maintained in school.</p>	SBM Cleaning staff Cleaning staff SBM SBM Cleaners	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	
Contractors, deliveries and visitors increase the risk of infection	Transmission to school community	Pupils Staff	<ul style="list-style-type: none"> • All contractors/ visitors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact 	Admin. Staff SBM FSM SENCOS SBM	Ongoing Ongoing	HT SBM Ongoing

			<p>with staff or pupils (if possible, contractors should work outside school hours)</p> <ul style="list-style-type: none"> • Agree arrival and departure times with visitors • All contractors/visitors to wash hands on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors/visitors work are cleaned in line with government guidance • Contractors/ visitors to bring own food, drink and utensils onto site. • Physical distancing and hygiene requirements explained to contractors/visitors on arrival 	<p>FSM SENCOS Admin. Staff</p>	<p>Ongoing</p>	
			<ul style="list-style-type: none"> • Contractors and visitors are directed to specific/designated handwashing facilities 	<p>Admin staff</p>	<p>Ongoing</p>	
			<ul style="list-style-type: none"> • All areas in which contractors/visitors work are cleaned in line with government guidance 	<p>SBM</p>	<p>Ongoing</p>	
			<ul style="list-style-type: none"> • Contractors/ visitors to bring own food, drink and utensils onto site. 	<p>SBM</p>	<p>Ongoing</p>	
			<ul style="list-style-type: none"> • Physical distancing and hygiene requirements explained to contractors/visitors on arrival 	<p>SBM</p>	<p>Ongoing</p>	
			<ul style="list-style-type: none"> • Staff who receive deliveries to the school to wash hands in line with government guidance after handling 	<p>All staff</p>	<p>Ongoing</p>	
			<ul style="list-style-type: none"> • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries 	<p>SBM</p>	<p>Ongoing</p>	
			<ul style="list-style-type: none"> • If drivers have to enter school site, ensure that they are asked 	<p>Admin. Staff</p>	<p>Ongoing</p>	

			<p>to maintain social distancing and use hand sanitiser before entering the building</p> <ul style="list-style-type: none"> Surfaces to be cleaned after any deliveries have been made. If possible, 72 hour isolation for goods maintained Supply teachers and TAs to receive instruction from phase leader/ head of year on arrival <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	<p>Cleaning staff</p> <p>All staff</p> <p>AHTs EYFS leader Yr. 4 head</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Stress upon staff members	Mental health	Staff	<p>Clinically vulnerable, clinically extremely vulnerable shielded at home or role changed.</p> <p>BAME staff are risk assessed to ensure safety measures are in place, including possibility of staying at home or changing roles</p> <p>Induction prior to starting over TEAMS or in written form</p> <p>Regular feedback and updates for staff on site</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT DHTs AHTs FS lead teacher SBM</p> <p>HT</p>	<p>1.09</p> <p>17.07</p> <p>15.07</p> <p>Ongoing</p> <p>15.07</p>	<p>HT DHTs AHTs FS lead teacher SBM</p> <p>Ongoing</p>

			<p>Staff aware of need to report concerns to managers at induction meeting</p> <p>Counselling service available through sickness insurance scheme</p> <p>Systems and processes for control of risk are in place and regularly reviewed in light of experience</p>	<p>SBM</p> <p>HT DHTs AHTs FS lead teacher SBM</p>	<p>Ongoing</p> <p>Ongoing</p>	
Accident in external carpark	Physical injury to staff or pedestrians	Parents Pupils Staff	<p>Parents/ carers informed car park is closed</p> <p>Entrance and exit to car park coned off</p> <p>Staff on duty at a safe distance from cone line</p> <p>Staff wear high visibility jackets</p> <p>Parents walk on path on entry</p> <p>Parents and pupils' path moves to middle of car park when possible</p> <p>Crossings are sufficiently spaced so unauthorised vehicles can see pedestrians on approach</p> <p>Bus company informed that they cannot use car park for drop off or collection</p>	SLT Duty staff	Ongoing	HT SBM ongoing
Shared transport spreads infection between staff	Spread of infection between "bubbles"	Pupils Staff Parents	Staff do not provide transport for each other to and from school	Staff	Ongoing	HT Ongoing

and therefore between bubbles						
Face coverings from home	Spread of infection from objects brought into school from home	Pupils Staff Parents	If staff or pupils wear face coverings to school, they must wash their hands on arrival, dispose of temporary face coverings in the closed bin or place reusable coverings in a plastic bag to take home with them, and then wash their hands again. Pupils and staff must not touch the front of their mask during use or when removing them; staff must instruct pupils of this.	Staff	Ongoing	HT Ongoing
Standard Health and Safety practices are not carried out	Safety standards in the school may drop because of focus on COVID-19 safety measures	Staff Children	Documents including H&S Policy, Fire Risk Assessment and Legionella Risk Assessment reviewed as usual and actions carried out Systems are subject to routine flushing	HT(Responsible Person) SBP(Competent Person) Premises staff All staff	Ongoing	HT
Educational visits	Risk of COVID-19 transmission	Staff Children	All educational visits postponed or cancelled Minibus not used	HT EVC All staff	Ongoing	HT
Music	Risk of COVID-19 transmission	Staff Children	Avoid singing, chanting, playing wind or brass instruments and shouting. Choirs to not take place (Awaiting forthcoming DfE guidance)	CTs TAs	Ongoing	HT
Display screen equipment	Staff risk posture problems and	Staff	Regular breaks from computer	SBP HT	7.09	HT

	<p>pain, discomfort or injuries from overuse or poorly designed workstations or work environments</p> <p>Headaches</p> <p>Sore eyes</p>		<p>DSE assessments to take place – all employees to be trained to assess their work station</p> <p>Eye tests provided where needed</p> <p>Lighting, temperature, noise level controlled</p>			
Meetings	Risk of COVID-19 transmission	<p>Staff</p> <p>Visitors</p> <p>Contractors</p>	<p>Remote tools used where appropriate</p> <p>Number of staff attending in-person meetings is minimised</p> <p>2metre distance between participants is maintained</p> <p>Hand sanitiser is available in room</p> <p>Windows are opened for ventilation</p> <p>Participants to avoid sharing resources or food</p> <p>Participants wipe down own work stations at end of meeting</p>	All staff	1.09	HT Meeting organisers
1:1 Reading	Risk of COVID-19 transmission	<p>Staff</p> <p>Pupils</p>	<p>Read outside if possible</p> <p>When inside, ensure ventilation</p> <p>Sit side by side, forward facing</p> <p>Maintain as much distance as possible</p> <p>Use portable table top Perspex screens</p> <p>If screen touched by a child, clean before next pupil</p>	All staff	Ongoing	HT

Phonics	Risk of COVID-19 transmission	Staff Pupils	<p>Perform outside of possible</p> <p>When inside, ensure ventilation</p> <p>Sit side by side, forward facing</p> <p>Maintain as much distance as possible</p> <p>Divide into smaller groups</p> <p>Only one child's response at a time</p>			
Breakfast Club	Transmission to the school community	Staff Pupils	<p>3 wider bubbles formed: R/1/2; 3/4 ; 5/6</p> <p>Required tables put down on R side at start of Breakfast Club and on 5/6 and 3/4 side</p> <p>Tables cleaned by Breakfast Club staff prior to use</p> <p>Pathway from side entrance into hall marked for year 5/6 children to go to their area, R/Yr.1/ Yr.2 children to go to their area, Yr. 3 and Yr. 4 children to go to their area.; 2 metre buffer zones between pathway and areas marked by cones and between Yr. 5 pupils and Yr. 6 pupils</p> <p>Children use hand sanitiser on entry</p> <p>Each bubble in own area · Children sit at tables for breakfast and activities and are forward facing and side by side</p> <p>If mats are used for activities, the children are to be sitting on one</p>	Breakfast Club staff	Ongoing	HT Ongoing

			<p>side, forward facing and seated side by side; mats cleaned after use</p> <p>Children finish breakfast by 8.15 so then tables are cleaned prior to Yr. 5 and Yr. 6 use</p> <p>SH to supervise Yr. 5/6 and 3/4 children from pathway to maintain social distancing; CW to be in kitchen; LA to have area 2 metres away from R/ 1/ 2 children</p> <p>Resources are to be placed in separate boxes for each group and after use on allocated day, to be kept in rotation for 72 hours</p> <p>Staff to practice hand hygiene regularly</p> <p>Staff to wear visors if want</p> <p>Staff to wear gloves for food distribution and follow food hygiene requirements</p> <p>Children sit at tables and food taken to them</p>			
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