



Staff should ensure that they are always compliant with this risk assessment. This also includes the outbreak management plan. This plan will be shared with the staff team at the start of the term. When updates are added the staff will be notified.

**ALL STAFF SHOULD ENSURE THAT THEY DO NOT COME TO SCHOOL IF SHOWING SIGNS OF COVID.**

Completed by	Miss J Green		Date of initial completion	Saturday 26/2/2022	
Review dates					
What are the Hazards?	Who can be harmed and how?	Plans/ actions for reopening to address the hazards. <b>What extra actions can be taken?</b> <b>Notes to be added and highlighted at each review</b>		ACTIONS -by whom?	ACTION - by when?
<b>Drop off and Pick up</b>		ALL CHILDREN ARRIVE AND LEAVE TOGETHER 8.55am and 3pm. Parents and children to take responsibility for socially distancing when entering school site. Please respect the fact that some people may live with vulnerable people who are more susceptible to COVID. Both gates may be used. (Way Lane and High Street). Face coverings can be worn if preferred.		Communicated to parents by letter in March	March 22 onwards
<b>Break times - children</b>		Children will play outside in larger groups based on key stage.		Class teachers	Ongoing
<b>Lunch times – children</b>		Lunch time will remain as 45 minutes. There will be a staggered intake for lunch due to numbers. There is no requirement for schools to keep children apart so they will have lunch in communal areas. Play leaders will now work with both key stages.		All staff	Ongoing
<b>Break and lunch times – staff</b>		Staff will eat their lunches in usual eating areas. There is now no need to restrict access to staff room. All facilities will return to the central staff room. Staff will continue to be mindful of need for hand washing, ventilation and avoiding overcrowding.		Team leaders	Ongoing
<b>Working in classrooms</b>		Classes may be arranged as needed. Teachers should be aware of where children are sitting on case of outbreak. Learning partners should continue. <b>CATCH IT BIN IT KILL IT</b> – Should be enforced and on display in the classroom. Tissues, bins and handwashing facilities readily available throughout the day.		Teachers in each bubble	Ongoing



	<p><b>HANDWASHING ROUTINES</b> Hands should be washed but the use of hand sanitiser is acceptable for ease if appropriate-</p> <ul style="list-style-type: none"> <li>• Wash your hands with soap and water often – do this for at least 20 seconds.</li> <li>• Use hand sanitiser gel if soap and water are not available.</li> <li>• Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food and after using the toilet.</li> <li>• Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin immediately and wash your hands afterwards.</li> </ul> <p><b>HANDLING EQUIPMENT AND BOOKS</b> All resources are now accessible soft furnishings may be used etc but will be restricted if an outbreak occurs. It is important that classrooms are well ventilated. Doors and windows should remain open as much as possible. They should be opened when children are outside. Windows should be opened prior to children entering the classroom.</p> <p><b>MONITORING BY SLT</b> This will return to normal lesson observations and staff will be informed about this on training days.</p>		
<b>Moving through school</b>	No restrictions – but adults can choose to wear face coverings in communal areas and corridors if they wish to do so.	Everyone	Ongoing
<b>Assemblies</b>	Whole school gatherings may now commence but will revert to TEAMS if there is an outbreak	JG/ LO	Ongoing
<b>Library use / reading books</b>	Use of books and reading sessions may now return to normal but isolation and quarantine will be imposed if there is an outbreak.	Teachers/ Mrs Hawes	Ongoing
<b>Staffing</b>	Staff meetings will now be held face to face in an area large enough for space and ventilation to be effective. Should there be an outbreak this could be reverted to virtual.	All staff	Ongoing
<b>Admin Office staff</b>	Office staff will now return to normal operating hours. However, should there be a staff shortage the office may have to be unmanned for a short period of time. If this is the case a sign will be visible for visitors.	Office staff and JG	Ongoing



<b>Staff/ Pupils within the shielded group</b>	<ul style="list-style-type: none"> <li>CEV staff and children (parents) should discuss any concerns directly with Jane Green HT.</li> </ul>	JG/ LO	Ongoing
<b>Equality Impact assessment</b>	<ul style="list-style-type: none"> <li>This can be found in Teams – Health and Safety/ Risk Assessments/ Staff welfare</li> </ul>	JG	Ongoing
<b>PPA cover / Sports coaches</b>	Following all guidance as in this RA – no restrictions.	PPA staff	Ongoing
<b>1:1 Teaching and small group work/ private music lessons</b>	This work should return to normal, paying particular attention to hygiene and ventilation routines.	All staff  Music teachers	Ongoing
<b>Wrap around Care</b>	Normal restrictions but due care towards hygiene and ventilation measures.	Premier Education	
<b>School transport</b>	County transport will ensure; <ul style="list-style-type: none"> <li>Small groups of pupils on transport</li> <li>use of hand sanitiser upon boarding and/or disembarking</li> <li>additional cleaning of vehicles</li> <li>organised queuing and boarding where possible</li> <li>distancing within vehicles wherever possible</li> </ul>	County transport	Ongoing
<b>Safeguarding</b>	Designated safeguarding leads must meet at least once per week to catch up on CP issues. Recruitment to return to face-to-face procedures.	Lead DSL	Ongoing
<b>Wellbeing of pupils</b>	New TA to lead continuing support across the school.	HS and JG	Ongoing
<b>Parents/ community</b>	Parents and members of the community may now enter the building but must ensure that they sustain hygiene measures. Community users may resume but should also uphold cleaning regimes.	HT and parents	From Sept 21



<p><b>Limiting Educational Visits, Open days, Transition Events Parental Attendance and performances</b></p>	<p>School visits may take place adhering to any restrictions at venues. School performances may resume but audiences will be in limited numbers. Parents will be asked to ensure that they do not have symptoms. Should there be an outbreak these will be rescinded.</p>		
<p><b>PE lessons</b></p>	<p>Returning to pre COVID routines.</p>	<p>Teachers</p>	<p>Ongoing</p>
<p><b>Governance</b></p>	<p>School based visits may resume – but online may be appropriate for now. Governor visits may now take place in school but anyone experiencing symptoms should not attend.</p>	<p>Clerk</p>	<p>Ongoing</p>
<p><b>Cleaning</b></p>	<ul style="list-style-type: none"> <li>• Continue to ensure that there is thorough cleaning of all areas every night – frequent cleaning procedures will be in place across the site, particularly in communal areas and at touch points including:             <ul style="list-style-type: none"> <li>• Taps and washing facilities,</li> <li>• Toilet flush and seats,</li> <li>• Door handles and push plates,</li> <li>• Handrails on staircases and corridors,</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles,</li> <li>• Telephone equipment,</li> <li>• Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul> </li> <li>• Cleaning procedures need to be set up in classes giving the children training about how to clean areas after use- soapy warm water disposing of cloths immediately after. This equipment should be available.</li> </ul>	<p>JG, TG and AD</p>	<p>Ongoing</p>
<p><b>Fire Safety</b></p>	<ul style="list-style-type: none"> <li>• As usual procedures</li> </ul>	<p>HT DHT and TG</p>	<p>Ongoing</p>
<p><b>First Aid</b></p>	<ul style="list-style-type: none"> <li>• All appropriately trained staff should now administer first aid as directed in training.</li> <li>• No child should be sent to the office for first aid treatment.</li> </ul>	<p>LO</p>	<p>Ongoing</p>



	Where children have been sick/ have diarrhoea staff should ensure that they use gloves and treat the child as infectious. PPE should be used – to cover clothing and hands and the member of staff should return home to change clothing and shower.		
<b>Contractors</b>	<ul style="list-style-type: none"> <li>No contractor should enter the site if they have symptoms of COVID19.</li> </ul>	TG	Ongoing
<b>Hygiene</b>	Sanitiser/ soap and cleaning supplies are kept up to date and in good supply. This will continue.	TG	Ongoing
<b>Bins and waste disposal</b>	All classrooms have bins – these will be emptied daily and staff carrying out this duty will wear protective gloves or wash hands immediately after performing this duty.	TG and AD	
<b>Response to COVID incidents</b>	<ul style="list-style-type: none"> <li>All children MUST attend school unless they are ill.</li> <li>Any child exhibiting COVID symptoms may be refused entry or sent home.</li> <li>From 24<sup>th</sup> March there is no longer any need to self-isolate but we ask everyone to please support us to keep everyone safe. No one should come to school with signs of COVID. If they do have COVID, LFD tests should be taken and they should stay at home until well. Please follow Government guidance</li> </ul>	HT and DHT	Ongoing
<b>Contingency planning for a further outbreak</b>	<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. School will revert to home learning using the teams. Teachers will work remotely in order to set up work.</li> <li>If a child is at home due to having to isolate remote learning will also be set up using Teams.</li> </ul>	Team leaders	Contingency
<b>Behaviour and communication</b>	<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>Red card system in place to ensure staff can get support in an emergency.</li> <li>All staff should keep mobile phones with them for use to contact a member of the SLT/ HT/ DT in an emergency. These should not be used for personal reasons while with children. (in line with the Acceptable Use Policy)</li> </ul>	All staff  SLT	Ongoing
<b>Staff meetings</b>	Staff meetings will return to face to face.	JG and LO	



### **General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting**

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.