

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC						
Location	Lord Deramore's Primary School, York, YO10 5EE						
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒			
HAZARD(S)	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</li> <li>✗ Social Distancing Measures Not Followed During Travel to and from School</li> <li>✗ Inadequate Cleaning/Sanitising</li> <li>✗ Shared Resources</li> <li>✗ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>✗ Site User Becoming Unwell</li> <li>✗ Site User Developing Symptoms</li> <li>✗ Inadequate Hand Washing/Personal Hygiene</li> <li>✗ Inadequate Personal Protection &amp; PPE</li> <li>✗ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>✗ Inadequate Ventilation</li> </ul>						
CONTROL MEASURES		ADDITIONAL INFORMATION			YES	NO	N/A
<p><i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>							
<p><b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></p>							
<p>Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</p>	<p>Consistent, secure 'bubbles' will be in place across the school to reduce risk of transmission. Each class will have consistent fixed teacher(s) &amp; TA(s). Two MSAs will cover the same bubble at lunchtime each day to reduce staff movement between bubbles where possible. Each bubble has its own entrance, cloakroom and toilet/handwashing facilities.</p> <p>The bubbles will be:</p> <ol style="list-style-type: none"> <li>1. Early Years</li> <li>2. Year 1 and 2</li> </ol>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>3. Year 3 and 4 4. Year 5 and 6</p> <p>Update (05/11/2020): from September, measures have been put in place to prevent extended mixing of individual classes within these bubbles. The playground is organised into separate areas for the individual classes. Children within a bubble are sharing toilet/handwashing facilities, but no child will be in these areas for more than 15 minutes.</p> <p>Staff in each bubble will have access to a hub area within the central corridor which will include a fridge, kettle and microwave for use.</p>			
<p>The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p>	<p>With the exception of the SENDCO, no other staff should be working with children outside of the normal secure bubble.</p> <p>A log book will be used by Jane Hitchon (SENDCo) in relation to any close contact she may have with individual pupils or groups. The log book will record the date and time of any close contact. Social distancing of 2 metres should be adhered to when Jane is working with children from varying bubbles, wherever possible. If a child who has worked with Jane receives a positive Covid test result, SENDCo provision must cease, parents of children who have accessed this support must be informed and guidance from PHE must be sought. Where necessary, SENDCO will use clear visor when working more intimately with children. Perspex dividers to be used. Yellow room to be used SENDCo for work.</p> <p>All bubbles have a member of staff who has completed basic First Aid training. If a child requires more intense First Aid support from a colleague with advanced training, then we must record this in the First Aid log. First Aid support will take precedence over Covid-19 control measures.</p> <p>All parent consultations and meetings should take place remotely or over the telephone where possible. If HT/admin staff need to meet with parents in person, then this too must be logged at the school office (although should only happen in exceptional circumstances).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this</p>	<p>Although every year group has consistent, fixed staffing, logistics regarding lunchtimes, playtimes and toileting/handwashing/cloakroom access will require official bubbles of two year groups (with the exception</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	of EYFS which can be a secure bubble on its own). If a confirmed case of Covid-19 occurs, all individuals who have had close contact with the case will need to isolate for 14 days, and PHE advice will be sought.			
In the younger years in Secondary Schools (key stage 3), schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups	EYFS will be in its own secure bubble with Rachel Carr plus three TAs. EYFS will have two class-specific MSAs to cover lunchtimes. Year 1 children (whilst still accessing a play-based curriculum) should be supported to maintain social distancing as much as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	Bubbles will be kept apart during the entire day. Each bubble will have its own entrance/cloakroom/toilet facilities to use throughout the day and all but early years and Year 1 will eat lunch in their classroom to minimise movement throughout school. Designated entrance routes and playground areas will be in force to limit interaction between official bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	Owing to the school's site, we are able to contain every bubble within secure accommodation. With the exception of our wrap-around provision, the main hall will only be used by EYFS and Yr1 to eat their lunches between 11.30am-12.30pm, and for PE lessons in very inclement weather. The school corridor will only be accessed by EYFS during lunch and school staff throughout the day. No other children should be moving around the corridor although they may be able to access hub areas for interventions (as timetabled within individual bubbles).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Early years will have specific staff and MSA to reduce risk of cross contamination due to inability to maintain social distancing. Y1 and Y2 groups should encourage social distancing as much as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Classes will be kept in the classroom for the majority of the time. Intervention / SEN timetable to be separate for purpose of any mixing to identify contacts. Wrap around care to be provided by Kids Kabin in bubbles that will consist of phase groups, which are larger than school bubbles. Tables must be wiped down after intervention use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	Where a family member displays Covid-19 symptoms, the entire family must be sent home, self-isolate and any symptomatic members must undertake a Covid-19 test. Only upon receipt of a negative test for all family members, will they be allowed to return to school. If one family member is positive, the entire family must self-isolate for 14 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Each class will have a teacher(s) and TA when fully staffed. MSAs will operate in the same bubble each day to ensure continuity. Interventions / SEND may take place with staff operating across different bubbles with specific children. Where possible, social distancing measures must be put in place with 2-metre distance between SENDCo and child(ren). Supply cover staff and PPA cover will be delivered by staff operating across different bubbles. This includes Liam Holmes (Total Sports/PE), Diane Martin (York Music Hub/Music), Kat Chandler (South York MAT/Computing), Louise Lawrence (Lingtots/French). Measures to minimise risk during their teaching sessions include: <ul style="list-style-type: none"> <li>• Class teacher or TA should always be present (this will include Emma Havercroft in Y5 who is part-time needing to work on a Tuesday afternoon)</li> <li>• Staff member must teach from the front of the class in a didactic, traditional manner. Close interaction with children and groups should not take place. TA should supervise changing for PE lessons. PA lessons to take place outside or in the hall.</li> <li>• Visiting staff must notify us at the first instance if they have taught a class in the past fortnight with a positive confirmed case. This</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>provision then ceases for a 14-day period and may involve the TA being paid HLTA level to cover or staff being owed PPA or staff given a supply teacher for a fortnight's worth of PPA release time.</p> <ul style="list-style-type: none"> <li>Lesson plans should ensure that activities are planned which are in line with minimising contact, especially between teacher and children.</li> </ul>			
Singing within a class bubble can take place with appropriate safety mitigation	Singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space. Ensure that natural ventilation is maximised during the singing session. Observe strict social distancing between singers (2m), and position pupils back-to-back to side-to-side. Encourage quiet singing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Any teachers or staff that move class will deliver the lessons from the front of the classroom to avoid a gap of less than 2 metres. No close contact with children or groups should take place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	Adults will continue to try and socially distance in class. Out of class, adults will use designated hub areas for each bubble to reduce the risk of cross contamination between staff. This will help to maintain two metre gap.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone	<p>- Direct close contacts - face to face contact with an infected individual for <b>any length of time</b>, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible in primary schools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration	This will be done where possible, exceptions will be made in places such as early years where it is accepted that social distancing may not be possible at all times. SENDCO and TA small group/individual interventions should ideally be no more than 15 minutes in length but if sessions can be planned with good seating distancing then longer sessions may be acceptable if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible	Staff to be informed of safe ways of working and how to work in close proximity to pupils. Covered as part of INSET training day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	Individual pupil risk assessments to be completed by AB and JH. JT, BC (EYFS) and DH (Y6) will require individual pupil risk assessments and advice/training for EHCP TAs. Sensory room to be used by JT and BC. DH (and any Y5/6 children) to use library carpet area as a break out area. Other children will need to access other provision (e.g. outdoor grounds).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. <a href="#">Our guidance on supporting pupils at school with medical conditions</a> remains in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Classroom layouts to be adjusted where possible to suit a minimum furniture objective. <b>Update (05/11/2020): for Year 2 upwards, all desks to be kept in a forward-facing layout from 09/11/2020.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	One weekly Zoom assembly to take place on Friday afternoon, led by JR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Classes to complete their majority of time in school within their own classroom, they may also use the outside spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Designated entrances to site allow for us to have Y1-Y6 children starting and ending at normal times. 8.40-8.50am and 3.15pm. EYFS will start at 9am and finish at 3pm as it is likely that parents will need to be with them during the first few weeks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	3 bubbles will enter and leave through separate entrances to reduce contact. This will take place between 8.40 and 8.50. Early years will enter between 8.50 and 9.00. Early years will leave at 3.00. The 3 KS1/2 bubbles will leave through the separate entrances they arrived at 3.15.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising	Parents will be notified in detail with full explanations and photos of how and where to enter the schools grounds from drop off and pick up. Social stories to be sent out in July as part of transition packs. Amanda to create	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

adult to adult contact (for example, which entrance to use)	laminated signs and a visual map will be sent out to parents on Monday 7 <sup>th</sup> September as a reminder (JR to arrange).			
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	This is be covered in detailed notification to parents. Only parents of EYFS and KS1 children will be allowed on school site. Some KS2 (particularly Y3) children will be exempted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	Bubbles to arrange break times to avoid overcrowding in outdoor spaces to minimise lack of social distancing. Phase leaders to create timetable for playground. 10.00-10.15 Y2, 10.20-10.35 Y3/4, 10.40-10.55 Y5/6 Forest school timetabled by Rachel and Suzie.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New lunch system	Update (05/11/2020): Hot lunches provided from 02/11/2020. Yrs 2 – 6: lunches brought to classrooms by kitchen staff, and left on tables outside rooms. EY/Yr1: eat in hall. Hall split into 2 halves for the 2 classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Bubbles to arrange lunch break outdoor aspect to ensure spaces are not overcrowded to minimise lack of social distancing.  EY – can do whatever they like in terms of lunch Y1/2 – 11.30-12.30 (Playground slots Y2 11.30-12.00, Y1 12.00-12.30) Y3/4 and Y5/6 – 12.00-1.00 (Playground slots Y5/6 12.00-12.30, Y3/4 12.30-1.00)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other	Staffroom will be available; each bubble will also have personal hub area to use in order to avoid lots of adults in one place. Staffroom congregation should be avoided. PPA room should only be used by one bubble at a time. This has implications for the usual 'Phase 3' staff as Y4 will have to find another area to work in. PPA can be taken at home if possible. Any staff using the PPA area should clean the area / equipment they intend to use with anti-viral wipes upon entry and upon leaving. The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff meetings take place remotely where possible.	Virtual staff meetings take place via Zoom where staff stay in their classrooms and join the meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times				
School can resume non-overnight domestic educational visits	Domestic (UK) overnight and overseas educational visits are prohibited	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	Total Sports to be informed of this requirement before September.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	Schools should refer to the following advice: <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport  advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrap-around provision (Breakfast and After-School Club) should follow the same bubbles as within school wherever possible.	Breakfast club to use school hall (separated into four distinct areas). After-school club: EYFS – Early Years Classroom Y1/2 – Kids Kabin classroom (preschool room, cleaned by Amanda Pipe in between use of preschool and Kids Kabin) Y3/4 – Kids Kabin classroom Y5/6 – Main Hall Each bubble to be manned by named Kids Kabin staff			
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Parents and pupils are already encourage to use green methods to travel to school. There is a large bike / scooter shed available for those that wish to travel to school using these methods.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	<a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Inadequate Cleaning/Sanitising – See appendix for specification</b>				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Sewells will implement an enhanced cleaning schedule, using the appropriate cleaning products they will be cleaning rooms and shared areas more thoroughly to reduce the risk of cross contamination. See appendix for specification on how often items will be cleaned. Additional cleaning will be specified to Sewells where school believe extra cleaning is required. I.E specific areas or equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Sewells will be cleaning all frequently touched surfaces daily as part of the new enhanced specification to ensure cross contamination / spread of Covid 19 reduction should it be present in school. See appendix for specification. School can also specify cleaning routines should they feel certain areas require extra attention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Entry systems are fob entry not requiring the use of a key pad.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Sewells fully stocked on all cleaning supplies required to carry out enhanced cleaning schedule. School has also put in place all necessary cleaning / disinfecting supplies required to give classes their own supply of products. Including, tissues, hand wipes, hand gels, paper towels, clothes and anti-viral disinfectant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration of cleaning of rooms and <b>playground equipment/resources</b> used by more than one group – in between groups (e.g. Kids Kabin pre-school room and Main Hall)	Amanda (Kids Kabin staff) to clean pre-school room after their use and before Y1/2 bubble go in after-school. Amanda (Kids Kabin staff) to wipe down tables and floors after Breakfast Club. <b>No playground equipment/resources used by Kids Kabin shared with any other groups</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shared Resources</b>				
For individual and very frequently used equipment, such as pencils and pens, it is	Each child to have own pack of usable equipment throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

recommended that staff and pupils have their own items that are not shared				
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Reading books should ideally be available within phases only. If a child requires reading materials from another phase, a selection should be sought for the first half of autumn term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	<p>Maths resources should be the only resources which are needed to be shared. Most classrooms should have basic resources available just for them. For more specialist resources (from maths/art cupboard), these should be stored for 72 hours after use in the classroom which used them. Then taken back to the cupboard. If the resources are not in the cupboard, they are unavailable for use.</p> <p>iPads to be shared between Y1/2 Set of chromebooks/laptops for Y3/4 and Y5/6 Spare chromebooks/laptops to be shared for Y5/6</p> <p>PE equipment should not be used. PE should involve non equipment activities, if equipment is required it will be treated the same as maths equipment and quarantined for 72 hours after use before use with another group. Total Sports to be informed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Pupil bags are allowed but only for PE kits/reading books/water bottles/lunch boxes etc. Strictly no toys or pencil cases policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	Any books or shared resources that are taken home will be stored for 72 hours open return before going out to further circulation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Individual staff laptops may go home if not used by a job share partner. However, in cases of a job share partner, school teacher laptops should remain in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Laptops must be wiped down before and after use, if used by visiting teachers.			
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last <b>10 days</b> , and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable are not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.	<a href="#">Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are Clinically Extremely Vulnerable MUST NOT attend the workplace during the period of national restrictions	Individuals in this group have been identified through a letter from the NHS or their GP. Staff should be supported to be able to continue working from their home where possible <a href="#">Clinically Extremely Vulnerable</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.	See Section 9 of <a href="#">New-national-restrictions-from-5-november</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are in the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene,	Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

minimising contact and maintaining social distancing. (The only exception to this may be in some very high alert areas, where the government issue NEW notifications to shield to those most vulnerable individuals)	adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents An Individual Risk Assessment will be needed. Advice sought on a case by case basis. EJ to arrange these and distribute to affected staff Asthma – JR, JJ, AG, AN plus any new staff Age – SG BAME – ZJ, LCM  Individual Risk Assessments will need to be subject to regular review			
People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace	An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review <a href="#">RCOG Q&amp;A -covid-19-virus-infection-and-pregnancy</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain distance from other staff and pupils	Consider longer engagement of supply staff to minimise movement between sites  Use of part-time staff within phases where possible or TA2 to be up-levelled to HLTA for short term absences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers may be used to support the work of the school, as would usually be the case	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment The 'pod' is available at the front of the school, with appropriate PPE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell – See Appendix Covid-19 poster – What to do if a site user becomes unwell</b>				

<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least <b>10 days</b> and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p>	<p><a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>  <b>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms</b>          If the test result is negative, the child/adult/family may return to school so long as:</p> <ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> everyone in the household who has symptoms tests negative</li> <li>✓ <input type="checkbox"/> everyone in your support bubble who has symptoms tests negative</li> <li>✓ <input type="checkbox"/> you were not told to self-isolate for 14 days by NHS Test and Trace</li> </ul> <p>you feel well – if you feel unwell, stay at home until you're feeling better</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people – meeting room near the office to be used as an isolation area</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>Disabled toilet located next to isolation room can be used. Must be cleaned down after use by member of staff wearing PPE.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>	<p>See Inadequate Personal Protection &amp; PPE section of this risk assessment</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p>		☒	☐	☐
<p>Any member of staff who has provided <b>close contact care</b> to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, <b>do not</b> need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should arrange to have a test)</li> </ul> <p>they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</p>		☒	☐	☐
<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell</p>		☒	☐	☐
<p>The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people</p>	<p><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>	☒	☐	☐
<p><b>Site User Developing Symptoms</b></p>				
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense</p>	<p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p>	☒	☐	☐

<p>of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p>				
<p>School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out</p>	<p>Kits are kept in the office.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p>	<p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in the guidance <a href="#">Coronavirus (COVID-19): test kits for schools and FE providers</a>.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</p>	<p>Following information to be sent out to parents/carers as part of an information/FAQ sheet (see appendices)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>Following information to be sent out to parents/carers as part of an information/FAQ sheet (see appendices) Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parents and staff are asked to inform the school immediately of the results of a test	<p>Following information to be sent out to parents/carers as part of an information/FAQ sheet (see appendices)</p> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact</p>	<p>Following information to be sent out to parents/carers as part of an information/FAQ sheet (see appendices)</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</p> <p>Following information to be sent out to parents/carers as part of an information/FAQ sheet (see appendices)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

returns to normal. Other members of their household should continue self-isolating for the full 14 days				
Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious	<p><b>Close contact means:</b></p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual <b>for any length of time</b>, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils, signage placed around school to promote handwashing routines</p> <p>All staff and children to wash hands on arrival and before lunch as part of regular handwashing regime. For children, this will be supervised. Handwashing to also take place as and when required.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Hand gel not to be used by children unless in exceptional circumstances or if there is a child who struggles to hand wash.			
Hands are washed with liquid soap & water for a minimum of 20 seconds	Signage placed around sink area to promote this. Social stories also to promote.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	Acquisition of a couple of portable hand washing stations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Skin friendly skin cleaning wipes can be used as an alternative – anti viral wipes in school Sufficient amounts of sinks in school for hand washing, classrooms and communal areas to have hand gel for use if required. Where possible, children should not use hand gel as handwashing is more effective. However, some children who cannot handwash effectively may need to be given some at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p><b>CATCH IT</b>  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b>  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b>  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Additional bin within classroom for use with disposable tissues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	This will be linked into individual EHCP risk assessments for JT and DH.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In schools that are in areas where the COVID Alert Level is high or very high, or during periods of National Restrictions, adults (staff, visitors and contractors) in Primary Schools DO wear face coverings in areas outside of the classroom at the discretion of the Head Teacher	All adults are required to wear face coverings when outside their bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event of new local restrictions being agreed, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In such circumstances as face coverings are allowed to be worn in school they must be worn correctly	<a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	Supply of face coverings kept in school office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances	This procedure should be communicated clearly to pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	<a href="#">safe working in education, childcare and children's social care</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
All visits to the school are restricted to those that are absolutely necessary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent and carer visits are suspended for: <ul style="list-style-type: none"> <li>new admissions,</li> <li>settling-in children new to the setting</li> <li>attending organised performances</li> </ul>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site	Meetings with parents / carers to take place by phone where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Handout produced by Arran so Amanda can give out to any visitors (see appendices).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Only essential work to take place during the school day, maintenance / repairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	Flu vaccine clinic booked for 09/11/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Special sign-in sheet will be used for all visitors which records their contact details in case they are needed for test and trace purposes. These will be individual sheets to comply with GDPR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare	See Out-of-school activities and wraparound childcare section of <a href="#">Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

activities, where this is reasonably necessary to enable parents to: <ul style="list-style-type: none"> <li>work or search for work</li> <li>undertake training or education</li> </ul>				
All other out of school activities, including lettings, not being primarily used by parents for the above purposes, should close for face-to-face provision for the duration of the national restrictions		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance)	See Out-of-school activities and wraparound childcare section of <a href="#">Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including: <p><b>mechanical ventilation systems</b> – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	<b>natural ventilation</b> – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation and assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	<b>natural ventilation</b> – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing	For more information see <a href="#">School uniform</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	Desk fans are pointed away from people and pointed at walls etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	<b>High</b> <input checked="" type="checkbox"/>	<b>Med</b> <input type="checkbox"/>	<b>Low</b> <input type="checkbox"/>
Is the risk adequately controlled with existing control measures	<b>Yes</b> <input checked="" type="checkbox"/>		<b>No</b> <input checked="" type="checkbox"/>

Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
<b>ACTION PLAN</b> (insert additional rows if required)		To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name		Date	
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>		Med <input checked="" type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
<b>Assessor(s):</b>		Eleanor Jones School Business Manager		<b>Signature(s):</b>	
<b>Position(s):</b>		James Rourke Headteacher			
<b>Date:</b>		09/11/2020		<b>Review Date:</b>	
<b>Distribution:</b>					

<i>Risk rating</i>	<i>Action</i>
<b>HIGH</b>	<b>Urgently review/add controls &amp; monitor, notify H&amp;S Team (if Likely or Highly Likely – stop work, seek competent advice)</b>
<b>MEDIUM</b>	<b>Review/add controls (as far as reasonably practicable) &amp; monitor</b>
<b>LOW</b>	<b>Monitor control measures</b>

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely		Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely		Minor					
Insignificant	Minor injury	Remote	Less likely to occur	Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

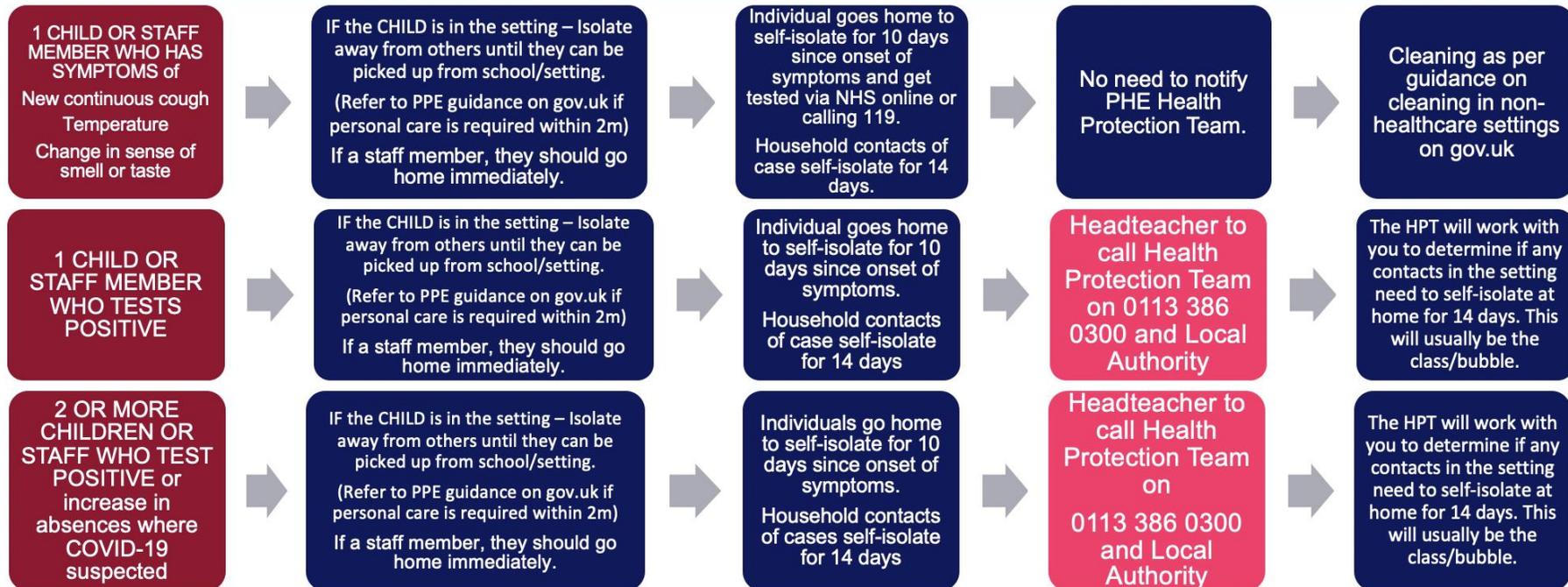
**LIKELIHOOD**



# What to do if you have a case of COVID-19 in your school/setting

PHE Yorkshire and Humber

See your School/setting Pack for more information. Guidance is available at: <https://www.gov.uk/coronavirus/education-and-childcare>



Other important control measures to reduce risk to other children and staff include: minimising contact with those who are unwell, handwashing, respiratory hygiene, cleaning, minimising mixing and contact by altering the environment and daily schedules.

## Toilets / Shower rooms / Changing rooms

Description	Specification	Frequency
Bins	Empty, cleaned and replace with liner	Daily
Fixtures and fittings	Clean including cubical door, handles/door locks, door fronts and back and contact points on door frames, soap dispensers and hand dryers	Daily
Floors – uncarpeted	Damp disinfect mopping	Daily
Internal glazing	Remove obvious soiling daily, otherwise damp wipe	Weekly
Internal glazing	Wash	Half termly
Pipework/ledges/sills	Remove obvious soiling daily, otherwise damp wipe	Bi-weekly
Showers	Clean and disinfect	Daily
Toilets/Urinals/Sinks	Clean and disinfect	Daily
Walls/Doors	Spot wash including under dryers and towel dispensers	As required

## Teaching rooms

Description	Specification	Frequency
Bins	Empty, clean and replace liner	Daily
Contact Surfaces	Damp disinfect	Daily
Whiteboards	Clean and disinfect	As instructed
Floors – Carpeted	Spot vacuum	Daily
Floors – Carpeted	Spot and stain removal	As required
Floors – Carpeted	Full vacuum	Weekly
Floors – Uncarpeted	Spot vacuum/spot mopping	As required
Floors – Uncarpeted	Damp disinfect mopping	Daily
Floors – Uncarpeted	Dry burnishing (polished vinyl floors)	As required
Furniture and fittings	Damp disinfect	Weekly
Chairs	Remove soiling, debris and disinfect	Daily
Internal glazing	Remove obvious soiling daily, otherwise damp wipe	Weekly
Internal glazing	Wash	Six monthly
Pipework/ledges/sills	Remove obvious soiling daily, otherwise damp wipe	Bi-weekly
Sinks and surfaces	Remove soiling and disinfect	Daily
Walls / Doors	Wash	Six monthly
Door handles, door plates, lock and door frames	Disinfect contact points	Daily

## Dining areas (evening clean only)

Description	Specification	Frequency
Bins	Empty, clean and replace liner	Daily
Contact Surfaces	Damp disinfect	Daily
Floors – Carpeted	Spot vacuum	Daily
Floors – Carpeted	Spot and stain removal	As required
Floors – Carpeted	Full vacuum	Weekly
Floors – Uncarpeted	Spot vacuum/spot mopping	As required
Floors – Uncarpeted	Damp disinfect mopping	Daily
Floors – Uncarpeted	Dry burnishing (polished vinyl floors)	As required
Furniture and fittings	Damp disinfect	Weekly
Chairs	Remove soiling, debris and disinfect	Daily
Internal glazing	Remove obvious soiling daily, otherwise damp wipe	Weekly
Internal glazing	Wash	Six monthly
Pipework/ledges/sills	Remove obvious soiling daily, otherwise damp wipe	Bi-weekly
Sinks and surfaces	Remove soiling and disinfect	Daily
Walls / Doors	Wash	Six monthly
Door handles, door plates, lock and door frames	Disinfect contact points	Daily

## Circulation areas / offices / meeting rooms

Description	Specification	Frequency
Bins	Empty, clean and replace liner	Daily
Contact Surfaces	Damp disinfect	Daily
Floors – Carpeted	Spot vacuum	Daily
Floors – Carpeted	Spot and stain removal	As required
Floors – Carpeted	Full vacuum	Weekly
Floors – Uncarpeted	Spot vacuum/spot mopping	As required
Floors – Uncarpeted	Damp disinfect mopping	Daily
Floors – Uncarpeted	Dry burnishing (polished vinyl floors)	As required
Furniture and fittings	Damp disinfect	Weekly

## Circulation areas / offices / meeting rooms continued

Description	Specification	Frequency
Chairs	Remove soiling, debris and disinfect	Daily
Internal glazing	Remove obvious soiling daily, otherwise damp wipe	Weekly
Internal glazing	Wash	Six monthly
Pipework/ledges/sills	Remove obvious soiling daily, otherwise damp wipe	Bi-weekly
Sinks and surfaces	Remove soiling and disinfect	Daily
Walls / Doors	Wash	Six monthly
Door handles, door plates, lock and door frames	Disinfect contact points	Daily
Upholstered furniture	Spot/stain removal	Weekly

## Kitchens within teaching areas and staff rooms

Description	Specification	Frequency
Bins	Empty, clean and replace liner	Daily
Contact Surfaces	Damp disinfect	Daily
Surfaces	Damp disinfect	Daily
Floors – Carpeted	Spot vacuum	Daily
Floors – Carpeted	Spot and stain removal	As required
Floors – Carpeted	Full vacuum	Weekly
Floors – Uncarpeted	Spot vacuum/spot mopping	As required
Floors – Uncarpeted	Damp disinfect mopping	Daily
Floors – Uncarpeted	Dry burnishing (polished vinyl floors)	As required
Furniture and fittings	Damp disinfect	Weekly
Chairs	Remove soiling, debris and disinfect	Daily
Internal glazing	Remove obvious soiling daily, otherwise damp wipe	Weekly
Internal glazing	Wash	Six monthly
Pipework/ledges/sills	Remove obvious soiling daily, otherwise damp wipe	Bi-weekly
Sinks and surfaces	Remove soiling and disinfect	Daily
Walls / Doors	Wash	Six monthly
Door handles, door plates, lock and door frames	Disinfect contact points	Daily



**Lord Deramore's  
Primary School**



**School Lane, Heslington, York, YO10 5EE**

**Tel: 01904 553890**

**Email. lordderamores.primary@york.gov.uk**

20<sup>th</sup> July 2020

**September 2020 Reopening Plans**

A central part of our plans to minimise the risk of Covid-19 transmission is the concept of a secure 'Bubble'. These 'bubbles' will be consistently staffed by the same team and both children and staff within bubbles will not mix whilst on site.

Bubble One (EYFS)

Early Years

**Rachel Carr**

Ann Bradley (TA)

Kim Arthur (EHCP TA)

Liz Williams (EHCP TA)

Jo Reynolds (Midday Supervisor)

Kim Arthur (Midday Supervisor)

Bubble Two (KS1)

Year 1

**Julia Jones**

Becky Maddock (TA)

**Alison Gulliver**

Year 2

**Mary McCormack**

Debbie Graham (TA)

09.11.20

## Amy Holden

Zeenat Zaffer (Midday Supervisor)

Becky Maddock (Midday Supervisor)

### Bubble Three (LKS2)

Year 3                      **Suzie McKenna**                      Jane King (TA)

Year 4                      **Adam Sharpe**                      Sarah Pierotti (TA)

Sue Thompson (Midday Supervisor)

Jane King (Midday Supervisor)

### Bubble Four (UKS2)

Year 5                      **Mark Richards**                      Emma Havercroft

Year 6                      **Helen Smith**                      Annette Lee

Lara Howland (EHCP TA)

Lisa De Sousa (EHCP TA)

Penny Toye (Midday Supervisor)

Lisa De Sousa (Midday Supervisor)

## **Covid-19 Protocols**

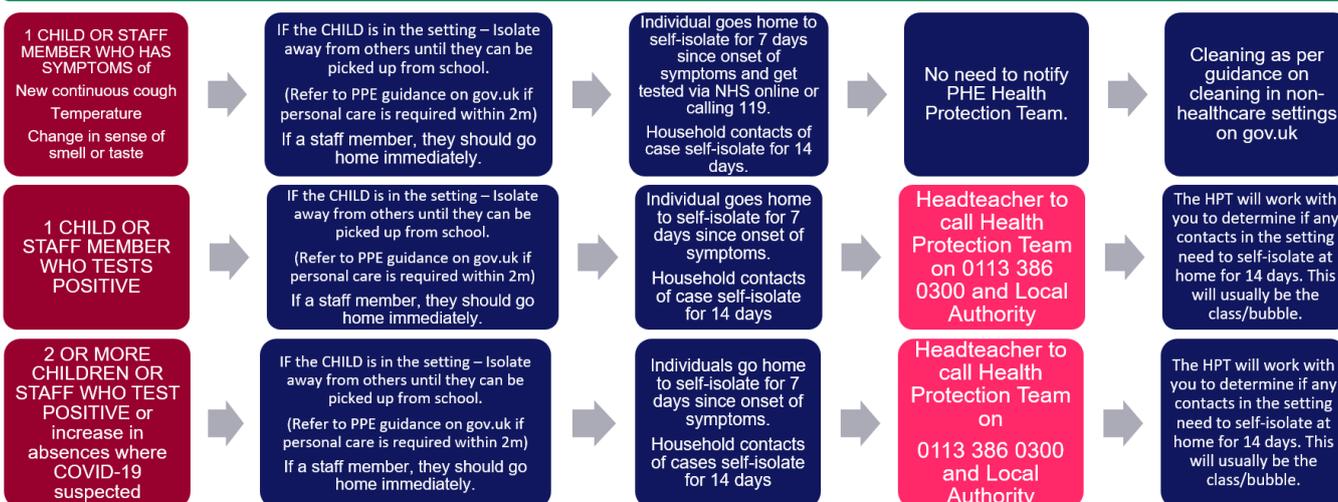
Public Health England have recently published this flow chart outlining what schools will do if there is a suspected case. Key protocols for you to be aware of include:

- A child/adult **plus all family members** will be sent home from school if they display any of the published Covid-19 symptoms. The symptomatic child/adult will stay off school for **seven** days, other family members for **fourteen** days.
- Any household members with symptoms must be tested for Covid-19.
- School should be provided with evidence of the test result. This will remain confidential.

- If the test result is negative, the child/adult/family may return to school so long as:
  - ✓ everyone in the household who has symptoms tests negative
  - ✓ everyone in your support bubble who has symptoms tests negative
  - ✓ you were not told to self-isolate for 14 days by NHS Test and Trace
  - ✓ you feel well – if you feel unwell, stay at home until you're feeling better
- Upon a positive, confirmed case, it is likely that the local Health Protection Team will close an entire bubble for fourteen days. This therefore means that **your child's school provision could be cancelled at very short notice** for a two-week period. It could be even longer if there is a localised outbreak.
- Everybody will be notified if there is a confirmed case within our school. We will not name the child/staff member however.
- Whilst families may feel aggrieved about their child(ren) being sent home for mild symptoms for up to 14 days, we are required to follow the guidance to the letter in order to protect all members of our school community. We unfortunately expect that several children may be affected by this rule - due to the common cold being highly prevalent during the autumn term. School will, however, support any isolated children with home learning activities.

# What to do if you have a case of COVID-19 in your school

See your School Pack for more information. Guidance is available at: <https://www.gov.uk/coronavirus/education-and-childcare>



Other important control measures to reduce risk to other children and staff include: minimising contact with those who are unwell, handwashing, respiratory hygiene, cleaning, minimising mixing and contact by altering the environment and daily schedules.

Alongside the use of protective 'bubbles' and strict protocols in dealing with suspected cases, other measures to minimise the risk of transmission include:

- Regular handwashing (especially on arrival)
- Extra cleaning around the school
- Personal Protective Equipment (PPE) and hygiene resources readily available as and when required
- Regular, ongoing health and hygiene education with all children

## School Hours and Site Access

Whilst many schools in York are introducing staggered start and finish times across their year groups, we have decided that this would not be ideal or convenient for working families, particularly those with several children in different year groups. We are therefore only having a slightly different start and finish time for Early Years.

	Start Time	Finish Time
Early Years	Doors open 8.50a.m Doors close <b>9.00a.m.</b>	3.00p.m. prompt
Years 1 to 6	Doors open 8.40a.m. Doors close <b>8.50a.m.</b>	3.15p.m. prompt

Punctuality is going to be critical in keeping our site secure. Please ensure that your child arrives and is collected during the specified times. School gates will be closed promptly at **9.00a.m.** for safeguarding reasons.

In order to ensure that bubbles avoid mixing on site, we have to restrict access to KS2 parents/carers and insist that children use three key pedestrian entrance points. One parent or carer may accompany EY/Y1/Y2 children onto the school site. In the first week of term, staff will be available at the entrances to help and reassure any children – particularly those in Year 3 used to entering the site with parents/carers.

Some exceptions will be allowed to these rules (e.g. for children with younger siblings in prams or those with disability/access needs) but these must be approved by the school office first. Please contact Miss Nicholson via email to discuss [lordderamores.primary@york.gov.uk](mailto:lordderamores.primary@york.gov.uk).

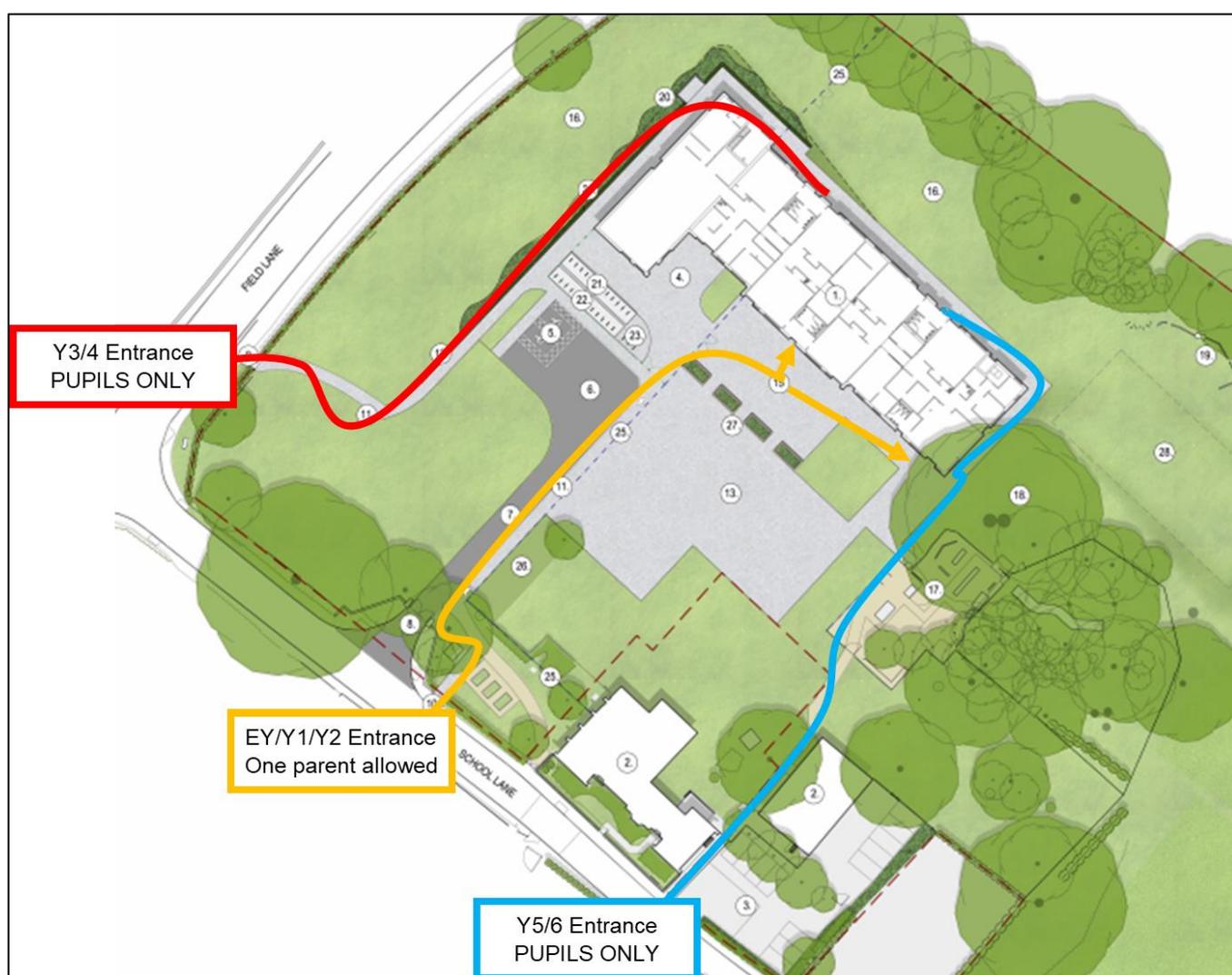
The Department for Education is encouraging families to walk, cycle or scoot to school. If you are unable to do this, the church car park is still available 8.30-9.00am and 3.00-3.30pm but please adhere to good social distancing. If you are using public transport, please ensure you wear a face covering but be aware that this covering must be securely stored upon entering school and may not be worn whilst in school.

Our normal cycle sheds/scooter rack will only be accessible by EY/Y1/Y2 children and staff. Y3-6 children entering the school site with bikes or scooters will need to walk them to their designated entrance doors. They will store them on the grass verge opposite the KS2 classrooms. This therefore means that they will not be covered/sheltered during these temporary arrangements. The site however is secure.

City of York Council are still searching for a school crossing patrol officer for our school. In the absence of an officer, parents and carers must **supervise children very closely** near the busy roads surrounding our school. School can only accept responsibility for health and safety of children whilst on our site and any parents/carers with ongoing concerns relating to the traffic on Field Lane should direct these to the council via [road.safety@york.gov.uk](mailto:road.safety@york.gov.uk) or [ben.potter@york.gov.uk](mailto:ben.potter@york.gov.uk) who was leading on the proposed traffic calming measures.

Visitors (including parents/carers, contractors, prospective families) will normally **not** be allowed in the school building. Parents and carers collecting children during the school day should come to the school office. All correspondence, letters and enquiries should be directed to the school office either via telephone (01904 553890), email ([lordderamores.primary@york.gov.uk](mailto:lordderamores.primary@york.gov.uk)) or via children's book bags/planners.

### Pedestrian Access to School



We will be regularly reviewing this system in the first few weeks. If this system is not adhered to, we may have to consider staggered start and finish times for different year groups. Please therefore try and support us with these temporary drop-off and collection protocols.

## Breaks and Lunchtimes

In order to avoid mixing 'bubbles', the playground will be timetabled at lunchtimes and playtimes. The Forest School will also be timetabled (TBC in September). The use of our large field will not be timetabled and staff will be utilising this space as much as possible.

<b>MORNING BREAK</b>	
Early Years	Continuous play (designated EY area)
Year 1	Continuous play (designated Y1 area)
Year 2	10.00-10.15am <i>Plus PM break</i>
Years 3 and 4 (LKS2)	10.20-10.35am
Years 5 and 6 (UKS2)	10.40-10.55am

<b>LUNCH</b>	Lunch (classroom or field)	Lunchtime play (playground slot)
Early Years	In the school hall 11.30-12.00	Continuous play provision
Years 1 and 2 (KS1)	12.00-12.30	11.30-12.00
Years 3 and 4 (LKS2)	12.00-12.30	12.30-1.00
Years 5 and 6 (UKS2)	12.30-1.00	12.00-12.30

Our school catering company, *Caterlink*, will be providing 'finger food' and 'grab bag' options for the autumn term. These lunches are free of charge for those in receipt of Free School

Meals and for children in Early Years, Year 1 and Year 2. There is a charge of **£2.35** per day for other children. Dietary and allergy needs will be accommodated.

The government's gift voucher scheme for Free School Meals families will cease on Friday 4<sup>th</sup> September and will no longer be funded by the Department for Education.

Pack-ups provided by home should remain as healthy as possible. Sweets and fizzy drinks are not allowed. We are also a **nut free zone** (which includes all nut-containing products, including Nutella and Peanut Butter).

Milk will only be available for Early Years children. Details of this will be sent out to new starter families soon via the providers *Coolmilk*. Milk is free for Under 5 children. There is a small charge for those Early Years children who are aged 5. The government's Fresh Fruit and Vegetable Scheme will restart in September, providing a free snack for every child in Early Years, Year 1 and Year 2. Other groups are welcome to bring their own healthy snack in for morning break times.

### **Uniform, PE Kit and Equipment**

- Children should wear their normal school uniform.
- To minimise any transmission risk, clothing should be regularly washed and in a clean state.
- Children will be accessing the outdoor grounds more frequently in the autumn term, please therefore ensure that your child has suitable wellies and waterproof clothes readily available in their lockers at all times.
- Teachers will notify you in their first newsletter about which days your children will be having PE lessons. PE kits should be brought into school on these days.
- No toys or personal stationery/pencil cases should be brought into school. All children will have their own named resource sets supplied by school.
- Book bags and rucksacks may be brought into school to carry planners, homework, reading books, pack-ups, water bottles

### **Medications**

Emergency medications are usually stored centrally in the school office. Individual classrooms, however, also have a medication box readily available. If your child has any emergency medication, such as inhalers or epipens, please ensure that these are brought into school on your child's first day (back). A medication form should be completed with clear instructions about when and how they should be administered. These forms can be requested via the school office.

### **Extra-Curricular Clubs and Activities**

No extra-curricular clubs or activities will be running for the foreseeable future. This is not an easy or desirable decision but the latest Government guidance makes it impossible for us to host clubs in September. We will of course review this if the situation and guidance changes. We will also be planning no educational visits during the autumn term. The Year 6 residential trip may also be cancelled/rearranged. Further details about Robinwood will be sent out to Year 6 families once we have further clarification from them.

Unfortunately, individual or small group music lessons are prohibited within schools. This guidance may change within the next few weeks however. Our usual peripatetic teachers (Diane Martin/Violins, Amy Lacy/Piano, Simeon Haslam/Rock Band and Peter Richmond/Guitar) are currently unable to carry out lessons on school premises. If this guidance changes, however, they will be in touch with their students' families.

## **Curriculum**

Although schools have several different ways of working under the present situation, a child's experience within the classroom should be relatively normal.

Your child will:

- Be fully supported, emotionally and socially, in their transition back to school. This will be our main priority in the first few weeks in September.
- Be fully supported academically so that they catch up on the 67 days of school missed since lockdown.
- Receive a full curriculum offer, including specialist teaching in music (Y2-6), French (Y4-6), PE and computing.
- Socialise and play (within their fixed bubbles) as normal.

Although we will not be meeting as a whole school until further notice, we will still hold a weekly 'Celebration' assembly virtually for the children.

## **Wrap Around Provision (Breakfast and After-School Club)**

*Kids Kabin* is our separate wrap-around club providers and they are currently drawing up plans to provide breakfast and after-school provision based on our secure bubble model. Based on their current indicative numbers, Breakfast Club will take place in the main hall – with each bubble seated in their own 'quadrant'. After-School provision has greater numbers of children and each bubble will therefore have their own dedicated space and staff.

Entry onto and around the school site will not be restricted for *Kids Kabin* drop-offs and collections. Please maintain social distancing as much as possible however whilst waiting to collect your child(ren).

BUBBLE	Breakfast Club	After-School Location
Early Years	Designated tables and area in the school's main hall	Early Years classroom
Years 1 and 2 (KS1)		Portacabin – Room 1
Years 3 and 4 (LKS2)		Portacabin – Room 2
Years 5 and 6 (UKS2)		School Main Hall

