

## RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM JANUARY 2021

Name of School		Date of assessment	Review date
Audlem St James CE Primary School		24 <sup>th</sup> February 2021	22 <sup>nd</sup> March 2021
Name and Position of Assessor(s):		Assessor(s) Signature:	
Headteacher's Name:	Andy Perry	Headteacher's signature:	A.Perry
Chair of Governor's Name:	Janet Furber	Chair's signature	J.Furber

Before completing this risk assessment, please refer to Cheshire East's Risk Assessment Framework. The risk areas below can be used as a guide, but schools may want to adapt this for their use.

### 5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)

Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Key to Colour - Purple – 23.10.20, Green 3.10.20, Blue 19.9.20, Red 9.9.20 and black July 20 Orange 27.11.20 18.1.21 23.2.21

### RISK PRIORITY

**HIGH:** Accident likely - with possibility of causing serious injury or loss

**MEDIUM:** Possibility of accident - causing minor injury or loss

**LOW:** Accident unlikely - with control measures in place

### Risk Assessment Checklist

OFFICIAL

This risk assessment checklist has been revised to support schools in Cheshire East to update the key areas to consider in their coronavirus (COVID-19) risk assessment following the lockdown implemented by the government on 4<sup>th</sup> January 2021. The [Restricting Attendance during the national lockdown: schools](#) guidance states: *It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed).*

This checklist follows the **11 systems of control** set out in the above guidance, along with 2 further areas in relation the school's safeguarding arrangements and to the development and sign off of the school's risk assessment:

**Prevention**

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated. Numbers 1 to 5, and number 8, must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.

**Response to any infection**

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
<b>Buildings and Facilities</b>				

Re-occupying buildings	Building users	Non compliance with statutory requirements – risks of harm Complying with government guidance – please click on this <a href="http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak">www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</a>	High	
Fire	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors	<p>Staff and children do not need to be 2m apart if a Fire Drill (<b>Staff will try to do this to ensure 2m distance from each bubble though</b>).</p> <p>Burning by heat, flames and explosion. Smoke inhalation causing burning to the lungs and triggering conditions such as asthma. Suffocation or respiratory difficulties. Injury from falling or collapsing structure. Poisoning by inhalation of toxic gases and other combustion products. – Risks of harm</p> <p>To carry on reviewing Fire Risk Assessment on a weekly basis as more classes come back to school. Fire Assembly point – Reception Bubble 1 to Assemble in normal area- all pupils must line up two metres apart. Health and Safety advice for children and staff is in place and published on the school website.</p> <ul style="list-style-type: none"> <li>▪ <b>Fire Drill practise to take place in during week beginning September 2<sup>nd</sup>, 7<sup>th</sup> September and 22<sup>nd</sup> September.</b></li> <li>▪ Fire Drill practice in October.</li> <li>▪ <b>Fire Drill will take place again when children come back to school as a whole.</b></li> <li>▪ <b>Fire Drill will be looked at in January 2021 for those Key Worker and Vulnerable children – same procedures as normal using Rec, Yr1 and Yr3 classrooms for the Bubbles.</b></li> </ul>	Medium	<a href="http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-3-6">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-3-6</a>

<p>Pre -Opening</p>	<p>Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children,</p>	<p>Review individual risk assessments for all staff who have previously been categorised as extremely clinically vulnerable or clinically vulnerable. Review risk assessments any members of staff are potentially more vulnerable due to non-medical reasons, for example: BAME employees. Review risk assessments any members of staff who live with people that have been previously classified as extremely clinically vulnerable or clinically vulnerable. Whilst each RA will be personalised mitigating measures are likely to include:</p> <ul style="list-style-type: none"> <li>-Member of staff not to enter into isolation with a person showing symptoms</li> <li>-Member of staff not to carry out First Aid responsibilities</li> <li>-Member of staff deployed with older pupils who are more likely to be able to socially distance (where possible)</li> <li>-Member of staff to socially distance from other members of staff as much as is possible.</li> </ul> <p>Ensure that the school is very well stocked with:</p> <p>Cleaning materials, including disposable cloths, detergents, buckets, mops, bins, bin bags (medical waste/nappies), PPE equipment, including full PPE, face masks, face coverings, gloves (longer than wrist length), eye protection First aid equipment and UV thermometer Tissues and paper towels, Soap, hand sanitiser.</p> <p>Ensure sufficient furniture in each classroom to enable all pupils to be seated in twos, facing the front of the classroom.</p> <p>Ensure that distance between pupil tables is maximised as much as is possible, particularly ensuring that there is sufficient distance between teacher desk and pupil desks.</p> <p>Remove any unnecessary furniture from classrooms to ensure maximum space is available.</p> <p>Teachers will ensure that all equipment that is not used regularly will be removed from the classroom. Equipment in classrooms to be kept to a minimum in order to aid cleaning.</p> <p>Soft toys and dressing up clothes to be removed from classrooms. Equipment such as sand trays and play dough will also be removed.</p>	<p>Low</p>	
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<p>Legionella, Gas, Asbestos</p>	<p>Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors</p>	<p><b>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</b> Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use. <b>Domestic hot water services - including calorifiers/direct fired water heaters/ sinks/ basins/ showers</b> Hot water generation servicing to continue in line with manufacturers' criteria. Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. Regularly check hot water generation for functionality and if required, temperature recording. If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. <b>Gas safety</b> Do not isolate gas supplies to boilers and hot water generation. Gas services should remain in normal operation. Continue planned gas safety checks including gas detection/interlocking Fire safety. Carry out weekly checks of alarms systems, call points, and emergency lighting. Carry out regular hazard spotting to identify escape route obstructions. Check that all fire doors are operational. Fire drills should continue to be held as normal. <b>Kitchen equipment that holds water, for example dishwashers and combination ovens</b> Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth. <b>Security</b> All areas of the school should be kept secure. Access to certain closed areas should only be possible by relevant staff - for example art store and paper store - only to be accessed by single member of staff and only if absolutely required. Check that access control and lockdown systems are operational. <b>Ventilation</b> All systems to remain energised in normal operating mode. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Where possible, occupied room windows should be open.</p> <p><b>Other points to consider</b> Core building-related electrical systems, including internal and external lighting, small power, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode. For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc.</p> <p>Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></p>	<p>Medium</p>	
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Physical Building	<p>Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children,</p>	<p>All children will face the teacher in rows with children being placed next to each other. Two children per desk. Channels for the teacher to be created behind the desks for teachers to move Corridors to be marked with masking tape for pupils to follow. All furniture not being used is to be stored and moved to another empty space, including soft furnishings which cannot be cleaned. Door closers to be removed and doors to be wedged open at all times including toilet doors (exceptions, staff and disabled). Cloak rooms. Doors to be propped open. Children discouraged from bringing anything from home that is unnecessary. Only a water bottle and coat will be required with a lunch box if necessary. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible. One way circulation to be implemented for corridors. Wedges to be used to keep doors open. All windows to be opened first thing in morning and left open throughout the day. Outside doors will now be closed after a review of ensuring the safety of the children within school but windows around school will still be open to ensure as much ventilation as possible.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing if necessary. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p><b>Classroom- Changes</b> Remove all non-essential objects. Redesign classroom spaces for class Bubbles. Ensure physical spaces allows for 30 pupils to sit at desks or room in Reception for sitting. Each Bubble to be allocated one toilet block to avoid cross over. All furniture in corridors removed to ensure corridor as wide as is possible. <b>Classroom Spaces - Hall -</b> will be used as a dinner hall with 3 staggered lunches over 2 hour period 3 groups Rec/Yr1, Yr2/Yr3 and Yr4,Yr5 and Yr6. AP will be in the hall at all times with children to ensure social distancing and cleaning of tables. Class teachers and Middays will monitor children when they are outside on the playground. <b>Isolation Room- Quartz Room. Outdoor Space -</b> Where lessons and weather permit, learning is to take place outside, teachers should use outdoor education wherever possible. Outdoor equipment, however, should not be used unless sufficient cleaning of the equipment can be completed after any activity. Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside. <b>Signage -</b> Signage for movement around external building for parents. Use tape on floor to</p>	Medium	<p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</p>
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		<p>demarcate areas and walkways. Ensure toilets have washing hands posters.</p> <p><b>Distance reminders where possible.</b> Distance reminders in and outside of school.</p> <p>All the above still applies for the Lockdown - January 2021 except children will have their lunches in their classrooms from now on -a rota has been set up for staff to cover dinner duties with AP.</p> <p>3 classes used are Reception - Bubble Rec/Yr1</p> <p>Yr1 classroom - Yr2/Yr3</p> <p>Yr3 classroom - Yr4/Yr5/Yr6 (Maximum number of children in each bubble is 15)</p> <p>Children will not mix in other bubbles and where possible neither will TA's class teachers and TA's will try to ensure that they keep their distance.</p> <p>This will now be changed from 22<sup>nd</sup> February no children will be eating in the hall but in their classrooms please refer to the return to school timetable for when all children return on the 8<sup>th</sup> March. We will be going back to all classes in their own classroom except Reception who will have their lunch in the hall. Refer to autumn protocol.</p>		
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Class sizes and groups – Social Distancing



<p>Social Bubbles Size and Groups</p>	<p>Staff and pupils</p>	<p>No more than 30 in one bubble class group- <i>Where desks are used all children will be facing the front in 2's, they are spaced. This means we have created a 2 metre distance between children and staff, so this will relate to chairs, rather than desks in setting up classrooms.</i> In some cases, this will mean that 'bubbles' or groups will be less than 30.<i>(All Bubbles in January will be a maximum of 15) We will go back to 30 children from 8<sup>th</sup> March in their classes.</i></p> <p>Social distancing applies with movement around the building at all times. Staff ratios for EYFS remain.</p> <p>Social Bubbles should remain apart from each other for the entire day.</p> <p>Children should not mix with other bubbles</p> <p><i>Teachers /TA's should not mix with other bubbles if at all possible. This could happen through PPA/SENCO but staff will keep 2metre distance from children and other staff. The Bubbles will be timetabled to be together with their designated bubbles as much as is possible.</i></p> <p>Playtimes and lunch times should be with one designated midday/support assistant who helps watch the children. <i>All staff will support this to ensure children keep to their bubbles through a rotation process. This is where staff can supervise other bubbles outside due to COVID 19 risk assessments about being outside within KS1 and KS2 refer to return to school.</i></p> <p><i>Reception will come in as a whole class from 7<sup>th</sup> Sept-18<sup>th</sup> Sept - 8.45am -1.00pm. They will have their lunch at 11.15am in the hall. They will be picked up from the main entrance at 1.00pm.</i></p> <p><i>If staff are ill and unable to come into school then the Headteacher will take over the class and ensure that they keep the bubbles as much as possible with either the TA if assigned or work with specific supply teacher VS.</i></p> <p>Staff to incorporate lessons on handwashing on the first day back into school. This lesson will also include other aspects of hygiene such as encouraging children not to touch their eyes, noses and mouths, not to put things in their mouths, what to do after sneezes or coughs, why some pupils and staff may wear facemasks and how these can help to prevent the spread of viruses. These will be made age appropriate. <i>This is particularly important for those year groups that are returning for the first time since January but even for those pupils that have already returned it will be a useful reminder.</i></p> <p>Regular designated times during the day will provide pupils opportunity to wash their hands (arrival and departure, before and after eating and after sneezing and coughing, break times). These will be supervised for all pupils with the exception of Yr5, Y6.Regular reminders to all pupils about the importance of hygiene, including flushing of toilets and what to do if they have problems with this.</p> <p>The school has arrangements in place to ensure that staff across groups are kept to a minimum and remain 2 metres from pupils and staff where possible.</p> <p>The school timetable enables groups to be kept apart and movement around the school site kept to a minimum.</p>	<p>Medium</p>	
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		<p>The school has considered the need for any staggered start/end, break times and lunch times (and time for cleaning surfaces in the dining hall between groups). The school has considered access toilets for pupils, in line with the systems of control.</p> <p>The school has planned how shared staff spaces are set up and used to help staff to distance from each other. (Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day).</p> <p>The school has made specific steps to help and support those pupils with SEND prepare for the changes to routine involved, for example using social stories. Increased hygiene protocols are in place when working with children and young people with complex needs, or those who need close contact care; the school supports them to maintain distance and not to touch staff and their peers, where possible.</p> <p>The school has worked through the system of controls with any setting where a child routinely attends on a part time basis to address any risks identified.</p> <p>The school has arrangements in place to ensure that supply teachers, peripatetic teachers and/or other temporary staff who move between schools minimise contact and maintain as much distance as possible from other staff and take part in rapid testing arrangements where possible.</p> <p>The school has reviewed/updated its behaviour policies with any new rules/policies, and communicated these clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</p> <p>The school has considered how to reduce the risk of certain activities, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>The school has procedures in place to manage visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>Local authority officers complete the visitor risk assessment, where appropriate. Expectations have been communicated to contractors and suppliers around for example, cleaning, catering, food supplies, hygiene supplies etc.</p> <p>The school plans for visits to happen outside of school hours, where this is possible.</p> <p>The school procedures ensure a record is kept of all visitors.</p>		
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Pupils	Pupils	<p>All pupils to return from March 8<sup>th</sup> - return dates shown above. Headteacher will work with key families to ensure that the school is safe and that they are okay to return to school. DSL will work with staff to ensure that all children are safe and interventions for vulnerable children are put into place. For all purpose vulnerable pupils are defined as those who:</p> <ol style="list-style-type: none"> <li>are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child</li> <li>have an education, health and care (EHCP) plan whose needs cannot be met safely in the home environment</li> <li>have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who are therefore in need of continued education provision - this might include children on the edge of receiving support from children's social care services, adopted children, or those who are young carers, and others at the provider and local authority discretion</li> </ol> <p>Grouping of pupils will be arranged by between lead teaching staff from each social bubble and be informed by friendship and needs but also staffing and pupil familiarity and relationships with staff.</p>	High	<p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p>
Staff				
Staffing including communication	Staff	<p>Red amber green RA to be carried out weekly for staff to ensure their mental and physical health is taken into account. Mrs Richardson will complete this as part of Well-Being Coordinator</p> <p>Personalised support packages and interventions for staff if required.</p> <p>Staffing rota to ensure only staff are present in school who need to be in school.</p> <p>Learning Platform to be a key essential area that will be utilised if a spike happens in the Cheshire East area or Nationally - Zoom/pre-recorded sessions and Website will be used Morgan will go through how to use this with SLT and ensure that staff use this regularly within lessons so children and parents feel secure in how to use it if we have to go back to home learning. Learning Platform still to be used for homework.</p> <p>Admin teams: Only 2 people in the office at one time. Normal working in office. Limit contact with other adults. Staff taking leave - guidance on quarantine is changing on 10.7.2020 1 staff member in the office per day.</p>	Medium	

Staffing Rotas	Staff	<ul style="list-style-type: none"> <li>▪ Staff assigned to different 'Social Bubbles' of pupils to remain the same for the duration of the term or teaching timetable.</li> <li>▪ Entire staff to be split as below. One or two for each year group Bubbles of no more than 30 now entering school.</li> <li>▪ <b>Head in the Wild - PPA/SLT Monday mornings/ afternoon Own Risk assessment that will only be working with our school that day and always this group. This will not happen in the Spring term and starts again in the Summer.</b></li> <li>▪ <b>Sportsacpe will only be working with 4 year groups on different days. Mrs Spooner be cover the other year groups Lanyards will still be worn but can be clipped on for Safeguarding Reasons.</b></li> <li>▪ <b>Staff who work at home through the Lockdown will be given a risk assessment for them to fill in about desk height and appropriateness of chair etc at home. School will always be open for them if their facilities at home aren't suitable.</b></li> </ul> <table border="1" data-bbox="633 486 1453 970"> <tr> <td data-bbox="633 486 1453 518"><b>Primary</b></td> </tr> <tr> <td data-bbox="633 518 1453 550"><b>Reception 1:</b> Jodie Burgess, Kayley Maughan and Kerry Clarke</td> </tr> <tr> <td data-bbox="633 550 1453 582"><b>Year1:</b> Emma Hayward /Clara Kemp/ Dawn Read, Broweyn Jones</td> </tr> <tr> <td data-bbox="633 582 1453 614"><b>Year2:</b> Nicola Richardson and Jo Smith</td> </tr> <tr> <td data-bbox="633 614 1453 646"><b>Year3:</b> Morgan Davies</td> </tr> <tr> <td data-bbox="633 646 1453 678"><b>Year4:</b> Liz Morris/Ruth Bugeja</td> </tr> <tr> <td data-bbox="633 678 1453 710"><b>Year5:</b> Philippe Blenkiron</td> </tr> <tr> <td data-bbox="633 710 1453 742"><b>Year6:</b> Mrs Bird/Mrs Tailor</td> </tr> <tr> <td data-bbox="633 742 1453 774"><b>TA's will be assigned by SENCO looking at EHCP's and key children.</b></td> </tr> <tr> <td data-bbox="633 774 1453 805"><b>Rec class</b> -Rec/Yr1 KC, DR ad BJ</td> </tr> <tr> <td data-bbox="633 805 1453 837"><b>Yr1 class</b> -Yr2/Yr3 SAS, RG</td> </tr> <tr> <td data-bbox="633 837 1453 869"><b>Yr3 class</b> - Yr4,Yr5 and Yr6 JTai , RB</td> </tr> <tr> <td data-bbox="633 869 1453 901"><b>Forest school with Mr Hadfield every Wednesday - Yr1 class / Yr3 class</b></td> </tr> <tr> <td data-bbox="633 901 1453 933">Teachers will be in on a rota to help and support staff when needed. -Check rota.</td> </tr> </table>	<b>Primary</b>	<b>Reception 1:</b> Jodie Burgess, Kayley Maughan and Kerry Clarke	<b>Year1:</b> Emma Hayward /Clara Kemp/ Dawn Read, Broweyn Jones	<b>Year2:</b> Nicola Richardson and Jo Smith	<b>Year3:</b> Morgan Davies	<b>Year4:</b> Liz Morris/Ruth Bugeja	<b>Year5:</b> Philippe Blenkiron	<b>Year6:</b> Mrs Bird/Mrs Tailor	<b>TA's will be assigned by SENCO looking at EHCP's and key children.</b>	<b>Rec class</b> -Rec/Yr1 KC, DR ad BJ	<b>Yr1 class</b> -Yr2/Yr3 SAS, RG	<b>Yr3 class</b> - Yr4,Yr5 and Yr6 JTai , RB	<b>Forest school with Mr Hadfield every Wednesday - Yr1 class / Yr3 class</b>	Teachers will be in on a rota to help and support staff when needed. -Check rota.	Medium	<p><a href="#">Guidance for managers re staff concerned about attending work</a></p> <p><a href="#">Guidance for schools on supporting vulnerable staff</a></p> <p><a href="#">Flowchart for schools on supporting vulnerable staff</a></p>
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Communication																		

<p>Communication to and from Parents</p>	<p>Parents and children/staff</p>	<p>Essential correspondence sent out via text to parents. Video walk through of new measures sent via website and text to parents - <b>BEFORE September 20</b>. Any forms or messages from parents should be emailed to the school office or parents should ring office</p> <p>Communicate methods of entry and exit to the school grounds to be kept brief - loitering not to be encouraged. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</p> <p>Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). Make 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)</p> <p>Also think about engaging parents and children in education resources such as e-bug and PHE schools resources. <b>Letter has gone out to all parents on the 12<sup>th</sup> July going through protocol for dropping children off and the key elements that they must remember. New Starters will start 7<sup>th</sup> -14<sup>th</sup> September full days until 1.00pm. The 1<sup>st</sup> week in school is only 3 days so we will have this as out transition time where all classes will be able to go back to their old class and transition to their new class over that time. Wednesday stay with old class. Thursday morning move to new class, Thursday afternoon go back to old class, Friday morning -new class and finally go back to old class teacher to say goodbye.</b> Letters have gone out about ensuring social distancing and reminders of pick and drop off times.</p> <p><b>Letter has been sent out this week 28.9.20 Face coverings in schools:</b> There is no change to our risk assessment regarding pupils wearing face coverings in school. This will continue as it has done to date:</p> <p>However, due to the rising number of cases we are now asking (strongly encouraging) parents / adults to wear a face covering when they are bringing their children into school and when they are collecting them at the end of the day. Under current guidance we have no way of policing this and we can't enforce it but we really do hope that parents will support us and will adhere to this. Our staff have been told that they are to wear face coverings when they meet parents, they won't be expected to wear them during the day. I had a meeting with all Nantwich Headteachers yesterday morning and I believe that this is already in place, or about to be introduced, in the large majority of the schools in the area. As I'm writing this letter I've just seen that Cheshire West LA have issued a letter to all schools asking them to implement this; I expect similar from Cheshire East will follow very soon. We ask that this happens from Monday 5th October.</p> <p>12.11.20 All staff and visitors will wear a mask around school when they aren't in their class bubbles. This means inside school e.g. corridors and staffrooms etc.</p> <p>27.11.20Exemptions Some individuals are exempt from wearing face coverings. For example, people who:</p> <p>cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</p>	<p>Medium</p>	<p><a href="#">What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak</a></p>
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		<p>are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate</p> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>A letter went out on Monday 14<sup>th</sup> December regarding changes in isolation from 14 days to 10 days and how the school will be doing Track and Trace.</p> <p>Letter went out on the 1<sup>st</sup> /2<sup>nd</sup> January regarding Tier 4 Our risk assessment and mitigating measures have previously suggested that face coverings (pupils and staff) and visors (staff) be worn in classrooms and communal areas. I ask that parents and staff give these stronger consideration (previously, we suggested that staff wear face coverings when working with small groups of pupils and visors when working individually with pupils).</p> <p>Letters were sent home to all parents going through procedures of how the school will be open for Key Workers / Vulnerable children. Numerous letters were sent out as well for remote learning and shared with staff and governors.</p>		
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LA	Staff/Governors /LA	<p>To carry on having regular contact with Local Authority on what is happening in school and to ensure the headteacher understands any changes from the LA / Government. (DFE). The guidance from DFE and Public Health is that the new variant is only more transmissible if people are not following the correct guidance re: handwashing, face covering, social distancing etc. If people follow guidance then there is no increased probability of them catching the virus.</p> <p>These are the contact if the school has any COVID related illnesses.</p> <p>SECTION 1: Local Area Key Contacts</p> <p>Cheshire East Helpline for COVID-19 queries and notification of confirmed COVID-19 cases related to educational settings</p> <p>Cheshire East COVID19 Helpline 01270 371323</p> <p>Email Covid19@cheshireeast.gov.uk</p> <p>Line is open Monday to Friday 8am to 8pm Saturday to Sunday 3pm to 5pm</p> <p>Cheshire East Public Health can be contacted via this helpline</p> <p>From September 2020 the Department of Education Helpline for COVID-19 enquiries and support with managing single confirmed cases will be available for the following education settings: early years settings; primary settings, infant or junior settings, middle settings, secondary settings;and further education providers.</p> <p>DFE Helpline Number: 0800 046 8687 Select option for reporting positive case Line is open Monday to Friday 8am to 6pm and Saturday to Sunday 10am to 6pm</p> <p>Cheshire and Merseyside 0344 225 0562 (option 0 then option 1)</p> <p>Cumbria 0344 225 0562 (option 0 then option 2)</p> <p>Greater Manchester 0344 225 0562 (option 0 then option 3)</p> <p>Blackburn with Darwen, Blackpool and Lancashire 0344 225 0562 (option 0 then option 2)</p> <p>Out of Hours PHE Contact: Public Health England first on call via the Contact People 0151 434 4819</p>	Medium	<p>Refer to the document - <b>PHE NW COVID-19 Template Resource Pack for Schools Version 4.0 January 13<sup>th</sup> 2021</b></p> <p><b><u>ADAPTED FOR CHESHIRE EAST SCHOOLS</u></b></p>
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Communication to Children	Children	<p>Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p> <p>Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) <i>Go through the new advice with parents as well. Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms (<a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a>), or have tested positive in the last 7 days, 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). All parents have been given a flow chart to help them recognise the signs of children who might have COVID related illness. This has also been given to staff to help recognize any symptoms. 7<sup>th</sup> September. This was sent out again November and December 20. This will be sent out again before 8<sup>th</sup> March.</i></p> <p><i>All procedures and letter have been discussed with children over the next 2 weeks,</i></p>	Low	
Curriculum and Learning				



<p>Teaching, Learning and Curriculum</p>	<p>Staff and children</p>	<p>Lessons and activities will be decided by senior leaders and teachers during the initial planning phase but will include:</p> <ul style="list-style-type: none"> <li>• If doing PE. The children will come in PE. Kits.</li> <li>• Maths to be marked with the children in lessons if possible</li> <li>• English to be marked with children in lessons if possible</li> <li>• Maths marking to be done by children in green pen Yr6 other classes pencil crayons through teacher led visualiser work. Oral feedback from teachers. Children will all have a book and writing equipment which will be kept in a zip folder to ensure no children will have cross contamination of work. All work to stay on desks in front of the child with their other equipment. This will be reviewed daily and weekly dependent on classes.</li> <li>• We will look at the Audlem Curriculum and try to make sure that it's a broad and balanced over the rest of the Spring term. A key factor will be plugging the gaps that have been identified by the SLT in English and Maths and a key area will be looking at Well-Being and a gradual process of getting our Curriculum up and running fully e.g. History and Geography. These 2 subjects could be utilised our Online Learning Platform so that we are completing the whole curriculum whilst still engaging parents and children through the use of the Learning Platform so that if we need to use it due to a spike both teachers, parents and children are able to easily access and use the documents.</li> <li>• Online learning platform will be used for homework whilst the children are in school and this will be using the website and Microsoft to ensure that videos and teaching resources make it easier for children and parents to use. Staff will also post what they have been doing that week through the platform. Look at the use of SEESAW for feedback - MD/SLT will put a timetable together. These will be cleaned at the end of the week. 5 classes could use them if we allocate them from Yr2 -Yr6.</li> <li>• A key focus on mental health and wellbeing in the first half of the Spring term, particularly in Year groups that have not returned to school in the Summer term. A key focus on Phonics up to and including Y3 to ensure that any gaps in learning are filled.</li> <li>• Teachers must ensure that informal assessments take place early in September to identify any gaps in learning, particularly in Mathematics and Literacy. These gaps must be addressed before considering the objectives for the year group.</li> <li>• Subject leaders of Foundation subjects to review curriculum and 'slim down' some units of work to focus on key skills and knowledge, therefore enabling all themes to be covered during the year. .</li> <li>• Wider opportunities music lessons to commence in September but social distancing of staff must be adhered to. Mrs Shackleton starting music with 1-1 children on 8<sup>th</sup> March</li> </ul> <p>Students and staff can engage in singing in line with this guidance and guidance on <u>working safely during coronavirus (COVID-19) in the performing arts</u> but routine 2 metre social distancing should be maintained.</p>	<p>Low</p>	
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		<p>We will should observe strict social distancing between each singer or player, and between singers or players. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. You should use seating where appropriate to maintain social distancing.</p> <p>Further measures that we will take include:</p> <ul style="list-style-type: none"><li>• playing instruments and singing in groups will take place outdoors wherever possible</li><li>• if indoors, a room (hall) with as much space as possible, for example, larger rooms, rooms with high ceilings are expected to enable dilution of aerosol transmission</li><li>• if playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. We will ensure good ventilation, advice on this can be found in the HSE guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a></li><li>• students should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible</li></ul> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene and using maximum fresh air ventilation through either opening doors and windows or ventilation systems.</p> <p>At all times participants should comply with coronavirus (COVID-19) secure measures including the <a href="#">system of controls</a> for their setting and limit social interaction outside the sporting activity. Students should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>All Above has now go into Remote Learning - please refer to our policies and Learning Platform plan. The curriculum is still be accessed by all children throughout the week.</p>		
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<p>Timetable for Day</p>	<p>Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children,</p>	<p>Class groups should have staggered break times and lunch times. ALL WINDOWS /DOORS kept ajar to be opened as the school opens and stays open Unless the weather is too cold for children to do work then these will be opened when its break times and set times by the teachers with the class to ensure children are safe and are able to work. Protocol in place for admitting pupils from Rec-Yr6. Protocol in place for admitting pupils. No social distancing will not be able to be kept due to the age of the children in year groups but if they can stay away from each other then they should. All children must stay away from their class teachers 2m area as much as possible in KS2. On occasions staff will need to talk or get closer to children to help them with work. Parents will pick up from designated areas around the school grounds. Parents will have to drop their child at their designated gate and leave immediately. With only one parent undertaking this task. All children will sanitiser their hands before they enter the school building at designated points around school - e.g. Station outside each classroom. Protocol in place for isolating potential carriers displaying symptoms Frequent hand washing/ hand sanitizer. Tables and handles cleaned in middle of day. Water to be on each table for children - Jugs of water. Children will use hand towels to dry hands after being to the toilet. Children in cohort groups - sitting in rows facing the front - children to be sitting in pairs. Suggested number 30 children with an adult. TAs can lead under the direction of a teacher. Children to work base and equipment remaining constant. The adult allocated to the group remains constant on the day and subsequent days This will only change when the Teacher has PPA - look at PPA document and page 6 of the risk assessment. Groups to limit access to other groups as much as possible. Limit materials brought into school or sent home. Adults/parents to have no access to the school. Desks put together so that children can sit in rows 2 children per desk. Classroom stripped back to basics - soft furnishings and toys put away. Limit equipment used in lessons. Only use things that can be cleaned. Brief transitory contact 2M apart in corridor is low risk. Desks and chairs and floor markings in other areas. Own equipment to be used by children at all times and kept at their desk solely for that pupil which is provided by school. No assemblies Staff rooms rota'd and marked. Clear behaviour policies and protocols for when intervention is required. There is concern students will purposely break social distancing rules knowing staff have little ability to intervene. The hall will be used as a dinner hall again with 3 lots for dinner - Rec/Yr1, Yr2/Yr3 and Yr4/Yr5/Yr6. Possible 8.45-9.15- Parents handover and initial hygiene routine and registration 3.00-3.15- Release of pupils. Refer to timetable to see what the children will be learning. Attachment Rec /Yr3- parents pick up by Entering school of Heathfield road side gate. Yr1/Yr2 - parents pick up at bottom of the playground opposite their classrooms.-enter from Highfields Avenue. Yr6 -parents will wait at the side of the front of school -enter school from main gate off. Heathfield road main gate. Yr4/Yr5 parents will pick up from ABC gates and will enter from Heathfield road or from ABC gate.30minute slot at the start and 15 mins at the end of day to handover children. Hygiene rules at the start and end of day. staggered break time so that all pupils are outside at the same time but socially distanced into</p>	<p>Medium</p>	
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		class Bubbles. Children to stay in designated zones outside. <a href="#">Refer to timetable for January 2021</a> . <a href="#">Refer to Return to school timetable March 21</a>		
Behaviour Policy	Staff, Parents, Governors, Children.	Children who do not follow strict rules will be given warnings in line with the good to be Green behaviour strategy. If they continue to disobey the strict rules on social distancing and or hygiene routines, then the leadership team may ring parents and that pupil may be sent home. Spitting will not be tolerated at teachers or children and this could mean a child is excluded from school. Children are not to be inside the building alone during break time or during lunch time unless they have requested the toilet. See appendix to the Good Behaviour policy for Audlem.	Medium	

Safeguarding and arrangements for children

Safeguarding	Staff, Pupils,	<p>Staff and volunteers should talk to DSL or Deputy DSL if they have any concerns about a child, including new concerns where children are returning. All staff and volunteers should act immediately on any safeguarding concerns, including new concerns where children are returning. That DSLs (and deputy) will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return throughout the weeks. The DSL and deputy will ensure relevant safeguarding and welfare information held on all children (including returning children) remains accurate. The school (led by the DSL or deputy) will do all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns. The approach to protecting vulnerable children will carry with DSL (Deputy) of phoning parents and checking on those children in school.</p> <p>Any updated advice received from the local safeguarding partners (SCIEs) will be cascaded to all teachers via the DSLs (or deputies). Any new policies will be updated before the Autumn Term.</p> <p>Any updated advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need will be talked through to teachers from the DSL (Deputy and Senco). The DLS and Deputy will continue to liaise with and support children's social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners.</p> <p>DSL, (Deputy) and SLT will ensure that all staff and volunteers are aware of the new policy and are kept up to date as it is revised.</p> <p>All children will wear school uniform or own clothes - changed everyday. All staff have been updated with the new Safeguarding Policy and Keeping Children safe in Education 2020. Staff to adhere to safeguarding Policy and Protocol for Zoom and Learning Platform.</p> <p>Arrangements are in place to strongly encourage vulnerable children to attend school but school will support parents on their decision and support them remotely if there are no safeguarding issues. This will be monitored by the SLT and Safeguarding Lead /DSL.</p> <p>Robust arrangements are in place to ensure the safeguarding of those children who are not attending school in person</p> <p>School has arrangements in place on how it will support:</p> <ul style="list-style-type: none"> <li>- individual children who are finding the long period at home hard to manage</li> <li>- those who have developed anxieties related to the virus</li> <li>- those about whom there are safeguarding concerns</li> <li>- those who may make safeguarding disclosures once they are back in school</li> </ul> <p>Any safeguarding issues that arise will be addressed using the school's safeguarding policy.</p> <p>Plans are in place to manage any possible increase in safeguarding concerns as pupils return to school.</p> <p>Sufficient staff are trained to support or signpost pupils with mental health issues.</p>	Medium	<p><a href="#">Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</a></p> <p><a href="#">Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak</a></p> <p><a href="#">Conducting a SEND risk assessment during the coronavirus outbreak</a></p> <p><a href="#">Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus (COVID-19)</a></p> <p><a href="#">Critical workers who can access schools or educational settings</a></p> <p>Safeguarding partnership</p> <p><a href="#">COVID-19 Safeguarding support for children returning to school</a></p> <p><a href="#">Our Offer to Safeguard and Support Children and Families during Covid-19</a></p> <p><a href="#">COVID-19 and domestic abuse</a></p>
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		<p>Support for vulnerable and/or disadvantaged children returning to school has been identified and is in place.</p> <p>The impact on pupils with protected characteristics, including race and disability, has been considered.</p> <p>For children with an Education, Health and Care Plan (EHCP), these have been reviewed to ensure that they can attend safely, and any necessary adjustments made. Regular updates to their risk assessments are planned.</p> <p>Changes to provision for children with an EHCP have been agreed and recorded.</p>		
Medication/SEND	Staff, children	<p>SENCO has been phoning all SEND children from March and has been liaising with parents and the headteacher. They have been discussing the provision in school to ensure that we can meet the needs of the EHCP children and this has already been working as most of these children have been in school. Those who haven't then work has been tailored to their individual needs. This will carry on and be reviewed weekly. EHCP reviewed with parents and outside agencies using Cheshire East Risk Assessment. SENCO will be keeping in contact via email with parents over the summer holidays and liaise any key information with headteacher and staff about transition back to school for the Autumn term. EHCP reviewed with parents and outside agencies using Cheshire East Risk Assessment. SENCO will be keeping in contact via email with parents over the Spring term and liaise any key information with headteacher and staff about transition back to school for the Spring 2 term.</p>	Low	
Travel to school				

Travel Arrangements	Staff, children	<p>Parents/children and young people have been encouraged to walk or cycle where possible. Letters to parents on a daily /weekly basis.</p> <p>Arrangements made for safe storage of bikes, where applicable - bike shed.</p> <p>Drop-off and collection times have been staggered - parents are informed of these drop/collection points within school.</p> <p>Transport arrangements have been made to cater for any changes to start and finish times. Malbank Coaches informed. Communication between Malbank Coaches and school on social distancing and how many children will be coming on the bus - this will be done weekly through phone calls with school, parents and local authority. Revised travel plans have been communicated clearly to contractors, the local authority and parents where appropriate. Signage to guide parents and carers around school where and when they should drop off and pick up their children is in place. <b>Headteacher has sent out TTS parent letter and survey to ensure all parents know how the children will adhere to social distancing on the bus 6th June. AP will talk to TTS about masks being worn by children e.g. GOV 15<sup>th</sup> June public transport. Children will now wear masks on the buses until any further notice - Headteacher will monitor this over the summer holidays.</b></p> <p><b>Children will wait in classrooms and will be collected for the bus due to different timings at the end of the day. Children will also wait on the bus until 8.45am and then enter the building and go to classes. All Vulnerable and Key Workers children start school at 9.00am - 3.15pm Bus is still operational for those children.</b></p>	Medium	<p><a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></p>
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Lunchtime, Breaks and movement around the school

<p>Lunchtimes/Break times</p>	<p>Staff and children.</p>	<p>Lunch to be eaten in the hall in 3 separate sittings –(Rec will eat on their own in the hall week beginning 7<sup>th</sup>, 14<sup>th</sup> September) Then 21<sup>st</sup> September Rec/Yr1, Yr2/Yr3, Yr4/Yr5/Yr6. Cheshire East catering food will provide hot dinners and in-between each sitting the tables and chairs will be cleaned down thoroughly. Use of Walkie Talkies to tell when children can come in. From the 8<sup>th</sup> March all dinners will be eaten in the classrooms – please refer to Return to school timetable.</p> <p>All staff will support this to ensure children keep to their bubbles through a rotation process.</p> <p>Children are not to access the building during lunch time unless for toileting and only then, if it can be assured, that they will be with children from their own Bubble. If weather is bad then children will sit at desks and watch a film – Staff will come around to classes on a rota for those who are on their own to ensure they have a break. Social Bubble class teachers No wet play games allowed out.</p> <p>Children not to be sent inside for first aid incidents, instead direct children first aid station. To radio office for a first aider to come to a designated point on the playground. Please refer to the Timetable In all classes children will be in social bubbles within each class for the rest of the school term – these will be to ensure we do not have cross contamination. Where possible teachers/TA's will also be with these groups to ensure consistence. At playtimes the children will be in zonal areas where they are able to play in their social bubble with reminders of trying to keep separated. The playground will be split into Zone A, Zone B and the field will be Zone C. Need to consider EYFS where younger pupils do not really understand the measures (or forget about them). Special educational needs of children e.g. Autism etc. Staggering lunch breaks - children and young people should clean their hands beforehand and children will be brought their lunch in their classrooms.</p> <p>November - due to weather conditions the field will not be used as part of playtimes. The playground has now been split into 3 zones A/B and C so that all children can still play in their bubbles safely. This will be reviewed again after Christmas).</p> <p>Staff remain at a safe distance from each other at lunchtime / during breaks (Only 2/3 people at a time in the staff room). Staff will clean tea /coffee etc or bring their own in to school if they wish after using them. Staff have been provided with their own thermo mug as well. Cleaning staff will clean areas before or after school.</p> <p>Rec class –Rec/Yr1 KC, DR ad BJ Yr1 class –Yr1/Yr2 SAS, RGYr3 class – Yr4,Yr5 and Yr6 JTai , RB Forest school with Mr Hadfield every Wednesday – Yr1 class / Yr3 class Teachers will be in on a rota to help and support staff when needed. - Check rota.</p> <p>Lunchtimes - TA's will clean tables in the classroom whilst teachers look after the children.</p>	<p>Medium</p>	
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<b>Movement- Children</b>	Children.	Internal corridors around school using masking tape to show pupils movement. Classrooms to have channels for teachers to move around Each Bubble enters and exits the site and onto playground from different doors Each Bubble contained with different zone of the school <a href="#">Zone 1 - Rec /Yr1 Rec classroom</a> <a href="#">Zone 2 - Yr2 /Yr3 - Yr2 classroom</a> <a href="#">Zone 3 - Yr6 /Yr5/Yr4 - Yr3 classroom</a>	Low	<ul style="list-style-type: none"> <li>Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> </ul>
<b>Movement- Staff</b>	Staff	Teachers can sit together in staffroom ( <a href="#">max occ. 2/3 people at one time</a> ) Teacher should stay in their designated areas as much as possible and class bubbles. All staff will have to utilise staff toilets but wherever possible think about social distancing. Stagger the use of staff rooms and offices to limit occupancy. <a href="#">All staff have taken on board key areas of movement of staff around school and know to minimise movement to other classes etc unless it is needed.</a>	Low	
<b>Movement- Parents</b>	Parents	Parents should not enter the school building under any circumstances. Markings on the floor and on allocated gates around the school for drop offs and pickups. Only one parent should drop off and collect children. Spots for parents to stand on and wait apart. No go zone for teachers to stand in and release pupils. Clear direction to the pupils and parents on how to get to, enter and leave the school, considering transport procedures for children on the buses who will come through the main entrance of school. All classes will have a set area where parents will pick up their child which has been marked out. The teacher will hand over the children individually ensuring distancing is maintained. TA's and Headteacher will monitor the picking up and dropping off on the playground. School opening times will be slightly staggered from 8.45am -9.00am to help stagger the flow of people and end of school day will be 3.15pm. <a href="#">Sept 7<sup>th</sup> / 14<sup>th</sup> 8.45am -1.00pm Reception children 21<sup>st</sup> September 8.45am - 3.00pm</a> <a href="#">January - All parents will pick up from the front entrance of school and drop off.</a> <a href="#">We will be going back to Autumn term arrangements from 8<sup>th</sup> March 21</a>	Low	Video and pictures of the school 4 <sup>th</sup> June <a href="#">Video of school October 20</a>

First Aid	Staff, visitors, children	<p>PPE should be worn (gloves, goggles, apron and masks) when dealing with a first aid incident. Follow guidance covered in 1<sup>st</sup> June training over how much PPE to don according to severity of injury.</p> <p>Individual teachers / middays (with first aid training) should administer basic first aid in the first instance. <b>First Aid Stations - All classes will have their own First Aid Kit in the classroom for just general cuts/grazes. A chair/bag in each class to show area. Bloody noses/sickness - bowls will be available. Then bubble children will go outside whilst the area is cleaned. Any major issues then to use Walkie Talkie and ask for AP or VH/JT who will liaise with First Aiders and AP/SLT. Staff to have a bag of clothes with them if they want so they can get changed at school before going home. PPE will be available for all staff in the classrooms for First Aid. Bin bags will also be available for all staff - first aid. Serious injuries should be seen by a fully trained first aider.</b></p> <p>Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait outside their classroom door for parents.</p> <p>Teachers to radio into the office for a first aider if not one available to attend an outside incident after moving child to a designated space on the field, not send the child in.</p> <p><b>Protocol of how to put PPE on is being drawn up for staff. All PPE will be put into 5 separate bags so it's easier for staff to put on and no cross contamination. A bag will be in the room to put in used PPE and then removed from the room.</b></p>	High	
<b>External visitors</b>				
External Visitors	Visitors	<p>Any visitors who are not critical to teaching individual class groups should not enter the school building.</p> <p>Parents should not enter the school building under any circumstances. Any communication should be done via email, telephone or conference call.</p> <p>All visitors who are workmen will be sent the risk assessment and Office staff will check that the companies COV19 policies. Key work will be done when children are not on site and only Headteacher or Caretaker.</p> <p><b>Visitors to school - we record contact details (if they are happy to do so) for NHS Test and Trace. Information is available anyway via their companies but it may be quicker this way. Please refer to Visitors Risk assessment and data protection - this has now been implemented from 10<sup>th</sup> September.</b></p> <p><b>Northwest Coaching - PPA. We only have one person from Northwest Coaching and they have read all risk assessment procedures to ensure that key protocol is in place. We expect all peripatetic staff to keep to the 2m rule and there is more monitoring of these staff being undertaken by SLT.</b></p>	Low	RISK AWARENESS DOCUMENT AND VISTOR PROTOCOLS FOR AUDLEM ST JAMES CE PRIMARY SCHOOL
<b>Cleaning and waste disposal</b>				

<p><b>Toilet facilities</b></p>	<p>Staff, Children.</p>	<p>Cleaning we have consider the possible risk of contamination in using water jugs and staff from Early Year children as all children will have their own cup and Jug on their table from Yr1 -Yr6. EYFS will have their own cups and water poured out for them. All children will be able to bring their own water bottle to school.</p> <p>See full cleaning schedule - Appendix 1</p> <p>Additional Classroom Directives</p> <p>Reception: Malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances.</p> <p>Reception: Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use (more detailed guidance on this will be included in the guide for early years providers) and where possible, children should be discouraged from sharing these.</p> <p>Reception: Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines.</p> <p>Infants and Juniors: Desks should be wiped regularly.</p> <p>Infants and Juniors: Teachers should have a spray bottle and clothe (disposable)</p> <p>Any objects the children touch should be disinfected once use has finished. Discuss with cleaning staff the additional cleaning requirements and agree an adjustments to normal working hours</p> <p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. All toilet areas will be cleaned at least 5 times a day - refer to cleaning programme.</p>	<p>High</p>	<p>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p><a href="#">COVID-19: cleaning of non-healthcare settings</a></p> <p><a href="#">Safe working in education, childcare and children's social care, including the use of PPE</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p>
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<p><b>Cleaning</b></p>	<p>Staff</p>	<p>Cleaning</p> <p>All reading books that come back from children will be kept in a sealed zip bag which is dated for 48 hours.</p> <p>Staffroom to be cleaned regularly throughout the day. All staff to wipe down surfaces and areas that they have used in the room e.g. kettle/microwave etc.</p> <p>Door handles and light switches to be wiped prior to school opening, and at several other specified times during the school day, eg: once children are in the room, after breaktimes, lunchtimes)</p> <p>All surfaces to be thoroughly cleaned at the end of every day in all rooms that have been utilised that day. This includes all tables, sideboards, teacher desks, all smooth floors.</p> <p>All equipment that needs to be shared must be cleaned in between different pupils / staff using them.</p> <p>Teachers need to support in this by ensuring that all tables and desks are left clear at the end of the day. Resources that are not required regularly should be removed from the classroom and only taken out as needed.</p> <p>Wherever possible cleaning should take place at least 30 minutes after teachers and pupils have vacated the area.</p> <p>Lunchtimes - TA's will clean tables in the classroom whilst teachers look after the children.</p>	<p>High</p>	<p>Discuss with cleaning staff the additional cleaning requirements and agree an adjustments to normal working hours</p> <p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p>
<p><b>A. Responding to Someone with Symptoms</b></p>				

	<p>Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children,</p>	<p>Staff and children have been advised not to come to school if they have coronavirus symptoms or if they live with someone who has symptoms or who has tested positive.</p> <p>The school policies and procedures have been updated so that any staff and children will be sent home as soon as they develop any symptoms. <i>SLT and key First Aiders (SAS and JTag) have been part of a Webinar on understanding how to use and hand out Home testing kits. It also went through symptoms and key areas. Only children who are disadvantaged will get a testing kit - this will be discussed by the SLT.</i> <a href="https://www.royalmail.com/priority-postboxes">https://www.royalmail.com/priority-postboxes</a> Nearest is Stafford Street/School Lane, Audlem.</p> <p>Staff will have training again on the school policy and procedure around those developing symptoms. The school level response should someone fall ill on site is in place (in line with relevant government guidance).</p> <p>A well-ventilated room is available in the school for a child or young person to wait until collected. Quartz Room</p> <p>The school policy and risk assessment is clear that if social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE.</p> <p>The school is clear that any staff or pupil should 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 school ensures the room will be cleaned after a person with symptoms has left concentrating on contact areas in line with government guidance.</p> <p>On developing symptoms, pupils and members of staff will be asked to request a test. Guidance on testing has been given to staff and parents.</p> <p>Medium</p> <p><i>The expectation is face coverings should be worn by adults a (unless exempt) when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</i></p>	<p><a href="#">School and College Test Webinar - Sept 9<sup>th</sup></a></p> <p><a href="#">Coronavirus (COVID-19) symptoms</a></p> <p><a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p><a href="#">Arrange to have a test</a></p> <p><a href="#">Testing (self-referral)</a></p> <p><a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a></p> <p><a href="#">COVID 19 Education Support Team</a></p> <p><a href="tel:01270371323">01270 371323</a></p> <p><a href="mailto:COVID19@cheshireeast.gov.uk">COVID19@cheshireeast.gov.uk</a></p>
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**Hygiene and handwashing**

<p><b>Hygiene and handwashing</b></p>	<p>Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children,</p>	<p>All adults and children are aware of the required cleaning regime, which includes:</p> <ul style="list-style-type: none"> <li>-frequently washing their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>-cleaning their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>-being encouraged not to touch their mouth, eyes and nose</li> <li>-use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> <ul style="list-style-type: none"> <li>•Staff will explicitly teach and supervise children around health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.</li> <li>•Teachers will make sure they wash their hands and surfaces, before and after handling pupils' books.</li> </ul> <p>Posters are displayed throughout the school building to encourage consistency on hygiene and handwashing.</p> <p>Communication to parents has reminded them that their child should rigorously wash their hands before and after school. <b>Sent out week beginning 10<sup>th</sup> July and September 2020 sent out again to parents.</b></p> <p><b>Hand sanitising station will be used for every classroom as well as hand sanitiser on individual desks.</b></p> <ul style="list-style-type: none"> <li>-encouraging pupils to clean their hands thoroughly after using the toilet</li> <li>•Sanitiser is stored safely away from small children. Staff are aware of the need to supervise the use of hand sanitiser, where needed, including small children and pupils with complex needs.</li> <li>•Skin friendly skin cleaning wipes are available as an alternative for children who need them.</li> <li>•The school's risk assessment sets out how the school will support children who struggle to maintain as good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</li> <li>•The school's timetable incorporates more time for more frequent handwashing, in particular, for special schools.</li> </ul> <p>The school has communicating and reinforcing the 'catch it, bin it, kill it' approach and have ensured that there are enough tissues and bins available to support staff and pupils to follow this routine.</p> <p>The school will ensure younger children and those with complex needs are helped with this process.</p> <p>Where pupils with complex needs struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant a separate risk assessment would be available if needed to support them and the staff working with them.</p>	<p>Medium</p>	<p><a href="#">Safe working in education, childcare and children's social care, including the use of PPE</a></p> <p><a href="#">E-Bug resources</a> include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing posters</p> <p><a href="#">NHS Print friendly A4 poster</a></p> <p><a href="#">6 steps of handwashing' poster</a></p> <p>NHS washing hands video</p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>
<p><b>Respiratory Hygiene</b></p>				

<p>Cleaning</p>	<p>Employees - Teaching Staff, Catering Staff, Cleaners, Site Maintenance, Children,</p>	<p>Physical contact such as handshakes and hugs should be avoided between educational staff  Staff and adults on site should endeavour to stay 2m apart.  Strict adherence to this policy will be monitored.  Cleaner will be in from 7.15 am. 10.15am -3.45pm -5.30pm cleaning the toilets and helping with general areas in the school. All cleaning materials in class will be in a safe place within each classroom to ensure that all children aren't able to access the cleaning materials.COSHH (All toilets will be cleaned at least 5 times a day)  include: •Door handles and light switches to be wiped prior to school opening, and at several other specified times during the school day, eg: once children are in the room, after breaktimes, lunchtimes)  •All surfaces to be thoroughly cleaned at the end of every day in all rooms that have been utilised that day. This includes all tables, sideboards, teacher desks, all smooth floors. All equipment that needs to be shared must be cleaned in between different pupils / staff using them.  •Teachers need to support in this by ensuring that all tables and desks are left clear at the end of the day. Resources that are not required regularly should be removed from the classroom and only taken out as needed.  •Wherever possible cleaning should take place at least 30 minutes after teachers and pupils have vacated the area.  •Cleaners should wear long gloves and use all specified cleaning materials.  •Carpeted areas with be hoovered daily in rooms that have been used.  •All areas of the school that have been used during that day will need to be thoroughly cleaned, with the exception of areas that have only been used by 1 member of staff and will not be used by a different member of staff the following day. These areas will be on rota appropriately.  •Regular monitoring of toilet areas is required. This will involve regular wiping of taps, sinks and toilet flushers throughout the day and more thorough cleaning at the end of the day. • The school's cleaning schedule includes more frequent cleaning of outdoor playground equipment. The school's cleaning schedule includes resources that are shared between classes or bubbles, such as sports, art and science equipment are 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. For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared.  Pupils have been advised to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.  •Where pupils and teachers take books and other shared resources home, similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. Daily checklists for cleaning will be revised and these will be monitored daily by senior leadership.</p>	<p>Medium</p>	
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**Personal Protective Equipment (PPE)**

<p>PPE</p>	<p>Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children,</p>	<p>Staff have had training about safe removal and application of PPE masks and other equipment. (Completed 1<sup>st</sup> June) Information given about how to dispose of used PPE and safe administration of first aid during COVID19 restrictions. Contenance issues and soiling should be dealt with staff in appropriate PPE if occasional. If a child has major issues full individual RA to be undertaken in consultation with parents and SENCO and decision made regarding the safest way forward.</p> <p><b>Kitchen servery area not to be entered by pupils. These meals will be brought to the table by staff. Snacks to be delivered to each classroom.served during Autumn.</b> PPE staff can wear it if it makes them feel more secure - they will talk to headteacher as this is provided.</p> <p>We once again ask parents to err on the side of caution with illnesses. Locally, before Christmas, pupils in primary schools were testing positive with a headache and no typical Covid-19 symptoms. To protect pupils and staff from the risk of illness, we ask that pupils who are exhibiting any of the Covid-19 symptoms (high temperature, new and continuous cough, loss of smell or taste); the symptoms of the usual sickness and diarrhoea bugs or a headache remain away from school.</p> <ul style="list-style-type: none"> <li>•Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</li> <li>•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. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</li> <li>•Prior to entering the isolation room members of staff should consider removing items of clothing / jewellery such as watches, bracelets if possible.</li> </ul> <p>Once the child has been picked up from school the member of staff should:</p> <ul style="list-style-type: none"> <li>•Remove PPE as per guidance and place in a black plastic bin liner. This is to be left in the isolation room.</li> <li>•Wash hands (in staff toilets)</li> <li>•Ensure that they remain socially distanced from all other members of staff and pupils. Leave the premises as soon as possible and go home.</li> <li>•Shower and wash clothes as soon as is possible.</li> </ul> <p>A member of the SLT will contact the member of staff before the end of the school day as a duty of care and will also debrief.</p> <ul style="list-style-type: none"> <li>•PPE (face covering, gloves, apron, eye covering) will be available to any member of staff who is administering first aid. This will be worn as they see appropriate depending on what first aid is required. The school ensures that PPE is only used in line with government guidance. Arrangements are in place to ensure that the</li> </ul>	<p>High</p>	<p>Doctor explained that transmission rates for children under Year 5 were lower and therefore a facial covering was not needed. Also, those younger children do not have the discipline to comply. Reception pupils a third less likely to contract the virus and no evidence of primary pupils giving it to adults.</p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Safe working in education, childcare and children's social care, including the use of PPE</a></p> <p><a href="#">Quick guide for putting PPE on and off</a></p>
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		<p>school has sufficient supplies of PPE. Arrangements are in place to monitor supplies of PPE. Arrangements are in place to order further supplies of PPE, when needed. Staff have been trained on when and how to use PPE, including the safe removal and application of PPE masks and other equipment, in line with the DfE guidance.</p> <p>In order to increase ventilation while maintaining a comfortable temperature, the school uses the following measures:</p> <ul style="list-style-type: none"> <li>opening high level windows in preference to low level to reduce draughts</li> <li>increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</li> <li>providing flexibility to allow additional, suitable indoor clothing.</li> <li>rearranging furniture where possible to avoid direct draughts</li> </ul> <p>Additional consideration is given where staff and children are in the same room e.g. purge the room at breaktimes, monitoring the temperature and air flow at all times etc</p>		
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**Testing and managing symptoms**

<p>Procedures for medical care, isolation and confirmed cases</p>	<p>Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children,</p>	<p>Use of 'airlock' if symptoms are apparent. Quartz Room to be used..CHECK Temperature of child 37.5 child to go home using thermometer.CHECK Temperature adult 38 to go home using thermometer We will also reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If a child shows symptoms, that child is the only child to go home initially. Unless this child is tested and confirmed positive, the bubble will remain in school. Schools are going to receive tests so these can be distributed to the parent of any child showing symptoms so the child can be tested promptly for the school to take any required action based on a positive result.Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 10 days. From the 14<sup>th</sup> December this has now changed to 10 days not 14 days - letter sent out to parents on the 14.12.20. All staff who display symptoms should access a test provided by the appropriate health care professional. Staff also to be provided with information regarding access to testing and encouraged to get tested as they require even if without symptoms.If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household. If any children or staff test positive, the rest of their class and group should be sent home and advised to isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.All paper towels, gloves, aprons etc. will be double bagged and stored for at least 72 hours before being disposed of. On developing symptoms, members of staff will be asked to request a test.Guidance on testing has been given to staff.Protocol of how to put PPE on is being drawn up for staff. All PPE will be put into 5 separate bags so it's easier for staff to put on and no cross contamination. A bag will be in the room to put in used PPE and then removed from the room. All jewellery should be took off before entering the isolation room and bagged. No vulnerable would be asked to be in any isolation room.If a child 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 and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test &amp; Trace. 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. (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>). The school has ensured that all staff members and parent/carers understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. The school has communicated to staff members and parent/carers the need to book a test if they are displaying symptoms. The school has a system to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. so that they can provide these details if someone who tests positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace. Home testing kits will be used in exceptional circumstances and can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. The school has procedures in place to ensure that they can take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p>	<p>High</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.If a child 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 child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus</a> , or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p>
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Shielding and clinically vulnerable children and adults.	<p>Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children,</p>	<p>Clinically extremely vulnerable pupils with pre-existing medical conditions should not enter school and should remain at home.</p> <p>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising staff (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position should remain at home.</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> have been advised to take extra care in observing social distancing and should work from home where possible.</p> <p>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. <b>AP has met with staff and Rep regarding questions on this and has gone through Flow chart and individual discussions. 3<sup>rd</sup> June. Certain staff have individual risk assessments . Staff have regular updates through weekly meetings. These will be reviewed again in January with those staff identified.</b></p> <p><b>Vulnerable staff at school and 1-1 TA's have had the 1<sup>st</sup> vaccine recommended by the Government.</b></p>	Medium	<p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p>

Governance				
Governance	Governors, Staff	<p>Governing Body meetings continue on an online/virtual basis.</p> <p>The Governing Body has been fully involved in the decision making in relation to the wider opening of the school.</p> <p>The Governing Body has ensured that staff have been consulted on the wider opening arrangements.</p> <p>The Governing Body has signed off the risk assessment.</p> <p>Relevant policies and procedures have been reviewed and updated to reflect the new ways of working on wider opening.</p> <p>The school's safeguarding policy has been reviewed and updated.</p> <p>The updated behaviour policy reflects the new rules and routines necessary to reduce risks</p> <p>Governors have been updated daily this week 1<sup>st</sup> June and Chair/Vice Chair will be present at First Aid Training. Governor meeting 9<sup>th</sup> June. We have had meetings every week the last being, 25<sup>th</sup> June FGB 2<sup>nd</sup> July FGB.</p> <p>We will be having meetings in September to review the risk assessment and plans put in place to ensure that they meet the needs of the children and staff. Headteacher has bi-weekly and monthly meetings with Governors. Headteacher emails Chair of Governors weekly. Meetings will happen through January, February to update Governors.</p> <p>The school's health and safety representative has been consulted.</p> <p>The school has shared the results of their risk assessment with their workforce.</p> <p>If possible, the school has published their risk assessment on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). NB - ensure no personal information is included if planning to publish.</p> <p>The school has arrangements in place to monitor and review the risk controls to ensure the measures are working and will take action to address any shortfalls.</p> <p>The school has appointed a competent person to ensure they meet their health and safety duties.</p> <p>Governors have been made aware of any procedure relating to COVID on a daily and weekly basis. This is always part of every Governor meeting. We will be discussing this at FGB on the 25<sup>th</sup> February.</p>	Low	

Well Being	All Staff	<p>School has been closed to a large number of pupils since 20th March. We know that a few/some/many/all pupils will need a settling in period to get back into school life, especially as this will not be school as they know it. We know that all pupils will have a range of anxieties, as will staff.</p> <p>For pupils:</p> <ul style="list-style-type: none"> <li>•Staff should be particularly aware of potential mental health issues with pupils. They will seek opportunities to talk to children on a 1:1 basis in the first couple of days to check that they are ok and any concerns must be reported to the SLT. The SLT will then aim to provide some additional support where it feels it is required.</li> <li>•Curriculum in the early days will predominantly focus on wellbeing. (more on curriculum later)</li> </ul> <p>For staff:</p> <ul style="list-style-type: none"> <li>•The Headteacher and SLT are very aware of the anxieties and also work life balance for all members of staff. Regular staff meetings will be held and staff well-being will be included on all agendas.</li> <li>•No lesson observations for monitoring purposes will take place until October 1st. After this date lesson observations for quality assurance purposes will be re-introduced. Any observations that do take place prior to October 1st will be purely to check on health and safety requirements.</li> <li>. Setting of PM targets will commence for all staff in September</li> </ul> <p>The marking policy will be re-introduced from September 1st. Staff are permitted to take children's books home, although this is discouraged and should not happen frequently.</p> <p>Weekly SLT meetings to take place with a standing agenda item of staff well-being.</p> <p>Staff welfare</p> <p>The staff room will not be strictly closed but it is important that no more than 8 people are in there at any given time.</p> <ul style="list-style-type: none"> <li>•Staff need to socially distance from other members of staff and from pupils as much as is possible.</li> </ul>		
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**FOLLOW UP ACTIONS (IF REQUIRED)**

<b>No.</b>	<b>Potential Hazard</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Date Action Completed</b>