

Building name and address: Meltham CE Primary		
Activity / Environment Description: CV-19 mitigation plan Full re-opening of schools (March 2021) v3	Date of initial assessment: 25.02.21	
Assessed by (name): P Gibbins Approved by (name): J Oldham	Date of Reviews: 01.03.21 21.04.20 27.05.21 22.6.21	

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well being

Red texts – review and modifications following consultation with NEW & Joint union advice for opening

Green texts

Blue texts

Purple text

Tan text

Ref No	Hazard	Who is at risk?	Control Measures	When is action needed	Who needs to carry	Other
1	Preparing to welcome all children into school from 8 th March 2021	Children Staff Families of children Families of staff	<ul style="list-style-type: none"> • Ensure all staff and governance understanding that the school will promote class-bubble integrity as far as possible. In the event of staff shortages, bubbles may be led by support staff or supply staff. • Staff meeting to discuss arrangements for whole school return • Feedback from staff to be taken under advice by Headteacher, Chair of Governors and SLT (any modifications to be fed back to staff and Governing Body) • Each class-bubble allocated a designated room in school for work and eating lunch when applicable (see section 10) • Year group toilets to be used (Autumn Term model) • Each class-bubble allocated a designated handwashing station in school. • Each class-bubble allocated a designated outdoor area for break and outdoor learning in school. • Staggered breaks and lunch allow for more space per pupil than Spring term 20-21 to positively impact upon pupil distancing and pupil wellbeing) • Break rotas established to ensure as few staff as possible are required to be outside. Staff communication will ensure that as far as possible, staff are not required to cover breaks in other playground areas. If they are, supervision will be carried out with social distance and with face coverings. • Class-bubble areas clearly explained and marked for children – school staff responsible for ensuring children know and stick to their areas following mitigation measures. • Each class-bubble allocated a designated area for lunchtime at school. • Each class-bubble allocated a starting time • Each class-bubble allocated a home time • Each class-bubble allocated an entrance and exit door marked with appropriate signage. • Clear guidance for parents/carers on measures in place and instructions for social distancing at drop off and collection. • Parents requested to wear face coverings at pick-up and drop off (staff understand 	By week ending 5/3/21	SLT Staff	

			<p>that this is not a statutory requirement)</p> <ul style="list-style-type: none"> • Clear guidance for parents/carers on classroom practice for school reopening • Clear guidance for parents/carers on any revised behaviour expectations before school opens in September. • Clear guidance for parents/carers on start and pick-up timings and locations before school opens in September. • Governors advised of risk-assessment in advance of opening • Unions advised of risk-assessment in advance of opening • Parents advised of risk-assessment in advance of opening • Quarantine area for symptomatic children agreed (see section 13) • Before reopening on March 8th 2021, school must have an adequate stock of LFD and PPE (aprons, masks and surgical gloves, clinical disposal bags, hand sanitiser, liquid soap) in time for opening. • Regular communication with families of pupils updating them with information and guidance as it is available (newsletters, headteacher weekly newsletter, Twitter feed, Face Book) • Timings of the day clearly signposted through social media and on website • Ongoing enhanced cleaning. • Staffroom A & B access planned and arrangements communicated to all staff. • Compliance to systems is the responsibility of all staff. • Use of any supply staff recorded for class-bubbles in case track and trace should be triggered. • Ensure school Covid-19 home tests are in stock (only for families who we believe have exceptional circumstances) 			
2	Health and safety of staff	Children Staff Families of children Families of staff	<ul style="list-style-type: none"> • Share planning / risk assessment for reopening with staff in advance as far as possible • Internal doors and windows open in all working areas to increase ventilation, where possible. If temperatures are cold, windows can be closed to and internal doors left open – at break and lunch, windows should then be opened widely to encourage ventilation. • Adaptation of the Government's <i>Schools coronavirus operational guidance (Feb 21)</i> allows all staff including the clinically vulnerable (but excluding the extremely clinically vulnerable up until 31.03.21) to return to work with protective measures in place. • Staff to wear face masks in corridors and communal areas of the school (staff rooms, meeting rooms) until Easter in accordance with February 2021 guidance for 	By 8.3.21	SLT Staff	

		<p>operational reopening of schools. Review to follow at Half-term, Summer Term 2021. Face coverings to remain in busy areas until the end of the academic year 2020-21</p> <ul style="list-style-type: none"> • Teachers do not need to wear a face covering whilst teaching in their own class from their marked exclusion zone. They may choose to wear one whilst moving around the classroom. Face shields are acceptable in class and teachers and adults encouraged to work from within their exclusion box. • HLTAs and cover supervisors do not need to wear a face covering whilst teaching in their own class/designated classes from their marked exclusion zone. They are encouraged to choose to wear one whilst moving around the classroom. • HLTAs and cover supervisors should wear a face covering when providing cover in classrooms that are not their designated year groups. SLT will endeavour to ensure this is only when absolutely necessary in order to minimise contact. • LTS's must wear masks whilst working in classrooms other than their own (and may choose to wear them in their own rooms) • Any staff exempt from wearing a face covering should make this known and wear an exemption lanyard / badge and discuss the matter with the head teacher. An individual risk assessment will be offered. • Staff can remove facemasks to eat / drink • Staff to wash / sanitise hands before entering and leaving the staffroom / building • Hand sanitisation stations at entrance to school and school hall where hand washing facilities are not available immediately • Staff are aware of the NHS contact tracing App. • Hand sanitising stations in all classrooms • Parents/Carers not to enter school premises without prior appointment. • Consideration given to arranging necessary parental visits out of school hours when no children are on the site) • Parents/Carers to drop off children and collect them at their designated time • Government approved signage posted in school (e.g. Catch it, bin it, kill it and Keep 2 Metres) • Common resources (photocopier, laminator, and guillotine) labelled with reminder to wipe down and/or sanitise hands after use. • Common resources (laminator, and guillotine) placed in larger, ventilated common area (Hall). • All Staff encouraged to use year group printers to reduce crowding at main machines 			
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			<ul style="list-style-type: none"> • Two staff rooms created to reduce number of staff in break time areas and reduce risk of infection (Main staff room and MSO room – additional seating is provided in the main school hall). • Maximum of 8 chairs/people in main staff room area. Maximum of 4 in kitchen area of staffroom. Total of 12 people in the ventilated space • Staff encouraged to take breaks at home, in classrooms and or at distance if using the staff rooms. • One way system (when necessary) for internal building at busy times • Staff encouraged to keep distance from each other (ideally 2 metres) where circumstances allow. Focus is on maintaining distance between adults. Staff must maintain 1m plus distance from other adults where the environment will not allow 2m. • Staff to minimise where possible the time spent within one metre of children and work side by side. • Hand sanitiser, lidded pedal bin and disinfecting wipes / spray in each classroom. • Increased cleaning regime (see section 14) • Mental health – see section 3 below • All staff offered an individual risk assessment. • Individual risk assessment for vulnerable staff offered before full return to school with a review of individual risk assessments also offered • Establish a time line for systematic review of risk in place for the remainder of the year • New staff / peripatetic staff / supply staff are advised of basic COVID mitigation routines in school on arrival. • Any new staff induction will be carried out in a COVID safe way and include sharing of risk assessment. 			
3	Emotional wellbeing of staff	Staff Families of staff	<ul style="list-style-type: none"> • Share planning / risk assessment for reopening with staff in advance as far as possible • Staff and pupil wellbeing forms a part of the school development plan (SDP) 2020-21 • Regular communication with staff/wellbeing checks by SLT • Consistent contact point for staff offered – K.W. is identified staff mental health lead. • SLT available for feedback and conversations. • Staff feedback taken and responded to at timely intervals throughout Autumn term 2020. • Whole school group chats on WhatsApp keeping everyone up to date with information 	Feb 21	SLT	

			<ul style="list-style-type: none"> • Share support helplines (Care First) and training with all staff. • Clear guidance for staff on what to do if they are feeling anxious or distressed. • Staff aware that they can make self-referral to employee healthcare (process discussed) • Staff aware that head teacher can make a referral to employee healthcare (process discussed) • Consult staff on the measures to be put in place and listen to any concerns and address them. • Regular times put in place for reflection on systems and opportunities to refine them. • Allow extra time for planning and preparation (covered by Games and Forest school staff) • Vulnerable staff who have to work in school to be provided with a safe space where every opportunity is taken to provide increased distancing from the wider school community (SEND room / cooking room) • Weekly staff meetings (with a limited number) to reflect on health and safety and wellbeing is a standing item on the agenda • Staff meetings kept to a minimum. Those deemed necessary should be done via Zoom or with adequate ventilated social distance. 			
4	Emotional wellbeing of pupils and pupils' families	Pupils Families of pupils	<ul style="list-style-type: none"> • Assessment of children's SEMH in March 2021. • October risk assessments for children with EHCP's reviewed • Regular communication with families of pupils regularly and updating them with information and guidance as it is available (newsletters, headteacher weekly newsletter, Twitter feed, Face Book) • Explain to pupils clearly what will happen during the school day and what is expected of them on return (and in advance of return) • Regularly remind pupils of expectations • Listen to children who want to talk, take time to listen to them. • Re-establishment of regular curriculum and reliable routines. • Re-establishment of reward systems in class-bubbles (electronic certificates, dojos and chance tokens) • Some curriculum modification to include reflection time, SEMH focussed work and critical learning: the curriculum will remain broad and ambitious to offer children variety of learning chances. A wide curriculum will impact more positively on mental health than a narrowed one. (NOTE: some subjects may have a focus on the core learning in order to accommodate catch up in key areas of Reading, Maths, Writing 	By 8/3/21 and onwards	SLT Staff	

			<p>and spelling).</p> <ul style="list-style-type: none"> • Empathy and SEMH picture books – read and discuss in class-bubbles. • Multiple opportunities for question and answer sessions. • Use of outside spaces to promote mental and physical health. • Modelled positive approach and speaking and listening by teachers and supporting adults in bubbles • Use of social media (Twitter) to share environment with parents in order to ease anxiety. • Report any concerns about pupils to SLT. • Talk to parents about any concerns you may have about their child or if the child has any worries themselves, in line with safeguarding policy • Early help accessed if needed for families needing support. • Spring term staff CPD on children's mental health (psychology of, presentation through behaviour / what to do and where (and when) to refer) 			
5	Reception areas, meetings, visitors and deliveries	Children Staff Families of children Families of staff	<ul style="list-style-type: none"> • Adults will not be encouraged to make be allowed on site without prior appointment. Parents will be encouraged to make appointments before entering the building and full adherence to the risk assessment must follow. • Parents will be encouraged to contact the school by email or telephone. • Visitors and delivery persons to sanitise hands before entering and leaving the site. • Face masks must be worn by all visitors. • Deliveries and visitors into the premises will be limited to essential visits only during school hours. • Volunteers, students and visitors will be allowed into schools reviewed on a case by case basis. All visitors will be required to wear a face covering and maintain social distancing. Volunteers will be partnered with a bubble. Volunteers will be asked to take LFD COVID tests before entering the site. • Essential visitors will be required to wear a face mask at all times • Collection and drop-off boxes put outside the school each day to reduce the need for visits • Hand sanitisation stations at entrance to school where hand washing facilities are not available immediately • Signing in will be done by office staff. 	Feb 21	SLT Office staff	

			<ul style="list-style-type: none"> • Deliveries to be opened by staff wearing PPE / or washing hands following unpacking. • Office staff to avoid sharing of any resources and resources to be sanitised / quarantined where not possible. • Use technology for meetings wherever possible. • Re-arrange non-essential meetings. 			
6	Entering and leaving the site	Children Staff Families of children Families of staff	<ul style="list-style-type: none"> • Staff to wash hands (or sanitise) before entering and leaving the site • Hand sanitisation stations at entrance to school where hand washing facilities are not available immediately • Parents/Carers not to enter school premises without prior appointment (see section 5). • Parents/Carers to drop off children and collect them at their designated time • Parents encouraged to attend punctually • SLT present at pick-up and drop-off for help with arrangements and encourage social distancing. • No scooters or bikes allowed this academic year (review in spring term). • No cloakrooms in use to minimise children congregating, except where this can be achieved safely. (review spring term). • Arrival distributed across two entrance / exits (car-park and KS1 gate). Staff will need to be present in car park to oversee arrival of designated year groups. 	Feb 21	SLT Staff	
7	Moving in and around school	Children Staff Families of children Families of staff	<ul style="list-style-type: none"> • Staff should wear face masks coverings in corridors and when moving around school until Easter 2021. Until further notice (review at half term, June 2021) until the end of term. • Staff may choose to wear a face covering of their choice in class except for when they will impede the delivery of education (phonics and early reading teaching). Staff can use the 2 metre exclusion box in their own classrooms. • Cover supervisors and ETAs should wear face coverings if providing cover outside their designated parts of the school. • Every opportunity should be sought to ensure meetings take place virtually wherever possible and at social distance in well ventilated areas where not. • Hand sanitisation stations at entrance to school hall where hand washing facilities are not available immediately. • Hand sanitising stations in every classroom and by high usage equipment (photocopier and reprographics) 	Feb 21	SLT Staff	

			<ul style="list-style-type: none"> • Each class-bubble allocated a starting time • Each class-bubble allocated a home time • Each class-bubble allocated an entrance and exit door. • Minimise movement within school of children who have to use corridors (toilet access, essential learning access, access to year group only assemblies, play and lunchtime access, first aid) • Cloak rooms and lockers not accessible in most areas to minimise movement around the building, except where this can be achieved safely. • When using the internal site, children/staff encouraged to walk on the left of hallways to access staff room and toilets (passing in corridors is cited as extremely low risk in government guidance.) • Social distancing between adults to be maintained at 2 metres wherever possible • Social distancing from children should be maintained when escorting around the building but in full understanding of evidence suggesting that distance from other adults is the key to minimising the potential for infection on site. • Children should not routinely be allowed to walk the school independently (except when accessing toilets or in emergency) • Assemblies limited and managed to minimise movement and class-bubble-cross-over. Any assemblies that do take place will be year group only and hands will be washed following the use of the hall. • Stairs and busy areas clearly marked with central division signage (passing in corridors identified as very low risk) • Staff and children encouraged to keep distance within the building (by SLT and each other) • Permanent signage installed to encourage safe movement on site 			
8	<p>Classrooms (i)</p> <p>Groups outside the classroom (ii)</p> <p>Visiting practitioners: (Forest School, Sports Coaches) (iii)</p>	<p>Children</p> <p>Staff</p> <p>Families of children</p> <p>Families of staff</p>	<p>In classrooms (i)</p> <ul style="list-style-type: none"> • Class-bubbles of 30 children re-established • SLT will not consider wider bubbles (year group) before Easter 2021. • Windows and internal doors to remain open, where possible, in line with government guidance on ventilation. When not possible, windows can be opened widely at break and lunch times and be 'closed to' during learning times. • Adult area allowing at least 2 metre distance marked out in classes (this area will allow other adults to maintain distance and work with smaller groups in line with 	Feb 21	SLT Teaching Staff	

		<p>Governments Guidance</p> <ul style="list-style-type: none"> • Staff and pupils to wash hands (soap and water or hand sanitiser) on entering and leaving the classroom, before lunch and after breaks. Hand washing to be encouraged in circumstances as directed by the teacher. • Pupils to sanitise or wash hands after year group assemblies. • Hot lunches served in classrooms to avoid large gatherings in the school hall. Lunches in the hall will be offered to alternate key stages on a termly basis. • Pupils to wash hands before eating packed-lunches in the classroom (see section 10, Lunchtime guidance for control measures) • Catch it, bin it kill it regime practised in classrooms. • Tissue waste to be placed in covered pedal bins or clinical waste bags followed by hand washing. • Adults to remind children not to touch their faces and eyes. • Children encouraged not to touch adults in school where possible • Encourage and model successful ways to communicate without touch and whilst social distancing. • Social distancing of 2 metres cannot be maintained with primary school children especially children in EYFS and Year 1 – staff will remind children about distance but class-bubble will act as control measure. • Learning outside will be encouraged where at all possible in line with Government guidance. Each class-bubble will have a designated outdoor space. • Children in Y3 – 6 classes seated side-by-side and forward facing to avoid face-to-face work and reminded by staff to do so. Children in KS2 can be seated in fixed places around tables. Risk assessment has identified a negative impact on emotional wellbeing of the children whilst in rows. Education is being impacted and adults are unable to safely move around classrooms and maintain social distance. After consultation with governors, classroom staff can revert to tables as in KS1 whilst all other COVID mitigating factors remain in place. • Children in YR – Y2 may not be able to social distance as recognised by DFE and joint union guidance. Tables may be arranged by class teachers and do not need to be forward facing as in KS2 • Seating plan sent to HT including updates • Equipment and apparatus to be used in the classroom bubble can be shared. • Frequently used equipment (pencils and pens) should be allocated to children and staff to avoid sharing wherever possible. 			
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		<ul style="list-style-type: none"> • Any equipment used across classrooms or groups must be sanitised before use or quarantined (48 hours for softer surfaces and 72 hours for hard surfaces). • Teaching to take place with children in places, and outside, wherever possible, within year groups 2-6. • Adequate space left for accessing sinks in class • Teachers and SEND team to identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils • The majority of work should not be sent home; any work being sent home should first be quarantined. • Children to follow behaviour guidelines (frequently reminded by teachers) including revised guidance on spitting and entering other class-bubbles. • Tissues and hand sanitiser available in each class • Basic first aid pack in every class • Essential cleaning pack in all classes (agreed cleaning product sprays, cloths, bin liners for disposal, wipes) • PPE worn if staff have to deal with toileting issues and general first aid across the school • Water bottles filled at home and sent home each day (refills of water will be available). • Teachers discourage sharing of water bottles • Registers in place to record any members of school staff who have to enter each bubble (essential maintenance – IT, behaviour assistance – team teach) whilst children are in for purposes of track and trace activation. • Children can still sing but staff must familiarise themselves with singing risk assessment (November 2020 – author Gill Turner). Efforts must be made to use reduced volume soundtracks and voices should be quieter (trying to avoid shouting). Large group singing should not happen and areas where singing takes place should be well ventilated. • No live performances can take place with an audience. For review in line with government revision. • Peripatetic music teachers can in accordance with the school's and Musica Kirklees risk assessments. Ensemble tuition is suspended until further notice. • In recognition of reducing workload, teachers' requirement to mark books under the terms of the current marking policy are suspended. Feedback that takes place can be oral and at point of misconception. Essential marking of tests papers to identify lost learning should be done following enhanced hygiene and hand sanitising routines. <p>Review at half-term (June, 2021) Marking will not be required this academic year –</p>			
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all feedback will be verbal. Teachers may decide that they wish to mark books.

Working with individuals and groups outside the classroom (ii)

- Staff to consider if intervention and group work can be done in class before commencing out of class-bubble groups (decisions based on social and emotional wellbeing, learning needs)
- Staff to have access to full range of cleaning products to ensure areas are disinfected
- Staff to wipe down chairs and tables in shared areas with agreed products (see cleaning section 14)
- Children to wash hands with liquid soap or hand sanitiser after returning from common areas
- Children and staff to follow enhanced social distancing as working across class-bubbles
- Equipment to be brought from classrooms whenever possible (if other equipment is used, usual sanitising must take place)
- Group work is timetabled and consistent work space used
- No more than one group is assemblies using the hall.
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Visiting practitioners: (Forest School, Sports Coaches) (iii)

- Visiting coaches / providers to remain outside wherever possible
- Visiting coaches / providers to have pre-provided first aid and sanitising equipment
- Visiting coaches / providers to have support of one member of in school staff, where possible
- Children to come in suitable kit for sessions from home to reduce need to change and the extra equipment brought into class.
- Visiting coaches / providers to work with and adhere to our risk assessment check-list
- Visiting coaches / providers offered opportunity to feed-back on operational success / impact of sessions

9	Behaviour policy and modifications	Children Staff Families of children Families of staff	<ul style="list-style-type: none"> • GOOD system continues to underpin school behaviour agreements (consistency) • Individual risk assessments / support plans for children with behavioural difficulties and / or EHCPs that may lead to team-teach / physical touch to be reviewed. • Staff should wear PPE when carrying out TT if possible • Reduced timetabling / exclusion for pupils whose actions put staff and other children at greater risk. Early consultation with parents/carers required. • Children expected / reminded to follow hand washing rules • Children expected / reminded to comply with social distancing with reminders • Children will follow revised behaviour guidance (July 2020 adding spitting and remaining in bubble-class groups). • Refer to addendum in Behaviour Policy September 2020 	Feb 21	SLT	
10	Lunchtimes (1) Children and LTS (2) Staff	Children Staff Families of children Families of staff	<p>(1)</p> <ul style="list-style-type: none"> • LTS should wear face masks at all times when inside the building. • Wearing of face coverings outside is recommended (but not enforced) • Lunches to be eaten in classrooms (designated year groups); waste disposed of in refuse sacks; tables wiped down by staff using approved cleaning materials. • Lunches to be eaten in the school hall (designated year groups) – waste disposed of into plastic liners • Children to wash or sanitise hands before lunch packages are delivered to classrooms / children are taken to the school hall. • Children to sanitise hands after eating • Tables wiped down with approved products between sittings, before and after eating. • Children to remain in their class-bubbles in designated playground areas supervised by lunchtime staff given their own designated area. • Lunchtime staff should endeavour to remain at a 2 metre plus distance from all children (outdoors presents a significantly lower risk of contracting Covid-19). School recognises that maintaining a social distance with younger children may not be possible. • All adult staff should remain 2 meters or more apart at all times wherever possible (this may not be the case if first aid is to be administered when full PPA should be worn – mask, apron, gloves) • Lunchtime staff will remain with consistent class bubbles whenever and wherever possible. 	Feb 21	SLT Teaching Staff	

		<ul style="list-style-type: none"> • Any first aid is conducted outside where possible (see first aid section 13) • First aid conducted using PPE (face covering and gloves – see first aid section 13) • Two lunchtime sessions in operation to reduce the number of children interacting in the outdoors. • EYFS to use their own playground • Outdoor equipment allocated to Year groups so no disinfectant is needed and equipment is not swapped. • Any shared equipment will be disinfected between uses. • Lunchtime staff rota for duty prepared. • Plans for wet lunch provision made. • One members of SLT available each lunchtime • Equipment use to be reviewed regularly and modified if necessary. <p>(2)</p> <ul style="list-style-type: none"> • Two staffroom areas available to choose from with additional seating in the school hall • Two times of lunch for children to minimise numbers of staff in social areas. • Social distance measures put in place in staffroom staff areas including clear signage • Staff to remain 2 metres apart and seating moved to reflect this wherever possible • Staff encouraged to take lunch off-site if possible • Staff given option to take lunch within their class-bubbles (either with children or after children in their bubble go outside) if preferred. • Staff may remove face coverings in social areas at break and lunch times when eating and drinking • Lunchtime staff to wipe down high frequency touch points at the end of the second lunch hour. 			
11	Outside playtimes and working areas	<ul style="list-style-type: none"> • Staff and children to wash / sanitise hands before entering the school after periods outside learning or playing. • Children to enter and exit play space by their designated door to reduce bottle-necking at entrance doors. • Healthy tuckshop remains suspended • Year groups to provide one member of staff to cover playtimes (two year groups at a time use each playground and therefore two members of staff will be present) 	February 2021	SLT Teaching Staff	

			<ul style="list-style-type: none"> • First aid will be delivered outside where possible (see section 13) and using full PPE. • Break times to be staggered to reduce numbers of children in playgrounds and staff in social areas. • Children to remain in their class-bubble's outdoor area • Children reminded of social distancing and bubble areas. • Sessions working outside are encouraged and will be booked using a booking form in the school hall to avoid large groups of children using the same space outside. • Outside working is encouraged as the potential for spreading infection is greatly reduced outdoors. • New demarcation of play areas with a clear 2 metre zone into which children cannot move – teachers and all staff to ensure children understand this and are frequently reminded. • Play areas can areas be safely rotated to impact positively on children's school experience (learning, mental wellbeing) and done safely in accordance with managed risk. 			
12	<p>Toilets & Toileting</p> <p>(1) Children</p> <p>(2) Adults</p>	<p>Children</p> <p>Staff</p> <p>Families of children</p> <p>Families of staff</p>	<p>All toilets are subject to daily disinfecting from COSHH (control of substances hazardous to health) trained Kirklees cleaning staff and high frequency touch-point disinfecting by school staff each day.</p> <p>(1)</p> <ul style="list-style-type: none"> • Children to wash hands with liquid soap after visiting the toilets (20 seconds) • Use their year group toilets • One child per bubble permitted to leave the classroom at a time to access the toilet (limiting foot traffic in hallways) • School ensure adequate levels of paper towels, liquid soap are stocked. • Ensure paper towels are regularly disposed of throughout the day to ensure no build up of refuse (PPE should be worn for this task). This is monitored by the staff working within each bubble and removed if necessary using PPE. • Paper towels provided as an alternative to electric hand driers • PPE worn if staff have to deal with toileting issues. • Lunchtime staff to wipe down contact points (flush handles, door handles, taps) at the end of lunchtime using household disinfectant (2) 	Feb 21	SLT Teaching Staff	

			<p>(2)</p> <ul style="list-style-type: none"> • Staff to wash hands after visiting toilets (20 seconds) • One member of staff per toilet at any time. • All access toilet made available for staff. • School ensure adequate levels of paper towels, liquid soap and sanitiser are stocked 			
13	<p>First Aid</p> <p>Potential symptoms and spread of coronavirus</p> <p>Positive case of coronavirus</p> <p>LFD testing of staff</p>	<p>Children</p> <p>Staff</p> <p>Families of children</p> <p>Families of staff</p>	<p>First Aid</p> <ul style="list-style-type: none"> • All staff issued with own named visor. Staff responsible for cleaning and maintenance of visor. • Signage added to remind staff to wear PPE for ALL first aid. • School will have adequate resources of PPE (paper towels, tissues, refuse liners, hand sanitiser, liquid soap, face coverings, rubber gloves and basic first aid equipment) which is regularly reviewed and re-stocked. • First aiders to be provided with PPE to administer first aid (apron if needed, face covering and surgical gloves) • First aid to be carried out outside wherever possible to minimise need for first aiders crossing bubbles. • Basic first aid packs will be in each class-bubble. • Where class-bubbles have non-paediatric trained school staff only basic (TLC) first aid will be conducted. If further support is needed, adults will accompany children to be cared for by a trained first aided (wearing PPE). This will be carried out outdoors if possible. • Where no member of staff is available to escort children for first aid, the school office will be notified via electronic notifications systems and the children will be collected for first aid (Adults will use PPE and conduct first aid outdoors if possible) • First aid letters to be kept in class-bubbles and with LTS. <p>Suspected or confirmed CV-19 cases</p> <p>School will follow Kirklees advice (COVID-19 Guidance for education settings on people who display symptoms (21.05.20) <u>K:\CV19\Suspected case\Flow Chart - people displaying symptoms v2docx.docx</u></p>	Feb 21	SLT Teaching Staff	

		<ul style="list-style-type: none"> • In accordance with Public Health England’s definition, the symptoms of Covid-19 in symptomatic individuals are as follows: <ol style="list-style-type: none"> 1. raised temperature (There is no requirement to measure temperature as it is an unreliable measure) 2. new and sustained cough 3. loss of taste or smell • Children who feel ill with CV-19 symptoms during the school day must immediately be isolated in identified room / area stocked with PPE. Appropriate adult supervision (wearing full PPE) will be provided at a level dictated by the age or development of the child. • SLT and/or admin staff to be informed, carers contacted and children to leave the premises (If possible, staff administering support must maintain 2m distance at all times and use PPE including face coverings). • Children who fall ill with observed CV-19 symptoms will have their parents / carers informed. The child will remain isolated (if possible behind a closed door or if not (in the case of very young children) in an area where a 2 metre distance can be kept until parents arrive. • All protective clothing used is to be disposed of in clinical waste bags and then into the designated waste bin after use. Hand washing after this duty. • Isolation areas for coronavirus symptomatic children identified: <ol style="list-style-type: none"> 1. Thought Yard 2. Library 3. all access toilet (at least one area must have a closing door) 4. NOTE: These areas will be used for other purposes, but if used to isolate a child or children with suspected symptoms of Covid-19, they must be cleaned thoroughly using household disinfectants in line with guidance in the Governments <i>Guidance for full opening: schools</i> (02.07.20 and later updates). • When a child in a bubble is observed to have coronavirus symptoms and is sent home bubble will remain open in school. No further action will be taken unless the child is reported as having tested positive for COVID-19 • Staff and other bubble members WILL NOT be required to self-isolate if a child presents as symptomatic unless they too present with symptoms. • School will hold a limited supply of Covid-19 tests to allocate to families who are unable to access a test (exceptional circumstances) • Parents whose children leave with CV-19 symptoms to be instructed to isolate their child for 10 days and their families for 10 days and seek an available test (children to 			
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return after 10 days if positive or no test is accessed / children to return as soon as possible once a test is returned as negative).

- School will request details of tests from parents but cannot enforce. No child can be refused entry back to school should and dialogue between school and home will be ongoing.
- Any child or adult who display symptoms to use a separate designated toilet (all access toilet in Y5/6 area) if possible. If this is not possible the toilet/sink is to be cleaned before being used by anyone else.
- Everyone who has been in contact with someone who has displayed symptoms in school must then wash hands in accordance with guidelines.
- The area where the symptomatic person has awaited collection must be cleaned with bleach once they have left in order to reduce the risk of potential infection. PPE should be work to undertake this and disposed of in accordance with this document.
- **All staff and children who display symptoms are eligible for a test and will be instructed to take one.**
- **If they test positive, advice will be sought from Kirklees Emergency Planning. (all staff and children in their class-bubble will be sent home and advised to self-isolate for 10 days. Others who have worked in close contact may also have to follow guidance)**

Positive cases of Covid-19

- **If there is a positive test result, advice will be sought from** Infection Prevention and Control Team within the LA (01484 221000 EXT: 75296) and DFE Coronavirus helpline: 0800 0468687, and parents will be kept informed: all parents of children identified as close contacts will be informed of isolation requirements; all other children in that class-bubble will be informed of the positive case within the class; the whole school community will be informed of positive cases in school.
- Contact testing and tracing / parents should contact school in the event of an infection within the school community. School will discharge its duties and act as the main contact tracer for staff and children identified as close contacts by the SLT.
- Following any positive test result, school will work closely and act under the guidance of Kirklees' Health Protection Team. Further up to date guidance can be found at the following sites:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

			<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> Any child having tested positive, will self-isolate for at least 10 days from the start of symptoms. Family members will isolate for 10 days. The parents of other children in the class-bubble will be informed and the children may be sent home to self-isolate for 10 days. Anyone who develops symptoms in this time will seek a Covid-19 test and follow instruction from the Health Protection Team <p>Regarding Contact Tracing</p> <p>As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams may consider it necessary to conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not necessarily necessary.</p> <p>LFD testing</p> <ul style="list-style-type: none"> School will engage in and promote twice weekly testing (see section 23) If children or staff test positive using a LFD, they should be encouraged to get a PCR test as quickly as possible as a negative result within 48hours will override the LFD 			
14	<p>(1) Cleaning and common group areas in classrooms during the school day</p> <p>(2) Wider cleaning</p>	<p>Children</p> <p>Staff</p> <p>Families of children</p> <p>Families of staff</p>	<p>(1)</p> <ul style="list-style-type: none"> Spray surfaces when needed (before eating, after eating, when needed) and spray disinfectant is used from a marked designated bottle. Disinfectant will be kept in a location children cannot access. ICT equipment will be sanitised between and after uses using household disinfectant and a cloth. The cloth may be used multiple times. Staff to have adequate supply of hand sanitiser in bubbles Class-bubbles have access to liquid soap and paper towels. Shared equipment must be sanitised after use to enable other class bubbles to use it. 	Feb 21	SLT Teaching Staff	

	(3) Waste	<p>Equipment that is to remain in the class bubble will not routinely need additional cleaning, as the class will practise enhanced hand washing.</p> <ul style="list-style-type: none"> • A member of staff will clean common areas outside the classroom in which group learning needs to occur following their use. Enhanced hand washing will be followed. <p>(2)</p> <ul style="list-style-type: none"> • Regular cleaning of touch points e.g. door handles, light switches, window handles, doors and seats by Kirklees COSHH trained cleaning staff. • Regular cleaning of classroom work areas (staff – office surfaces, computer keyboards and screens; children – desks, carpets, door handles, light switches, screens) by Kirklees cleaning staff. • All cleaning to take place after all children have left the premises. • Kirklees agreed cleaning products used by Kirklees staff. • Teaching and support staff to cleanse surfaces with agreed cleaning products before and following sandwich lunch; after sneezes. • Staff using shared areas (cube, School's Out, KS1 conservatory, Y4 and Y5 landings) to disinfect after use ready for the next group of children. • Paper towels provided as an alternative to electric dryers. • In the event of sickness, staff will use PPE to effect clean-up (masks, surgical gloves and aprons). All waste will be disposed of in clinical waste bags. • Staff are responsible for enhanced cleaning in areas outside the classroom bubbles and the children's toilets. <p>(3)</p> <ul style="list-style-type: none"> • Classroom waste and lidded bins emptied daily by Kirklees cleaning staff. • All staff responsible for ensuring paper towel waste at sinks is condensed into bins (hands should be washed with liquid soap and water or sanitiser afterwards). • Waste from possible cases of coronavirus and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked/dated for storage until the individual's test results are known. • Waste should be stored safely and kept away from children. Waste should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. 			
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			<ul style="list-style-type: none"> • If an individual tests negative, waste can be put in with the normal waste • If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. If this is not possible, arrange for waste to be collected as Category B infectious waste. 			
15	Vehicles	Staff	<ul style="list-style-type: none"> • Staff are encouraged to walk or cycle to school where possible • Staff NOT to car share unless living in the same household. • Staff carpark is to be used as an entrance point – school staff (SLT and / or caretaker to be present each morning in car park). 	Feb 2021	SLT Teaching Staff	
16	Evacuation & fire safety	Children Staff	<ul style="list-style-type: none"> • Children to leave via nearest available fire exit (each class-bubble room has its own fire exit) • Staff to practice fire procedures with their bubble once open as an isolated group to avoid unnecessary large grouping of staff and children. • Children will assemble in their bubble groups and staff will encourage distancing as much as possible in line with this risk assessment and current government guidance. • Fire marshal roles unchanged (and unaffected by coronavirus staff levels) • Drills will go ahead as normal with social distancing for adults facilitated by fire marshals • In the event of a real fire, children will evacuate as normal. 	Feb 21		
17	Increased impact on Safeguarding	Children and families	<ul style="list-style-type: none"> • DSL available on sight • Office staff to contact all absent pupils in line with first day absence procedure • Ensure all staff have read section 1 of Keeping Children Safe in Education 2020 / Kirklees agreed safeguarding policy • Class teacher to make contact in first instance, if a child is not accessing remote home learning whilst isolating for a 10 day period as a result of a positive COVID test in the household. • DSL to make contact with children if class teacher cannot do so. 	Feb 21	SLT Office staff	
18	School attendance	Children (learning, mental health, parents' anxiety)	<ul style="list-style-type: none"> • Promote full return to school on social media and through parent communication channels • Promote attendance as compulsory (including punctuality) with a full return to attendance measures (government guidance – February 2021) • Continue close relations with family to support anxious parents to return their children to school – working towards full-time. • Consider BAME and at risk families and engage with communication to encourage 	Feb 21	SLT Office staff	

			<p>attendance.</p> <ul style="list-style-type: none"> • Offer BAME and at risk families an individual pupil risk assessment if anxious. • Offer parents' meetings by consultation to encourage reluctant families to return to school • Final measure of referral to attendance office and potential fines. 			
19	Loss of education resulting in limited opportunities in the future	Children	<ul style="list-style-type: none"> • Assessment of children's mental health and wellbeing on return in March • Assessment of children's learning (reading, writing, maths, phonics) on return in March and gaps identified. • Use of September baseline, December testing and March re-testing assessment to plan for further spending government's funding the closing of educational gaps • Use of above named assessments to allocate support for wellbeing through 1:1 provision; breakfast club; National Tutoring Program, meet and greet; forest school; nurture groups. 	Feb 21	SLT Teachers	
21	Loss of education in the event of partial or whole school closure due to Covid-19 after the September opening	Children Families	<ul style="list-style-type: none"> • Virtual Learning Platform (Purple Mash) will remain active with work posted each week to enable self-isolating families to access work immediately following a positive family case of COVID-19. Details can be found on the most recent version of the Remote Learning Plan on the school's website. 	Feb 21	SLT Teachers	
22	Essential meetings on school premises	Visitors Children Staff	<ul style="list-style-type: none"> • Appropriate consideration must be given to facilitating meetings virtually wherever possible <p>Where meetings cannot be conducted virtually:</p> <ul style="list-style-type: none"> • Ensure meetings are arranged outside of children's times if possible • Use outside spaces for meetings if appropriate or possible (school Thought Yard) • If meetings cannot be arranged outside of children's times or physically outside, ensure meetings are carried out in areas which are not used by children • All visitors to sanitise hands on arrival at school • Appropriate social distancing to be maintained at all times • Where seating is used, seating must be arranged 2 metres plus apart 	Feb 21		

			<ul style="list-style-type: none"> • Any shared paperwork should be digital wherever possible and where it is not possible, enhanced hand hygiene will be followed in distribution of materials • Meeting times will be kept to an acceptable minimum • Visitors will be invited to bring their own drinks if needed and / or appropriate • Space must be sanitised by school staff following meetings • Visitors must sanitise hands upon leaving the building. • Cleaning staff will be made aware of any essential meetings in order to ensure appropriate cleaning is carried out in advance or following such meetings. 			
23	Introduction of asymptomatic testing for all primary school staff	staff	<ul style="list-style-type: none"> • School to appoint a Covid co-ordinator and a Registration Assistant to communicate and manage the testing process. This can be the same person. • Clearly inform staff of the need for (and benefits of) asymptomatic testing and how they should go about it. Only staff who are attending school are required to take the tests. • Staff who are isolating at home do not need to take the tests. • Explain the reason for the testing of school staff and share 'key information' document • Share Privacy Notice with staff who agree to be tested • Staff who decline to participate should still follow the national guidelines and book a PCR test if they show symptoms. • Kits to be issued by the Registration Assistant who must wear PPE and ensure social distancing is maintained during the distribution process. • Get clear consent for testing of staff to go ahead and signatures for receipt of testing kits (packs of 7 tests issued to each staff member who agrees to take part) • Share all links/guidance with staff on how to test and how to report. This will include 'How to Guide' 'Step by step Covid 19 self-testing' guide and the you tube link to 'covid 19 self-test' video and additional material that is posted on the NHS Document sharing platform • Ensure correct version of testing instructions is issued V1.3.2 and advise staff to destroy testing instruction included in kits. A label will be added to the correct instructions advising staff of this. • Ensure all staff are aware that the tests supplied are for themselves only and should not be shared with anyone else. A label will be added to test kits advising staff of this. • Advise staff of when they are expected to take the tests and the timescale/method for reporting to school. Tests to be carried out twice per week unless staff work reduced hours. Staff who do not work 5 days per week will be given testing days based on their days in school, this may be that they only take one test per week. 	Jan 21		

			<ul style="list-style-type: none"> • Ensure staff are aware what their pack should include and how to report anything missing or anything that is damaged. Staff to inform school and school will report missing or damaged kits. • Provide details of what to do if you have a positive test – Immediate self isolation (including all members of the household) and book a PCR test • Provide details of what to do if you have a void test – take another test. If a second test is void – immediate isolation and book a PCR test • Staff who test negative still need to follow national guidelines on HANDS FACE SPACE • Advise staff that they must always report their result after each test, either online at https://www.gov.uk/report-covid19-result or via telephone by calling 119. • Ensure staff know how to advise school of positive and void tests so school can take the necessary action to advise potential contacts in school • Advise staff how to report a clinical incident where there is potential risk of harm. This should be reported via https://coronavirusyellowcard.mhra.gov.uk and also to school. • Covid Co-ordinator to monitor stock of test kits and re-order as required. • School to maintain a Test Kit Log and a Register of test results. Both logs to be kept until further notice and must be separate documents • If children or staff test positive using a LFD, they should be encouraged to get a PCR test as quickly as possible as a negative result within 48hours will override the LFD • 			
24	Preschool Transition visits	Staff Parents Preschool staff Preschool children	<ul style="list-style-type: none"> • All visitors (adults and children) are signed in for Track and Trace purposes • All visitors to enter EYFS area via key stage 1 playground – not through school. • All visitors to be advised in advance of School COVID-19 requirements • Aim for visits to take place outside where possible • Appropriate social distancing to be maintained at all times (by adults) • Where seating is used, seating is arranged 2 metres apart • Toys and other equipment to be sanitised before and after. Cleaning staff made aware of visitors. • Ensure sufficient hand sanitiser is available at all entrances and within setting and all encouraged to use 	W.B. 21.6.21	SLT EYFS staff	

			<ul style="list-style-type: none"> • Face coverings to be worn by adults in all areas indoors (eg when taking children to the toilet) • Visitors advised to bring own refreshments • Aim to have the windows open in classrooms during the visits • Parental/carer visits are by appointment only • Aim to keep groups small and/or consistent– where possible, children from same setting will visit together. • Aim to keep the visits as short as possible 			
25	Compliance to risk assessment	Staff Children Families	<ul style="list-style-type: none"> • Establish a time line for review of whole school risk assessment • Establish regular weekly feedback on all areas covered by the September return risk assessment (Tuesday meetings with limited numbers and multiple meetings) • Establish a time line for review of individual staff risk assessment from September 2020 • Establish a time line for review of individual at risk children (Social worker, EHCP, LAC, BAME and other) from September 2020 • Permanent signage to encourage social distancing in common areas. • It is the responsibility of all staff to refer concerns to SLT and to encourage others to adhere to risk assessment. 	Feb 21	SLT All staff	

THIS RISK ASSESSMENT MUST BE SHARED WITH ALL NECESSARY PERSONS

The manager must keep records that the necessary persons have read and understood the contents of this and any other relevant risk assessments. The necessary persons should sign a document which evidences that the employee has had the risk assessment explained to them and fully understands the hazards and will implement the identified controls.