



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	19 th April 2022				
What are the Hazards?	Who can be harmed and how?	Plans/ actions for reopening to address the hazards. What extra actions can be taken? Notes to be added and highlighted at each review		ACTIONS -by whom?	ACTION - by when?
Drop off and Pick up		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
Break times - children		Children will play outside in larger groups based on key stage.		Class teachers	Ongoing
Lunch times – children		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
Break and lunch times – staff		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
Working in classrooms		Classes may be arranged as needed. Teachers should be aware of where children are sitting on case of outbreak. Learning partners should continue. CATCH IT BIN IT KILL IT – 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>HANDWASHING ROUTINES Hands should be washed but the use of hand sanitiser is acceptable for ease if appropriate-</p> <ul style="list-style-type: none"> • 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 and after using the toilet. • 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. <p>HANDLING EQUIPMENT AND BOOKS 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>MONITORING BY SLT This will return to normal lesson observations and staff will be informed about this on training days.</p>		
Moving through school	No restrictions – but adults can choose to wear face coverings in communal areas and corridors if they wish to do so.	Everyone	Ongoing
Assemblies	Whole school gatherings may now commence but will revert to TEAMS if there is an outbreak. For the foreseeable future the assemblies will be held virtually. A further assessment of cases will be undertaken in May in order to determine when we return to mass gatherings.	JG/ LO	Ongoing
Library use / reading books	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
Staffing	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



Admin Office staff	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
Staff/ Pupils within the shielded group	<ul style="list-style-type: none"> CEV staff and children (parents) should discuss any concerns directly with Jane Green HT. 	JG/ LO	Ongoing
Equality Impact assessment	<ul style="list-style-type: none"> This can be found in Teams – Health and Safety/ Risk Assessments/ Staff welfare 	JG	Ongoing
PPA cover / Sports coaches	Following all guidance as in this RA – no restrictions.	PPA staff	Ongoing
1:1 Teaching and small group work/ private music lessons	This work should return to normal, paying particular attention to hygiene and ventilation routines.	All staff Music teachers	Ongoing
Wrap around Care	Normal restrictions but due care towards hygiene and ventilation measures.	Premier Education	
School transport	County transport will ensure; <ul style="list-style-type: none"> Small groups of pupils on transport use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible 	County transport	Ongoing
Safeguarding	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
Wellbeing of pupils	New TA to lead continuing support across the school.	HS and JG	Ongoing



Parents/ community	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
Limiting Educational Visits, Open days, Transition Events Parental Attendance and performances	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.		
PE lessons	Returning to pre COVID routines.	Teachers	Ongoing
Governance	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.	Clerk	Ongoing
Cleaning	<ul style="list-style-type: none"> • 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"> • Taps and washing facilities, • Toilet flush and seats, • Door handles and push plates, • Handrails on staircases and corridors, • All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, • Telephone equipment, • Keyboards, photocopiers and other office equipment, classroom desks and chairs. • 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. 	JG, TG and AD	Ongoing
Fire Safety	<ul style="list-style-type: none"> • As usual procedures 	HT DHT and TG	Ongoing



<p>First Aid</p>	<ul style="list-style-type: none"> All appropriately trained staff should now administer first aid as directed in training. No child should be sent to the office for first aid treatment. <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.</p>	<p>LO</p>	<p>Ongoing</p>
<p>Contractors</p>	<ul style="list-style-type: none"> No contractor should enter the site if they have symptoms of COVID19. 	<p>TG</p>	<p>Ongoing</p>
<p>Hygiene</p>	<p>Sanitiser/ soap and cleaning supplies are kept up to date and in good supply. This will continue.</p> <p>As the school tries to avoid further outbreaks all staff are asked to continue to maintain a high standard of personal hygiene.</p>	<p>TG</p>	<p>Ongoing</p>
<p>Bins and waste disposal</p>	<p>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.</p>	<p>TG and AD</p>	
<p>Response to COVID incidents</p>	<ul style="list-style-type: none"> All children MUST attend school unless they are ill. Any child exhibiting COVID symptoms may be refused entry or sent home. From 24th 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. From April 1st there is now no legal requirement to test for COVID. If a test is taken and the result is positive adults should try to stay at home for up to 5 days. If they are ill with symptoms this may be extended. Once they feel well, they may return to work. Please follow Government guidance found here. 	<p>HT and DHT</p>	<p>Ongoing</p>
<p>Contingency planning for a further outbreak</p>	<ul style="list-style-type: none"> 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. If a child is at home due to illness, they will not be expected to access remote learning. 	<p>Team leaders</p>	<p>Contingency</p>

