



September 2020 Re-opening Risk Assessment Courtney Primary School

- Version 1: DW 6th July 2020
- SLT Discussion: 10th July 2020
- Updated: DW 12th July 2020
- Updated: TG & DW 13th July 2020 then sent in draft form to staff
- Updated 20th July 2020 & sent to governors 21st July and to Health and Safety provider
- Updated 24th July after comments from H&S and governors. This is now Version 1: V1
- Updated 24th August 2020 with new PHE flow chart Version 2: V2
- 1st September shared with all staff on INSET. Key points highlighted
- Reviewed 7th September 2020 after one week opening. Added other documents as appendices . Version 3: V3
- Reviewed 28th September 2020 DW Version 4: V4 (green comments)



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What is the hazard?	Area of school life affected	How is the hazard being mitigated?	Comments / Next Steps
1. Community at risk if not a consistent and clear approach	All	<ul style="list-style-type: none"> All staff will receive appropriate training at the September INSET and regular subsequent updates on the measures contained within this risk assessment; including guidance related to the wearing and removal of PPE; Infection Prevention & Control eLearning for relevant staff. The risk assessments and their implementation will be monitored and reviewed by the SLT on at least a weekly basis and reported to Chair of Governors fortnightly. Regular feedback will be provided to staff on the Risk Assessment reviews. The staff weekly bulletin will be used to reinforce key messages. This document will be provided to all staff and governors and will be available on the school website. 	
2. Risk of spread of Covid throughout the school if one person infected.	2.1 Staff and Class Bubble Organisation	<ul style="list-style-type: none"> Children to be organised into 'bridged bubbles' which combine the minimum number of children in a bubble with the ability for school to function effectively throughout the whole day. EYFS Bubble = YR KS1 Bubble = Y1 & Y2 Lower KS2 Bubble = Y3 & Y4 Upper KS2 Bubble = Y5 & Y6 Staff are assigned to as few bubbles as we can practically manage without compromising our offer so that contact tracing can be used to restrict the number of people affected if there were to be a positive Covid case in school. Staffrooms and toilets to be allocated to specific classes or bubbles. Any child who attends our wrap around Out of School (Oosc) provision will also be part of a second, different bubble, or a third bubble if attending both Breakfast and After School: Oosc Breakfast Bubble Oosc After School Bubble 	
	2.2 Contact Tracing of staff and pupils	<ul style="list-style-type: none"> The office staff will record and keep all pupil, staff and visitor contact lists. These will be kept in paper copy format and destroyed after three weeks. If staff become unavailable for work the most suitable replacement will be found with an aspiration to not add a new adult to a bubble if at all possible. Staff will complete a contact tracing form if they are forced to work during the day out of their timetabled bubbles. 	
3. Spread of Covid through people bringing it into school	3.1 Drop off and pick up implications for parents/carers	<ul style="list-style-type: none"> Every child is now expected to attend school every day. Drop off and pick up times will be staggered to minimise social contact. Parents/carers asked to come as close to their designated time as possible. On the rare occasion preventing this, then a message should be left with the office staff. 	Slightly altered YR times as they are coming in more quickly than first anticipated.



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	<ul style="list-style-type: none">▪ The children have been divided into 12 groups. The expectation is that older siblings will come in at the same time as their younger siblings but will use their own entrance.▪ Lines are marked in the middle of the paths in two lane system. The social distance expectations should be respected.▪ Everyone will be asked to spend as little time as possible on site at drop off and pick up. Small things like asking a child to walk the last few metres independently would help prevent people being too close.▪ In order to minimise the number of people on site only one adult is allowed per family.▪ While waiting at drop off, each child should wait next to the adult until their door opens.▪ The area near the Early Years gate is quite small. Adults should stand well back and socially distanced from other parents and carers while waiting.▪ If possible, especially as the children get older, they will be encouraged to meet their adults in an agreed place away from the crowded spots, for example, on the top playground.▪ Our procedures will be regularly reviewed, especially if there are rising numbers of Covid cases in the locality.▪ The trim trail, the swing and the slide will still be closed at drop off and pick up.▪ To help the environment and to help keep our children fit and healthy, families will be asked to walk or cycle to school if at all possible.▪ Parents/carers will be encouraged to call the school office with their queries but will be allowed to visit the school office if necessary, avoiding busy times. If visiting, they will have to wait at 2m distance. The external door will be kept on 'open' mode. A Perspex screen will be set up between the office window and visitors.▪ A line will be marked in the middle of the entry path to Office Reception to mark a two lane route.▪ Signs will be displayed to support drop off, collection and social distancing.▪ Outside toilets will remain locked.▪ There should be no unnecessary lingering or 'catch-ups' on the playground or near the school exit gate.▪ Families of siblings in more than one bubble will be advised to keep them separate after school until clothes changed and hands washed back at home.▪ There will be a member of staff on the gates to take messages.	<p>Had to reinforce not going on trim trail.</p> <p>Texts gone out to remind about social distancing and not lingering at pick up.</p>
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Drop Off and Pick Up Arrangements

We are using 3 entrances in order to get everyone in and out without taking up too much of the children's learning time.

1. Gages Road entrance
2. Courtney Road entrance
3. Ramp to office leading to balcony gate entrance

Group	Who is in the group	Drop Off and Pick Up point	Extra Instruction	Drop off	Pick up
1	Reception Group A + any older siblings in school	EYFS gate	Siblings go in/come out of either KS1 (Y1/2) or KS2 (Y3-6) door	8:40-8:45	3:05
2	Reception Group B	EYFS gate	n/a	8:45 – 8:50	3:10
3	Year 1 children who have older siblings in school + the older siblings	KS1 door	Siblings go in/come out of either KS1 (Y2) or KS2 (Y3-6) door	8:45-8:50	3:15
4	Year 1 children with no siblings in other classes	KS1 door	n/a	8:50-8:55	3:15
5	Year 2 children who have older siblings in school + the older siblings	KS2 door	Siblings go in/come out of KS2 (Y3-6) door	8:40-8:45	3:05
6	Year 2 children with no siblings in other classes	KS2 door	n/a	8:55-9:00	3:05
7	Year 3 children who have older siblings in school + the older siblings	KS2 door	Siblings go in/come out of KS2 (Y3-6) door	8:45-8:50	3:15
8	Year 3 children with no siblings in other classes	KS2 door	n/a	8:50-8:55	3:15
9	Year 4 children who have older siblings in school+ the older siblings	Ramp near office at front of school	It is expected that parents do not come onto site with their child if using this entrance. If you are not comfortable with that, then please use the KS2 door at the back.	8:40-8:50	3:15
10	Year 4 children with no siblings in other classes	Ramp near office at front of school		8:40-8:50	3:15
11	Year 5 any children without younger siblings in school	Ramp near office at front of school		8:40-8:50	3:15
12	Year 6 any children without siblings in school	Ramp near office at front of school		8:40-8:50	3:15

3.2 Drop off and pick up implications for children

- The children will be regularly reminded how to enter and exit the school safely to allow them to be a safe distance from those not in their bubble. The staff at gates will give feedback to particular teachers if specific children need reminding.
- If a child is reluctant to come in, unless there are special arrangement for SEND, staff will not physically coax. Hand-holding is acceptable but staff member should wash their hands immediately afterwards. If necessary, the child will need to go back home.
- Children to bring in a minimal amount of items - a coat, sunscreen/hat lunch box (if not having school meal), snack (for mid-morning) and water bottle.
- Children should not bring in any other personal items such as pencil cases.
- Any lunchboxes will be stored in the lunchbox trolley.
- On entry and exit each child to wash their hands in the sinks in their class toilet.
- Following guidance, children will not be permitted to wear face masks.



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	3.3 Drop off and pick up implications for staff	<ul style="list-style-type: none"> Staff members will supervise the external doors, will make sure processes are being followed on the playground and identify any possible snags. Staff will wash their hands on entry and on exit and will store their own belongings in the teacher cupboard. All teaching staff will be in their classrooms from 8:40 when the first children are due to arrive during the staggered drop off. A record will be kept of any person travelling to and from school using taxi to support Track and Trace. 	
	3.4 Limiting scope for infected persons to come on to site	<ul style="list-style-type: none"> Staff and pupils will be regularly reminded not to come to school if displaying any symptoms and to organise a test to be carried out. Any staff or pupils exhibiting symptoms will immediately be sent home. (see protocol in Section 5 for sending pupils home). A fortnightly text will be sent to all parents reminding them not to send their child in if displaying symptoms. This is on the school calendar. 	Office team advising parents to phone for advice. Very difficult to differentiate between cold symptoms and covid.
	3.5 Catering provision	<ul style="list-style-type: none"> A separate risk assessment has been written for dinnertimes (see Appendix 2) in conjunction with Edwards & Ward, kitchen staff and lunchbreak supervisors. The kitchen staff will work in a way to ensure that if one of them tests positive for Coronavirus, the whole school will not need to close. Edwards & Ward will be asked to undertake a deep clean of the kitchen prior to re-opening. Edwards & Ward will be asked to give assurances that all the relevant safety procedures are in place and that they are adhering to government guidelines. Catering providers are aware of any changes to lunch times and operating practices made. 	School has bought a bain marie so that two serving hatches can work in conjunction.
	3.6 Office and visitors	<ul style="list-style-type: none"> The outside office door is left open so touch is minimised. No visitors are allowed into school unless it is a pre-arranged meeting or an emergency. Office have a script to share with visitors to clarify hand-washing, lanyard, social distancing, cleaning implications, obligation to let school know if they get Coronavirus in the following two weeks. Visitors sign to agree expectations. On exit, the member of staff receiving the visitor will clean all surfaces touched and ensure that the office staff have made a record of where the visitor has been. The lanyards will be kept separate until washed in warm, soapy water. Our regular volunteers will still be used but will be given additional training on the new expectations before they start through booking a pre-volunteer meeting in advance. 	
	3.7 Clubs	<ul style="list-style-type: none"> No music lessons in school initially for at least for terms 1 and 2. Providers updated when any changes are made. 	
	3.8 Matt Fiddes letting	<ul style="list-style-type: none"> The letting will be on Tuesday after school. A separate Risk Assessment will be completed. 	



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		<ul style="list-style-type: none"> The cleaning team will thoroughly clean the hall and any toilets used on Wednesday mornings before school starts. 	
	3.9 Play Therapy	<ul style="list-style-type: none"> The play therapist has a separate risk assessment. The play therapist to complete a weekly register of contacts to allow tracing. Hands will be washed by child and therapist on entry and exit. All used resources disinfected before swap over. 	
	3.10 Non-teaching workforce	<ul style="list-style-type: none"> Office staff, HT, FLW to minimise contact with wider school and not to enter classrooms except in emergencies. Cleaners and site manager to wash hands on arrival, before and after eating, before leaving as a minimum following government guidance. Gloves are to be worn. Cleaning staff to be allocated own zone to clean. Office staff and HT to wash hands on arrival, before and after eating, before leaving. Office staff and HT to wash hands before moving to another section of the school and to wash hands on their return (or use alcohol gel). 	
	3.11 Contractors	<ul style="list-style-type: none"> Regular contractors using same space weekly e.g. IT Support to use PPA room. Office have script to share with contractors to clarify hand-washing, lanyard, social distancing, cleaning implications, obligation to let school know if they get Coronavirus in the following two weeks and contact tracing. Safeguarding agreement also shared. Contractors do not work in the same space as children. Contractors on site will be limited to those required for the safe running of the school. These contractors will be asked to attend out of school hours where possible. A record will be made of areas visited by contractors in case tracing is subsequently required. On exit, the contractor will share where they have been and which surfaces have been touched so these can be cleaned by office staff. 	
	3.12 Deliveries	<ul style="list-style-type: none"> Deliveries will be accepted in the reception hallway / back of the kitchen so that no delivery workers will enter site. The office staff will remove all packaging from deliveries before any contents are distributed. They will wash their hands before and afterwards. 	
	3.13 Supply Teachers	<ul style="list-style-type: none"> The school will keep the use of supply teachers to a minimum. If using supply teachers, the school will try to use the same few if possible. 	We have used Julie Castle for Y3. TAs covered or job-share teachers.
4. Spread of Covid not prevented through insufficient cleaning routines	4.1 Cleaning and hygiene control by cleaning staff	<ul style="list-style-type: none"> Full cleaning of the school will take place every morning before school opens. The cleaners will have been briefed on, and will follow the Government guidance on COVID-19 Cleaning in non-healthcare settings. The areas to be cleaned will include desks, door handles, light switches, exit switches, toilets. All staff to leave their classrooms clutter-free and surfaces/desks clear. 	



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		<ul style="list-style-type: none"> ▪ Cleaning supervisor to regularly review expectations and liaise with teaching staff if a particular area has been used and needs extra cleaning. ▪ Expectation that class teachers communicate if any extraordinary use which might be missed in cleaning. SLT to be used to communicate issues arising. ▪ Deep clean to take place in the Summer holiday before re-opening. 	
	4.2 Cleaning Products	<ul style="list-style-type: none"> ▪ Bottles of alcohol-based hand sanitiser, with at least 60% alcohol, will be put by the two photocopiers and staff instructed to use it before touching the photocopier. ▪ Sufficient quantities of anti-bacterial spray, bleach and hand soap will be maintained. ▪ Copies of the data safety sheet for any sanitising products will be kept in case of ingestion. ▪ COSHH assessments completed and relevant staff have reviewed. 	
	4.3 Cleaning and hygiene control by teaching staff	<ul style="list-style-type: none"> ▪ A cleaning process for staff to follow will have been shared based on the Government advice (see Appendix 5). All areas, including switches and handles will be cleaned at lunchtime. ▪ Cleaning products are available for staff to use. Staff will be responsible for keeping the classroom well- stocked. ▪ Any tea towels used will be put in the washing machine at the end of each day. ▪ Communal areas: staffrooms and staff toilets to be cleaned after each use by individuals; office team to clean top corridor key pads, switches and handles each lunchtime. ▪ Any face shields used will be cleaned by the person who has worn them. 	
	4.4 Pupil Toilets	<ul style="list-style-type: none"> ▪ As well as being cleaned each morning, the handles and taps will be included in the cleaning processes for teachers to follow. ▪ Good supplies of soap and paper towels will be available in toilets each day. This will be checked by the cleaning supervisor. ▪ The hand dryers will be turned off following H&S advice. 	Child with SEND using KS1 disabled toilet too.
	4.5 Bins	<ul style="list-style-type: none"> ▪ Lidded pedal bins will be used in each classroom for tissues, wipes and first aid used equipment. These will be emptied by the cleaning staff. ▪ Open bins will be used for paper towels and everyday rubbish. These will be emptied by the site manager. ▪ Extra bin bags will be available in each room so available if needed. 	
	4.6 Ventilation	<ul style="list-style-type: none"> ▪ All rooms should have windows open as long as weather permits and should keep classroom internal doors open to prevent unnecessary touching of handles. ▪ Internal corridor and group room doors used regularly will be propped open. Barrier doors which close automatically with the fire alarm will not have wedges. 	Children are starting to feel cold with doors open. Windows being used more.
	4.7 Staff toilets	<ul style="list-style-type: none"> • Women to use toilets allocated to their bubbles: YR KS1 disabled toilet; KS1 and LKS2 use existing women's one at a time; UKS2, Office and HT to use disabled toilet near office. • Men to use allocated male toilet one at a time. • All non-essential items to be removed. 	



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	4.8 Communal equipment and store rooms	<ul style="list-style-type: none"> • Hand sanitiser with at least 60% alcohol on front desk. • Hand sanitiser with at least 60% alcohol on each photocopier. • Staff to use wipe to clean other items if used eg laminator with antibacterial wipes. • No children to use photocopier or any other communal equipment. • Storeroom doors to be kept unlocked and, if practical, propped open. 	
5. Risk of Covid spreading through First Aid routines	5.1 First aid and care provision	<ul style="list-style-type: none"> • In the first instance, first aid will be administered by staff in each class or bridged bubble with each having their own basic first aid pack. • For minor scrapes, if no first aider in a bubble, then first aid to be administered by any adult in that bubble as classed as 'competent adult'. Children to be encouraged to clean themselves with adult supervision and guidance, depending on the severity of the injury and the age of the child. • When the injury is more serious, then a person with First Aid training will take responsibility for administering treatment in the First Aid Room trying, as much as possible, to keep it to someone who normally works within that bridged bubble. • All staff will wear gloves as a minimum. If coming into close face-to-face contact then a mask should also be worn. Staff may wear full PPE if they would like. • In an emergency, any member of staff can be used. • Staff will also wear an apron if administering to anyone not in their bubble and this will be recorded to allow contact tracing if needed. • The school will ensure it has, at all times, sufficient first aid and PPE equipment. • Social distancing and hygiene control measures will be maintained so far as is reasonably practicable when providing first aid e.g. only one member of staff and pupil will go to the first aid room unless an extra adult is needed at a distance to ensure safeguarding. • Gloves, fluid-resistant masks, disposable aprons and eye masks will be available for use. The gloves, masks and aprons will be disposed of afterwards in bagged bins. • The face shields will only be used once during the day and will be cleaned with disinfectant at the end of each day. They will only subsequently be used by the same member of staff. • Daily medication will not be administered eg antibiotics unless part of an existing agreement. An adult will need to come to school to administer any short-term medication needed during the day. • If there is an existing agreement, staff to wash hands after receiving medication and before and after administering medication. • Inhalers will be kept in the classroom bubbles in a box/bucket on the shelf above the sink. • A sick bucket and absorbent powder will be provided for each classroom. 	
	5.2 Suspected case of coronavirus in school	<ul style="list-style-type: none"> ▪ Senior Leaders will consult the flowchart on how to deal with a suspected case provided by Public Health which is displayed in the first aid room and HT office which also outlines the process on informing the Local Authority and PHE SW (see Appendix 6) 	



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		<ul style="list-style-type: none"> ▪ If any child starts to feel unwell, they will be asked to sit away from their classmates in a quiet and well-ventilated place where they can still be seen by an adult in their bubble. ▪ If any child displays or complains of a new, continuous cough, a change in taste or smell or a high temperature, they will be taken out of class immediately. They will be taken outside if the weather permits or to the small group room and their parents/carers contacted to collect them to self-isolate and take them to be tested. ▪ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, tested) or the child subsequently tests positive. ▪ The other children and adults who have worked in the same bubble will not need to be sent home unless they develop symptoms or the person with symptoms subsequently is confirmed positive. ▪ Areas used by the child (their desk and the classroom) will be cleaned with disinfectant. The person cleaning will wear the PPE. ▪ After the child has gone home, the staff member should use the correct 'doffing' technique and should wash their hands thoroughly for 20 seconds. ▪ All PPE (except face shields) will be double bagged and taken directly to the bins. The face shields will be washed with disinfectant at the end of the day and can only be reused by the same member of staff. ▪ The cleaners will be asked to carry out a deep clean of that classroom before school opens the next day. Any cleaning must be done wearing PPE for that section. 	Following advice from LA, we no longer plan to take any child's temperature.
	5.3 Confirmed case of coronavirus in school	<ul style="list-style-type: none"> ▪ Senior Leaders will consult the flowchart (Appendix 6) on how to deal with a suspected case provided by Public Health which is displayed in the first aid room and HT office which also outlines the process on informing the Local Authority and PHE SW. ▪ Where a pupil or member of staff test positive, the positively-tested child or adult, the rest of their bubble and everyone who has worked in that bubble will be sent home and advised to self-isolate for 14 days. If the person who has tested positive is also part of one of the Oosc bubbles then that bubble will need to be sent home as well. ▪ The other household members of that wider class or group do not need to self-isolate unless their own child, young person, or staff member they live with subsequently develops symptoms. ▪ The school will contact the local authority for advice and guidance. ▪ Consideration will be given to not using that classroom the following day following advice from Public Health. 	
6. Spread of Covid through social mixing around school	6.1 Minimising contact between pupils/ class groups	<ul style="list-style-type: none"> ▪ The pupils will be organised into four bubbles across the school (see 2.1). ▪ Pupils will mostly work with other children in their own class but, at times, with the bridged bubble during the day. 	This is working effectively, but there is no room for absence. Staff been very flexible with solutions.



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		<ul style="list-style-type: none"> Where possible, teachers and other staff assigned to classes will stick to the agreed timetable. The number of bubbles each member of staff works with will be kept to a minimum. Outside spaces will be allocated and zoned so that two bridged bubbles do not mix. Playtimes and lunchtimes will be staggered. Each child will only use the toilet assigned to their class, including at playtimes. The exception to this will be YR who will use the external toilets at lunchtimes. 	
	6.2 Organisation of classrooms and other learning spaces	<ul style="list-style-type: none"> Each classroom will be in its own bubble so social distancing is not possible and not expected. Any residue clutter will be reduced and surfaces (including the teacher desk and the floor) will have minimal equipment. Staff members will try, as much as possible, to minimise getting close to children. Children will be supported to maintain social distancing from staff and encouraged not to touch staff where possible. Side by side working between adult and child should be prioritised rather than face to face. Staff members will maintain their social distancing with each other. For children from Y2 upwards, forward facing desks will be used. Children may be moved to more than one desk during the day as long as it is for reasons of learning and not social. For younger pupils, tables and learning spaces should be set out as pre-Covid. Staff swivel chairs to be used but only to be used by staff. Cushions, rugs, cuddly toys, arm chairs and fabric sofas will be removed with the exception of the teacher's chair which will only be used by staff. All classrooms will be well-ventilated using windows etc where possible. 	
	6.3 Playtime arrangements	<ul style="list-style-type: none"> Children's playtimes will be staggered and designated zones used when more than one bubble is out at the same time. Children will be told not to cross into another zone. Each bridged bubble to have their own playground equipment. Fixed equipment like the Trim trail and swings will be allocated to one bubble each week Monday to Friday. Due to the high risk of contamination and hibernation of germs in the sand, the large sand pit will not be used. 	At the moment only Y3/4 using it. This will need to be revised.
	6.4 Movement around the school	<ul style="list-style-type: none"> Movement around the school will be limited as much as possible by using allocated doors. Start and finish times will be staggered. Break and lunch times will be staggered. One-way systems set out around the school including markers on the corridor floor to show direction of travel. Doors will propped open to limit touching of door handles and aid ventilation. Children will not be sent on errands around the school. 	



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		<ul style="list-style-type: none"> There will be no whole school gatherings. 	
	6.5 Social Contact due to nurturing	<ul style="list-style-type: none"> Social contact should be avoided but if it does occur eg hand-holding due to need, it is safe as long as time-limited and hands are washed afterwards. Where possible, close face to face conversations should be avoided and side by side used instead. 	
	6.6 Use of the Staffroom	<ul style="list-style-type: none"> Three different 'staffrooms' will be set up as individual zones to minimise social contact, each with a kettle, microwave and fridge or cool box. Members of staff to use these spaces either one at a time or 2m apart. Each 'staffroom' to have a bottle of sanitiser and staff asked to either wash their hands or use sanitiser before going back to their base classroom. YR staff bubble use DHT office staffroom. Y1, Y2 Y3, Y4, bubbles to use staffroom. Y5, Y6, Office staff and HT to use small kitchen staffroom. Any staff member working in more than one bubble should select the most appropriate staffroom to use and stick to it across the week. Staff advised they may prefer to bring in own hot water or refreshments. Staff to check their pigeon holes once a week at a time when 2m can be maintained. Emails will be sent if an item needs to be picked up sooner. Daily notice board not to be used. Portable whiteboard to be used at entrance for important, non-confidential daily messages. Water cooler in main staffroom can be used by all and when room is free. 	Reminders about social distancing in bulletins each week.
	6.7 Meetings	<ul style="list-style-type: none"> Large meetings will be held remotely. Meetings of smaller groups will be held outside or in the hall with at least 2 meters between attendees. Any meetings with parents/carers/multi-agencies which cannot take place remotely will take place in well-ventilated areas eg hall and the areas used cleaned afterwards. Walking through the school building should be minimised by selecting the most appropriate entry and exit doors. During teachers' PPA time, they will use the hall or may choose to go home to work if there is no valid reason for them to stay in school. 	More agencies requesting to do work in school. School carefully considering the risk/benefit of each request.
	6.8 Lunchtime arrangements	<ul style="list-style-type: none"> A separate risk assessment (see Appendices 2 & 3) has been written for this. Catering staff to minimise social contact with others and have routine set up for serving of meals which will involve limited social contact with other staff and children. No tuck will be provided initially. Children in bridged bubbles will eat in the hall at the same time. Bottles of water ordered in case no water bottles brought in. 	
	6.9 Oosc arrangements	<ul style="list-style-type: none"> A separate risk assessment (see Appendix 1) has been written for this. 	



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		<ul style="list-style-type: none"> Any child who attends Breakfast Club or After School Club will then become part of a second or third bubble during the day. Parents/Carers will be informed of this and the risk assessment will be shared. 	
	6.10 In-house Clubs	<ul style="list-style-type: none"> Clubs run by staff members will be limited to children in a bubble in which they are already working. 	Gardening with Y5/6 started. Sport when Mr Smith back.
	6.11 Water Fountains	<ul style="list-style-type: none"> Water fountains will be out of action. 	
	6.12 Moving around school	<ul style="list-style-type: none"> Children will be taught to use one way systems and to move through school with a distance between their own and other bubbles. Movement around school will be kept to a minimum. 	
	6.13 Behaviour	<ul style="list-style-type: none"> An addendum has been added to the revised Behaviour Policy to address the changes needed in practice. 	
	6.14 School Library and scheme books	<ul style="list-style-type: none"> The library will be open for children to use under strict adult supervision and clear rules: hands washed beforehand, avoiding touching too many books (it is unrealistic to expect children to choose books without picking more than one up). No separate bubbles allowed to visit the library at the same time. Returned books to be quarantined for 72 hours in own classrooms before being returned. Any books returned to the library will be assumed to have already been quarantined. Scheme books to be fetched by adults only. 	
	6.15 Visits & WOW events	<ul style="list-style-type: none"> Although the guidance permits school visits, we will not be organising any for the time being. Classes will not hold any WOW events for at least Term 1. 	
	6.16 Whole school assemblies	<ul style="list-style-type: none"> There will be no whole school gathering for assemblies. Bridged bubble assemblies may take place outside. 	
	6.17 Interventions	<ul style="list-style-type: none"> Children from different bubbles will not be combined to form one intervention group. Adults will wash their hands and wipe surfaces and clean resources between groups. The tables between the paired classrooms can be used as this will not be across more than one bridged bubble. The areas between the classrooms will be left clutter free and all surfaces clear in order to allow cleaning. 	
	6.18 Children with SEND	<ul style="list-style-type: none"> Individual risk assessments will be written for those children with poor self-regulation who may find rules challenging, including the establishment of safe spaces. Staff with children with complex needs will try to maintain their distance and minimise time spent within 1metre of the child where possible. Speech and Language Therapy support will be provided. A separate risk assessment will be written. 	



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<p>7. Risk of spread of Covid within classroom groups</p>	<p>7.1 Limited curriculum provision</p>	<ul style="list-style-type: none"> Physical activities should happen either in the classroom or in outside spaces within the social distance rules. A timetable will be written. Activity in the balcony area will not be used for running around eg football. The hall may not be used for PE for the time being; at least Term 1 in the first instance. Within each bridged bubble, portable PE equipment which has wipeable surfaces may be used if all children wash their hands before the lesson and the equipment is wiped down after use. A selection of equipment should be kept in the bubble for everyday use. Only sports that involve limited close contact will be offered such as tennis, dance, rounders, cricket, races. For Term 1, in the first instance, football and rugby will not be allowed. Hand-washing must take place before and after PE lessons. Children will wear PE kit to school on PE days. 	
	<p>7.2 Shared resources</p>	<ul style="list-style-type: none"> Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned after use or at dinnertime when all frequently touched surfaces will be cleaned. From Y2 upwards, the children will be issued with their own packs of frequently used resources which will be kept in their own folders and stored in their own drawers at the end of each day. These will remain at school and will not be sent home. For EYFS and Y1, the expectation is that all resources will be shared. Younger children will be kept separate from other groups within school but will not be expected to distance within their group. Other more specialised resources may be shared within the classroom but cleaned afterwards and sharing minimised as much as is practicable eg paints If any resources are shared between different groups (such as laptops, resources from the group rooms), these will be cleaned with disinfectant spray between each use or left unused for 72 hours. If being left, a date label should be written when last used. 	
	<p>7.3 Marking and feedback</p>	<ul style="list-style-type: none"> Each member of staff to have own pack of resources. Children will use their pre-Covid range of books. Books should be marked in line with our reviewed feedback and marking policy. Teachers should not take books home to mark. 	<p>Revised marking policy now in place. Onus on verbal feedback. Book looks taking place in Term 1.</p>
	<p>7.4 Handwashing</p>	<ul style="list-style-type: none"> Children and staff to wash their hands on entry, when leaving room, before lunch, before and after P.E and when leaving at the end of the day. Children will wash their hands after sneezing, coughing and visiting the toilet. Children will be reminded regularly of the rules to follow regarding distancing and hygiene. The message of "catch it, kill it, bin it" is repeated. Children are taught to cough or sneeze into their elbow. 	
	<p>7.5 Water bottle</p>	<ul style="list-style-type: none"> Children will be asked to bring in a bottle of water for the day, which can be refilled. All water bottles will be sent home at the end of each day. Bottles of water will be purchased by school for any child not with one. 	



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	7.6 Uniform	<ul style="list-style-type: none"> The children will wear their school uniform. On PE days, the children will come dressed in their PE kit wearing trainers (not daps), plain white T-shirt and any choice of shorts/tracksuit bottoms. 	
	7.7 Classroom organisation	<ul style="list-style-type: none"> Tables will be set out in their normal format in the lower part of the school. As the children get older (Y2 upwards), forward facing tables will be used. 	
	7.8 Cloakrooms	<ul style="list-style-type: none"> These will be used for coats and bags. 	
	7.9 Lunch trolleys	<ul style="list-style-type: none"> Lunch trolleys will be used. 	
	7.10 Pupil toilets	<ul style="list-style-type: none"> Class bubbles will have their own set of toilets. Extra sanitary bins will be put into Y5 bubble toilets. The outside toilets will remain locked unless for YR at lunchtime. 	
	7.11 EYFS/Y1 specific	<ul style="list-style-type: none"> A separate Risk Assessment has been written based on specific advice from the Early Years Advisory Team on their VLE: sand play, water play and play dough. 	
8. Other staff members compromise the office staff's bubble	8.1 Office working	<ul style="list-style-type: none"> Face to face contact between the office staff and each class will be minimised: teachers will complete the registers on Arbor, teachers will email/call the office with any queries in the first instance. No child should be sent to the office either to go home, receive first aid or to deliver a message. Where staff do need to move between the office/classrooms, lines will be marked on the floor 1m inside and 1m outside each classroom/the office to mark out where staff should stand for face to face discussions. Any documentation for the office to be placed on tables outside the office. Shredder now moved to the photocopier area. All staff shred own documents and not enter the office. Any keys needed will be handed over on request by one of the office staff. FLW to be given access to Arbor so that she can access pupil telephone numbers without coming in to the office. Each member of office staff will have their own telephone. Each member of office staff will disinfect their telephone, keyboard and mouse at the end of each day. Contactless payments are preferred. Where cash is taken, office staff should use gloves or wash their hands with soap/sanitiser immediately afterwards. Office staff should clean hands after picking up or opening letters or parcels. Office staff should not invite other staff members into their bubble and should remind staff members to keep out of their bubble if they enter it. 	Office staff have stopped sharing one room. Breakout room used by 2 nd person. Reminders to staff about emailing and phoning first. New phones due to be installed around school.
9. Health, safety and environmental issues relating	9.1 Maintenance and inspection	<ul style="list-style-type: none"> All usual pre-term building checks will be carried out before school opens in September. Water outlets have been flushed through and tested for Legionnaires disease. 	



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to interrupted maintenance or inspection schedules whilst school has been closed or in limited use.		<ul style="list-style-type: none"> Actions from the Annual School Premises H&S inspection checklist will have been completed or scheduled if not deemed an immediate risk. 	
10. Staff and pupils are unfamiliar with changes to fire safety or other emergency arrangements.	10.1 Fire Alarm	<ul style="list-style-type: none"> A fire/evacuation procedure will be written and displayed. All staff will be informed of the evacuation arrangements and asked to consider how it will operate. Staff will inform pupils of the fire procedure from their classroom. Each class to practise fire drill within the first two weeks of term 1. Whole school fire drill to happen once YR are in full time. 	Fire drill in Week 5 Term 1 (LBe)
11. Vulnerable children and families are struggling.	11.1 Vulnerable children and families	<ul style="list-style-type: none"> Family Link Worker (FLW) to continue to support vulnerable families. FLW to minimise contact with children, instead passing over tasks to staff in child's bubble where possible and appropriate. When there is a need for FLW to talk 1-2-1 with a child then it should be socially distanced, in a well-ventilated area and for no more than 15 minutes. FLW must clean hands after picking up or opening letters or parcels. When sending paperwork home via the child or to the adult, FLW will ensure strict hand sanitising processes have been followed and that nothing has been contaminated. FLW must not enter staff members' bubbles. Play Therapy to continue with a risk assessed approach. 	
12. Staff and children's wellbeing suffers.	12.1 Staff wellbeing	<ul style="list-style-type: none"> All staff are now expected to return. All staff are consulted at every stage of re-opening and all suggestions are valued. Staff are confident that risks are minimised. Staff will be asked to report any concerns in relation to health and wellbeing so that these can be discussed and support provided as relevant. The school will follow its normal procedures in relation to managing work related stress and ill health procedures. Family Link Worker to signpost staff to services if needed. Staff wellbeing will be monitored, both individually where need is already identified and in an initially termly survey. This will be fed back to governors. 	Blog set up by one teacher to communicate with parents so can minimise her contact but compensate in some way to not being out on the door at pick up.
	12.2 Pupils health & wellbeing	<ul style="list-style-type: none"> Whole school approach will be taken as children re-connect to life back at school. 'Map, Master, Move Forward'. Staff will be vigilant of each child's response to life back at school both initially and as the year progresses. Jigsaw PSHE scheme and Circle Time will continue to be timetabled. Staff will be aware of the disproportionate effect of Covid-19 on BAME people and be alert to the fact that BAME children may need extra support. 	



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13. Vulnerable staff may be at risk	13.1 Staff physical health	<ul style="list-style-type: none"> Pregnant women will be advised to follow the guidance available for clinically vulnerable people. Guidance is likely to change and we will advise that the pregnant member of staff liaises with their GP and line manager. Staff who may have increased risk from CV-19 must raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk. Any member of staff who has not been into school will have an individual return risk assessment with provision agreed to aid a confident resumption. 	
14. The curriculum and assessment may not be fit for purpose	14.1 Teaching and learning routines	<ul style="list-style-type: none"> Staff will be briefed on the Assessment requirements for 2020-21 as issued by the DfE. Any planning will be open to change based on the children's performance on return. School will develop an agreed language to use which promotes a 'moving on' rather than a 'deficit/catch up' model. Staff will have access to Local Authority 'The Recovery Curriculum' resources. #southglosconnect Nominated individuals have attended Recovery Curriculum training and cascaded back to SLT and colleagues when appropriate. Staff will be aware that the children's stamina will need building back up again so may, initially, plan shorter but still sharp lessons. An increase in physical movement will be introduced so that each child's fitness improves. These will be tracked to increase motivation. 	
	14.2 Home Learning	<ul style="list-style-type: none"> New emails will be set up for each class eg Cedar2020@gmail.com . Passwords to be agreed and shared with office staff and SLT. Sparkling Starts will continue but photographs of the work will be emailed to each class teacher. These will be displayed. Homework books will be sent home and will stay at home. Home learning tasks will be set on the class blog. The children complete the tasks in their homework books and email the work to the teacher. Online learning tasks will be encouraged eg Times Tables Rock Stars. 	<p>Home learning processes agreed on a 2 week cycle.</p> <p>Blogs and emails set up in case they are needed in the event of a lockdown.</p>



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Appendix 1: OoSC Risk Assessment

What is the hazard?	Area of school life affected	How is the hazard being mitigated?	Comments / Next Steps
1. Spread of Covid through people bringing it into OoSC	1.1 Drop off/pick up	<ul style="list-style-type: none"> By their very nature, drop off and pick up times at OoSC are staggered and minimise social contact. Parents or carers will enter the grounds via the front pedestrian gate. Lines will be marked at 2m intervals outside the hall to allow for socially distanced waiting and keeping distance from staff. No parents or carers will be allowed to enter in to the school hall. In order to minimise the number of people on site only one adult is allowed per family. OoSC Staff will sign pupils in and out so that parents don't need to touch the signing in /out sheet and pen. Our procedures will be reviewed weekly, especially if there are rising numbers of Covid cases in the locality. Signs will be displayed to support drop off, collection and social distancing. 	<p>Spray 2m lines outside school hall and along middle of path. (GT)</p> <p>Social distancing and parents no entry signs outside hall. (Cha)</p>
	1.2 Limiting scope for infected persons to come in to OoSC	<ul style="list-style-type: none"> Staff and pupils will be regularly reminded not to come to school/OoSC if displaying any symptoms with a reminder of the symptoms and to organise a test to be carried out. Any staff or pupils exhibiting symptoms will immediately be sent home. A weekly text will be sent to all parents reminding them not to send their child in if displaying symptoms. The Breakfast Club Supervisor will be given same wording as school staff on gate to check that all children arriving are well before admitting in to club. A hand held thermometer is available to use on any child suspected to have a temperature. Pupils attending Afterschool Club will have been in school all day and therefore are likely to have already been sent home if symptomatic. All payments and bookings to club must be made online. Club will no longer accept cash on the door. 	<p>Office to schedule weekly text message. (LoB)</p> <p>Breakfast Club Supervisor to be given wording for gate staff to check children well (DW).</p>
2. Spread of Covid prevented through insufficient cleaning routines	2.1 Cleaning and hygiene control by cleaning staff	<ul style="list-style-type: none"> Full cleaning of the hall will take place every morning before school opens. The cleaners will have been briefed on, and will follow the Government guidance on COVID-19 Cleaning in non-healthcare settings. Decontamination in non-healthcare settings. The areas to be cleaned will include floor, door handles, light switches, exit switches, toilets. A deep clean will take place in the Summer holiday before re-opening. 	
	2.2 Cleaning Products	<ul style="list-style-type: none"> Bottles of alcohol-based hand sanitiser with at least 60% alcohol will be put by the by the hatch in the small kitchen and by the door for entry/exit. Sufficient quantities of anti-bacterial spray, bleach and hand soap will be maintained. 	



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	2.3 Cleaning and hygiene control by OoSC staff	<ul style="list-style-type: none"> Breakfast Staff will wipe down any tables used, all light switches, door handles with disinfectant and water/ antibacterial wipes at the end of each session. Afterschool Club staff will wipe down tables to be used, all light switches, door handles with disinfectant and water/ antibacterial wipes at the end of each session. All pupils will use their own class toilets if they need them. This will prevent any potential cross contamination between bubbles. Ys 1-6 may attend by themselves. In afterschool club, YR children will be accompanied by a member of staff. In Breakfast Club, YR children will be accompanied by another child. If possible this will be another Reception child. If not, the other child will wait outside the toilets and not enter. All plates/cups/eating equipment used will be washed in the kitchen dishwasher. The dishwasher will be run after Breakfast Club with both Afterschool and Breakfast Club's crockery. Cleaning products are available for staff to OoSC to use. Staff will be responsible for keeping them well- stocked. 	Cleaning advice to for OoSC staff to be revised (TG)
	2.4 Bins	<ul style="list-style-type: none"> A Lidded pedal bin will available to use in the hall for tissues, wipes and first aid used equipment. These will be emptied by the cleaning staff. Open bins will be used for paper towels and everyday rubbish. These will be emptied by the site manager. 	Extra pedal bin to be purchased if necessary. (CH)
3. Risk of Covid spreading through First Aid routines	3.1 First aid and care provision	<ul style="list-style-type: none"> First aid will be administered by OoSC staff. Where appropriate, first aid will be administered in the hall. (OoSC will have their own First Aid kit and accident book). Children will be encouraged to clean themselves with adult supervision and guidance, depending on the severity of the injury and the age of the child. If the injury is severe, children will be taken to the Disabled Loo. In Afterschool Club, one member of staff will take the child. In Breakfast Club, the Breakfast Club Supervisor will take the child and will ask another member of staff to supervise Breakfast Club from the hall doors. Staff will wear gloves as a minimum. If coming into close face-to-face contact then a mask should also be worn. Staff may wear full PPE if they would like. Gloves, fluid-resistant masks, disposable aprons and eye masks will be available for use. The gloves, masks and aprons will be disposed of afterwards in bagged bins. The face shields will only be used once during the day and will be cleaned with disinfectant at the end of each day. They will only subsequently be used by the same member of staff. 	RA for First Aid to be reviewed, updated and circulated (GR/CH)
	3.2 Suspected case of coronavirus in OoSC	<ul style="list-style-type: none"> Senior Leaders will consult the flowchart on how to deal with a suspected case provided by Public Health which is displayed in the first aid room and HT office. If any child starts to feel unwell, they will be asked to sit away from all other attendees at club and will be sent home immediately. 	



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		<ul style="list-style-type: none"> ▪ If any child displays or complains of a new, continuous cough, a change in taste or smell or a high temperature, they will be taken out of OoSC immediately. They will be taken outside if the weather permits or to a zoned off corner of the hall-and their parents/carers contacted to collect them to self-isolate and take them to be tested. The child's temperature will be taken with a hand held thermometer. The member of staff taking the temperature should wear a face mask and may also choose to wear a face shield, apron and gloves. ▪ The member of staff should endeavour to sensitively keep 2m distance from the pupil. ▪ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, tested) or the child subsequently tests positive. ▪ The other children and adults who have been in OoSC will not need to be sent home unless they develop symptoms or the person with symptoms subsequently is confirmed positive. ▪ Areas used by the child will be cleaned with disinfectant. The person cleaning will wear the PPE equipment. ▪ After the child has gone home, the staff member should use the correct 'doffing' technique and should wash their hands thoroughly for 20 seconds. ▪ All PPE equipment (except face shields) will be double bagged, labelled with the date and taken directly to the bins. The face shields will be washed with disinfectant at the end of the day and can only be reused by the same member of staff. ▪ The cleaners will be asked to carry out a deep clean of the hall before school opens the next day. Any cleaning must be done wearing PPE for that section. 	
	3.3 Confirmed case of coronavirus in school	<ul style="list-style-type: none"> ▪ Where a pupil or member of staff test positive, the positively-tested child, anyone who has attended club with that child in the 48 hours preceding the child being sent home will be sent home and advised to self-isolate for 14 days. ▪ The other household members of being sent home do not need to self-isolate unless their own child, young person, or staff member they live with subsequently develops symptoms. ▪ The school will contact the local authority for advice and guidance. ▪ Consideration will be given to not using the hall the following day following advice from the National Institute for Health Protection (NIHP). 	
4. Risk of spread of Covid within OoSC	4.1 Distancing of pupils attending club.	<ul style="list-style-type: none"> ▪ Children attending each session of Breakfast Club and Afterschool Club will be treated as being within their own bubble as per LA guidance. ▪ Pupil numbers in Breakfast Club will be limited to 13 (13 per adult – below the 15 recommended in the Government guidance). ▪ Pupil numbers in Afterschool Club will be limited to 26 (13 per adult – below the 15 recommended in the Government guidance). ▪ The hall will always be well ventilated with the outside doors and windows being left open as much as possible. 	



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		<ul style="list-style-type: none"> Both clubs will enable children to play outside as much as possible. The outside resources such as swings, trim trail and slides will not be used. Clubs will be run in the hall at all times and will not ever run from the Large Group Room. 	
	4.2 Shared resources	<ul style="list-style-type: none"> Resources, such as books and games, can be used and shared within the bubble; At the end of each session, these resources will either be cleaned thoroughly with disinfectant or will be put aside and not used for 72 hours. Breakfast Club and Afterschool Club will develop and process whereby resources are used on a rolling basis and will not be reused by either club for 72 hours unless thoroughly cleaned. This avoids any contamination be children attending different clubs or children attending clubs on different days. 	DM / MH to develop a system to use resources on a rolling basis, labelling boxes of resources that have been used with the day of use and when can next be used.
	4.3 Hygiene in Club	<ul style="list-style-type: none"> Children and Breakfast Club staff to wash their hands on entry. A bottle of hand sanitiser will be placed by the hall door so all children coming in to club will sanitise on arrival. Afterschool Club staff will wash their hands on entry and check that pupils have washed their hands immediately prior to leaving their classrooms in accordance with the school protocol. If children are coming from another club, they will be asked to wash their hands. Children and Staff will also wash/sanitise their hands before preparing or eating food, on coming back in to the hall after playing outside and before leaving club either to go home or in to school. Children will wash their hands after sneezing, coughing and visiting the toilet. Pupils are reminded regularly of the rules to follow regarding distancing and hygiene. The message of “catch it”, “kill it”, “bin it” is repeated. Pupils are taught to cough or sneeze in to their elbow. Pupils will use their own class toilets to avoid cross contamination between bubbles. Children will visit the toilet one at a time. 	Catch it, kill it, bin it NHS posters displayed across the school. (CHa)
	4.4 Food preparation	<ul style="list-style-type: none"> Staff will wash their hands thoroughly before preparing food. They will wear apron and gloves for food preparation and serving. Each child will be served food on their own individual plate. Children will not serve each other/be able to help with clearing or washing up. Both the Breakfast Club and Afterschool Club Supervisors also work as school kitchen staff. They will follow the same practices and procedures set out in their catering risk assessment to ensure the safe preparation of food in OoSC. Where practicable, especially in afterschool club, children will be served food in contained wrappers to minimise the scope for contamination. 	
5. Other staff members compromise OoSC bubble	5.1 Staff visiting OoSC	<ul style="list-style-type: none"> Face to face contact between the OoSC staff and other school staff will be minimised: when delivering / collecting pupils from their classes, OoSC will stay in the boxes outside classrooms to ensure they are 2m away from classroom staff. All Breakfast Club pupils will be dropped to their classes at 08.40 before children start entering the corridors in school. 	



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		<ul style="list-style-type: none">▪ Reception to Year 3 will be picked up from their class rooms at 3.05. Years 4 to 6 will make their own way to club at 3.15pm.▪ School staff will not be permitted to enter the hall or small kitchen whilst OoSC is running.▪ If a member of school staff needs to speak to a member of OoSC, they should endeavour to speak outside or, failing that, at least 2m away from the hall door.	
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OoSC Version Tracking

Version 1: TG 17th July 2020

Version 2: TG 11th August 2020

SLT Discussion: 10th July 2020

Feedback OoSC Staff: 24th July 2020

Updated: 11th August 2020

Final OoSC review: 1st September 2020

Version 3: TG 1st September 2020

Now part of whole school RA review 02 09 20



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Appendix 2: Dinnertime Risk Assessment

What is the hazard?	Area of school life affected	How is the hazard being mitigated?	Comments / Next Steps
1. Spread of Covid prevented through insufficient cleaning routines	1.1 Cleaning and hygiene control by cleaning staff	<ul style="list-style-type: none"> Full cleaning of the hall will take place every morning before school opens. The cleaners will have been briefed on, and will follow the Government guidance on COVID-19 Cleaning in non-healthcare settings. Decontamination in non-healthcare settings. The areas to be cleaned will include floor, door handles, light switches, exit switches, toilets. A deep clean will take place in the Summer holiday before re-opening. 	
	1.2 Cleaning and hygiene control by school staff	<ul style="list-style-type: none"> After Breakfast Club, the Breakfast Club Assistant will clean all touched surfaces (tables used, door handles, light switches) with disinfectant spray or anti-viral wipes. On setting up the hall, the Lunch Break Supervisors will again clean all the tables with disinfectant spray or anti-viral wipes. LBS will then clean tables and benches with disinfectant spray or anti-viral wipe after one bubble has used the area before the next bubble attends. The LBS staff will be provided with their own supply of relevant cleaning products. LBS staff must notify the office if these run short. 	Cleaning advice to for OoSC & LBS staff to be revised (TG/JR) LBS staff to be provided with their own supply of cleaning products
	1.3 Bins	<ul style="list-style-type: none"> A Lidded pedal bin will be available to use in the hall for tissues, wipes and first aid used equipment. These will be emptied by the cleaning staff. 	Extra pedal bin to be purchased if necessary. (CH)
2. Risk of Covid spreading through First Aid routines	2.1 First aid and care provision	<ul style="list-style-type: none"> Each LBS will carry their own first aid kit which they are responsible for keeping stocked (see Claire Hall) First aid will be administered by LBS allocated to each bubble. They will record this in a notepad and then transfer the information onto the class accident sheet. LBS will inform the class teacher of any incidents so can pass on to parents or in case injury develops. Head bump wrist bands will be worn. This first aid will be administered in situ or, for more serious cases in the First Aid room. Children will be encouraged to clean themselves with adult supervision and guidance, depending on the severity of the injury and the age of the child. Staff will wear gloves as a minimum. If coming into close face-to-face contact then a mask should also be worn. Staff may wear full PPE if they would like. Gloves, fluid-resistant masks, disposable aprons and eye masks will be available for use. The gloves, masks and aprons will be disposed of afterwards in bagged bins. The face shields will only be used once during the day and will be cleaned with disinfectant at the end of each day. They will only subsequently be used by the same member of staff. 	RA for First Aid to be reviewed, updated and circulated (GR/CH)
3. Risk of spread of Covid at lunch times	3.1 Distancing of pupils at lunch.	<ul style="list-style-type: none"> The hall will be set up with a corridor (c. 3m wide) running along the middle of the hall. On each side, tables and benches will be placed so that children only sit on one side of the table away facing away from each other. Each table will be at least 2 m from the edge of the corridor. 	



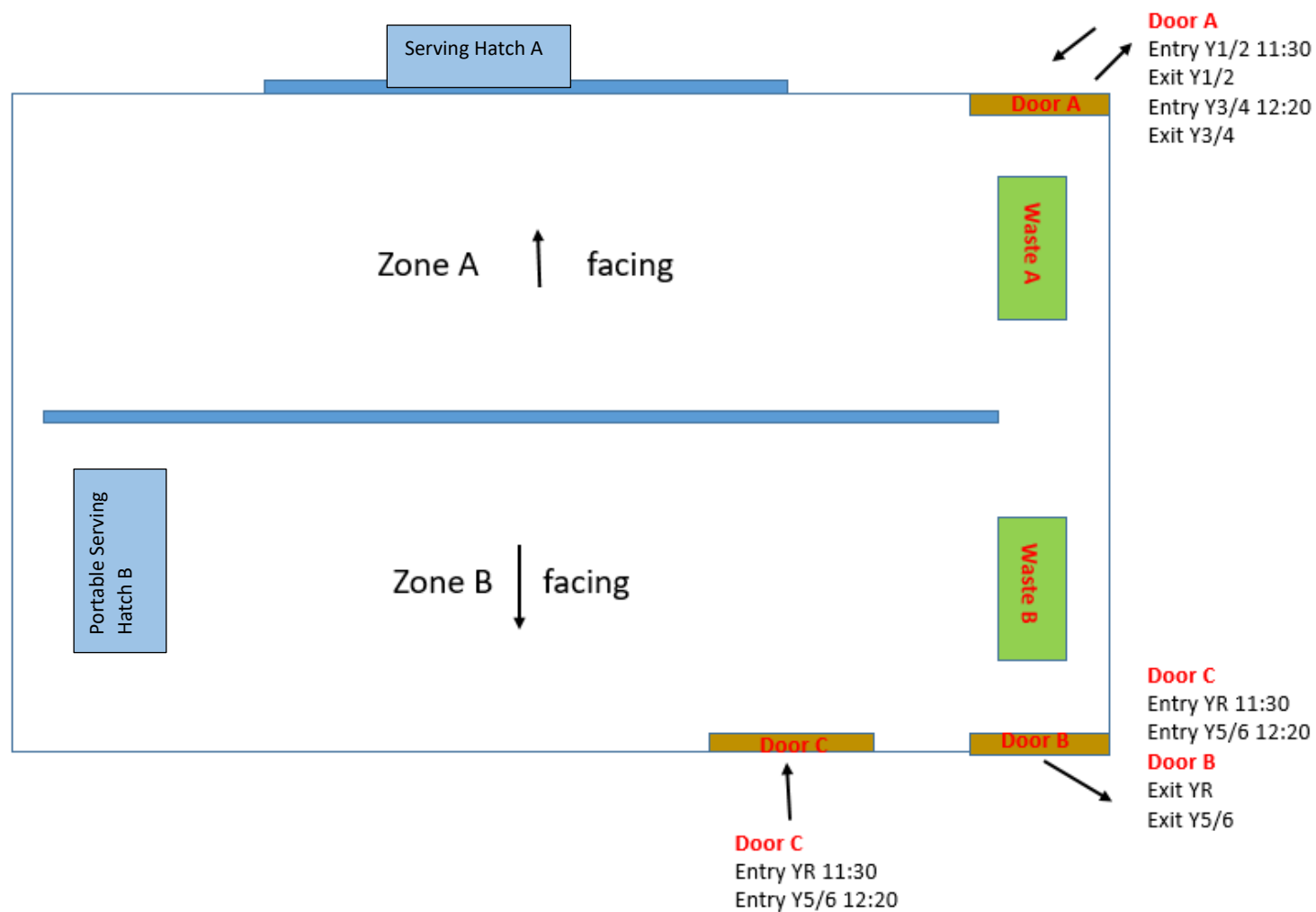
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		<ul style="list-style-type: none"> Each side of the hall will have their own designated table for pupils to dispose of their food/plates once used. A portable serving hatch will be set up on the side of the hall without the main hatch. A one way system will be set up allowing pupils to come in to lunch and collect their food from the serving hatch and the going to their tables to sit down. From their tables they will then proceed their designated food disposal table before heading out to the playground. Once pupils have finished their lunch, they will be allowed to leave via the corridors and play in their designated area outside. Each bridged bubble will have their own area to play in outside. The outside resources such as the slide and swings and trim trail will be made available for use on a rotational basis. 	
	3.2 Staggering of pupils in to lunch	<ul style="list-style-type: none"> Pupils will attend lunch in the following bubbles: Reception 11.30 – 12.15 Y1 and Y2 11.30 – 12.15 Y3 and Y4 12.20 – 1:10 Y5 and 6 12.20 – 1:10 	
	3.3 Toilets	<ul style="list-style-type: none"> The children should go to the toilet before lunch starts with aim to avoid needing to go during lunchtime. There will be no 5 min bell so the children will need to go once they come back in. The LBS will supervise the handover for up to 15 mins. Any child in Y1-6 needing to go the toilet during lunchtime will use their class toilet and enter the school via the KS1, KS2 or hall door. YR will use the external toilets. 	
	3.3 Hygiene at lunch	<ul style="list-style-type: none"> All pupils will wash their hands immediately before eating. Tissues and alcoholic hand get will also be available for use in the hall. 	Tissues and gel in the hall. (Cha)
	3.4 Distancing of catering staff	<ul style="list-style-type: none"> Catering staff must remain well over 2m away from pupils throughout lunchtime. This is to limit the possibility of the whole school needing to self-isolate if they test positive for Covid. They will remain in the kitchen throughout lunch. They will plate the food up and place it on the counters. The Lunch Break Supervisor for each bubble will then oversee children coming up to the hatch to collect their food. 	
	3.5 Food preparation	<ul style="list-style-type: none"> Catering staff will be reminded in September and then regularly that they MUST NOT come in to school if they have any symptoms. Catering staff have undertaken their own RA for food preparation in line with Government guidelines. Catering staff will follow this at all times. 	
4. Other staff members compromise Kitchen bubble	4.1 Staff visiting OosC	<ul style="list-style-type: none"> No members of staff will be allowed to enter the kitchen throughout lunch time. Any communication with the kitchen staff must be done through the hatch at a distance. 	



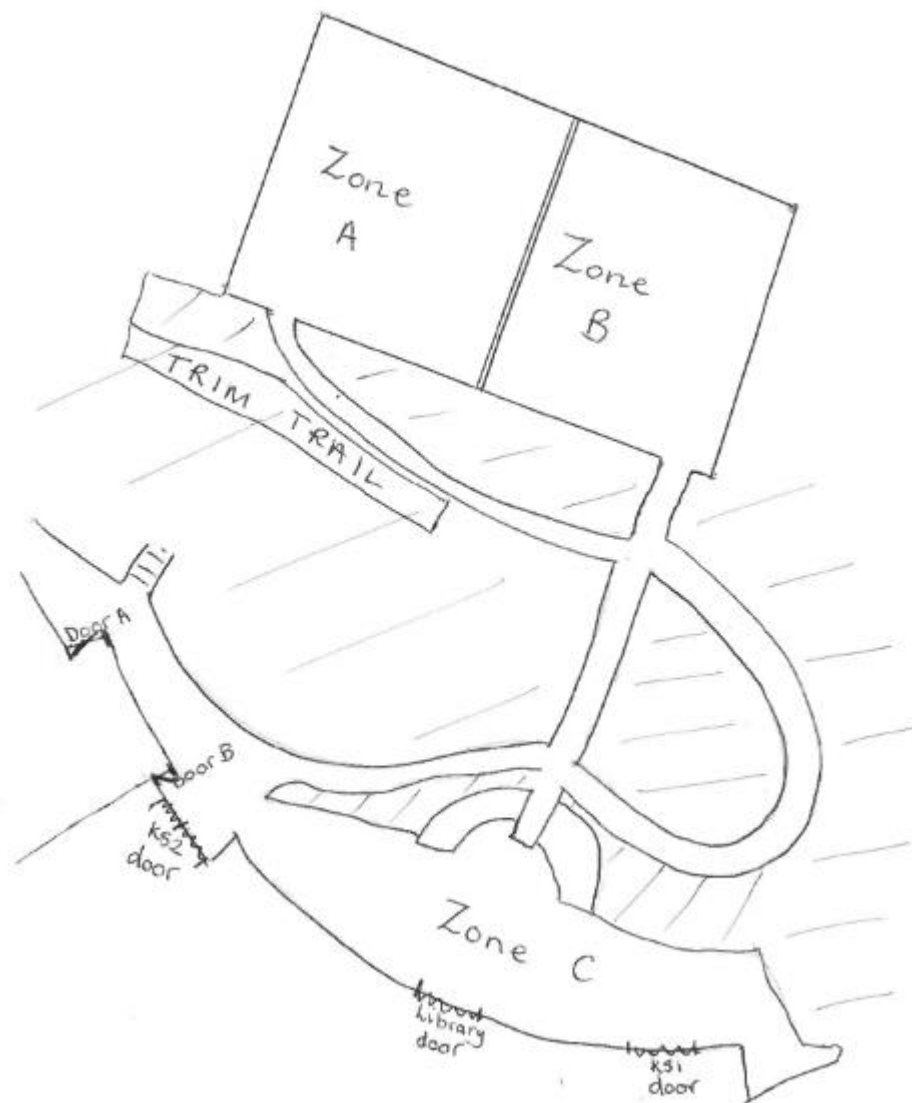
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Appendix 3: Dinnertime and Playtime Plans





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Morning Playtimes

(use all Zones but not equipment apart from Y3/4 Trim Trail T1)

Y1/2 = 9:40 – 10:00

Y3/4 10:35 – 10:55

Y5/6 11:00 – 11:20

Dinnertimes

YR, Y1 and Y2 = 11:30 – 12:15

Y3-6 = 12:20 -1:10

Y1/2 play in Zones A and B

YR play in Zone C

Y3/4 in Zone A and Trim Trail (for Term 1)

Y5/6 in Zones B and C

Afternoon Play

Y1 = 1:30 – 1:45 Zone C

Y2 = 1:55 – 2:10 Zone C

Toilets at Dinnertime and Playtime

No 5 min bell so use toilet when come back into school.

YR – use outside toilets

Y1/2 = own toilets using KS1 door

Y3/4 = own toilets using library door

Y5/6 = own toilets using Door B in hall



Appendix 4: First Aid Processes

First Aid in the Class Bubbles

- Where possible, first aid will be administered in the classroom by the Teacher or TA in each Class.
- Not all of the adults will have received first aid training but, for the purposes of this situation, are classed as competent adults so can administer basic first aid. Minor bumps (including minor bumps to the head), bruises and cuts can be dealt with in this way.
- Go through the normal assessment process; maintain as much social distancing as possible and make sure that as few people as possible go near the injured person. If the situation allows, provide advice and instruction to enable the child to carry out first aid themselves. If not, try to reduce the amount of time you are in close proximity to the injured person. For example, make them comfortable and observe them from a safer distance.
- If appropriate, you may want to ask them to turn their head away from you while you are administering first aid to reduce the risk of being exposed to respiratory droplets. It may also be possible to cover their mouths and nose with some clothing or face mask.
- What to wear:
 - As a minimum, gloves and face masks must be worn when administering first aid. Please follow the leaflets in each 1st aid box as to how to safely remove gloves and ensure you have watched the video on how to safely remove face masks.
 - If you are dealing with any bodily fluids (blood, urine, sick etc.), an apron must also be worn to protect your clothes.
 - Staff are welcome to wear full PPE (gloves, face mask, face shield and apron) if they feel more comfortable doing so.
 - If dealing with someone presenting with Covid Symptoms, please also wear a face shield. If someone presents with Covid symptoms, 1st aid should only be administered if necessary.
- Wash hands with soap or hand sanitiser according to the instructions in each bathroom and classroom file for at least 20 seconds before and after administering first aid.
- Each class will be provided with their own PPE equipment (face masks, face shields, gloves and aprons). All PPE equipment (except face shields) should be placed in a lidded pedal bin after use and then disposed of. Face shields should only be worn to deal with 1 child before being washed. If a member of staff needs to wear a face shield for another first aid incident on the same day, they must use a new one. They should be disinfected at the end of the day by spraying disinfectant spray and wiping. They may then be reused by the same member of staff.
- Each class will be provided with their own first aid supplies which will be kept at the back of the room near the sink.
- It is up to each Class to make sure that any used equipment is replenished (email Claire Hall for this).
- Let Claire Hall know if anything is running short.
- Each class will also be provided with an accident record sheet to complete.
- Accident record sheet to be completed in BLACK INK only.
- Ideally, school should only have one central accident book but we are adjusting practice to meet the current need so keep these sheets safe with the first aid supplies and they will be eventually collated.

What if a child is sick?

- If a child is sick then it should be cleaned up by the Class team.
- As above, the member of staff must wear gloves, apron and a face mask (face shields are optional). These should be removed safely and disposed of.
- Absorbent powder will be provided along with gloves, bags, aprons etc.



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- Please put all waste, aprons, gloves and masks in a plastic bag and taken straight to the external bins. Unless the child has presented with Covid symptoms, the bag can be put in the external bin.
- Each Class will have its own labelled sick bucket.
- If the child needs to go home, they will wait in the classroom's outdoor area (or the classroom if this isn't practical) until a member of Office staff comes to collect them. If they have COVID-19 symptoms, they will either wait outside if possible or in the Small Group room. Any surfaces touched by the child will be washed by first aider.
- If the classroom can no longer be used, move the class to the hall with the children taking their belongings with them if possible.

What if a child soils themselves?

- If a child soils themselves, they should clean themselves up (with verbal guidance if needed) and a change of underwear provided.
- For safeguarding reasons, stand by the open toilet door and give verbal instructions. Avoid going into the toilet unit with a child.
- If a child cannot clean themselves or has no change of clothing, then parents will be contacted to pick them up.
- The soiled garments should be put into a plastic bag to take home. The child should do this themselves if they can. If a member of staff has to do this, they must wear gloves, apron and a face mask.

First Aid for more serious injuries in the First Aid Room

- Where the injury is more serious, and there is no first aider in the Class, then first aid will need to be administered by a first aider from another class (ideally from the same bubble) using the supplies and facilities in the first aid room.
- The Office staff can be used in an emergency or if staff are unable to leave their Class for whatever reason.
- As this will be adding contact between bubbles/classes, hands should be thoroughly washed both before and after any treatment.
- For these situations, an apron should be used as well as gloves, a face mask and face shield. Used supplies, aprons, gloves and face masks should be disposed of in the bagged pedal bin.
- Any surfaces touched in the First Aid Room will be wiped down with disinfectant wipes after use by the First Aider.
- Only the injured child and one treating member of staff will enter the First Aid Room. Any treatment should be recorded on the First Aid Room Accident Sheet (rather than the Accident Sheet in the classroom). This sheet allows for more detail to be collected other than pre-COVID Accident Book.
- Please be mindful of Safeguarding and consider if a 2nd adult is needed to observe at a distance (which would be one of the Office staff).
- The First Aider should feedback to the class what first aid has been administered so that parents can be informed at pick up.

If a child presents with symptoms

- If a child becomes unwell with a new, continuous cough, a change in taste or smell or temperature **over 37.8**, they will be sent home immediately.
- Pupils awaiting collection will be moved outside if appropriate or to the small group room. The door will be closed and a window open.
- The member of staff waiting with them, should wear protective gloves, eye mask, apron and face mask.
- The member of staff should endeavour to sensitively keep 2m distance from the pupil.
- Staff **will not** take the pupils' temperature.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which



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case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

First Aid if suspected case of Covid

- If an injured child is showing any signs of Covid 19, they should be taken to the Small Group room and treated there. Face masks, face shields, aprons and gloves should be worn. After use, these items should be double bagged and taken to the outside bin enclosure. The bags should be placed beside the bin. Please leave a note for Geoff as the bags will then be disposed of after 72 hours or a negative test result. Notes attached at the end of this document.
- The first aider (wearing the PPE) should endeavour to sensitively keep 2m from the child in the Small Group room until the child is collected to be taken home.
- The Small Group room will subsequently be cleaned as per the cleaning procedures following a suspected case.

Administering Medication

- School staff will not administer daily medication unless part of an existing agreement.
- Where an existing agreement is in place, parents will bring in medication for the whole week to minimise the need for contact.
- Staff will wear disposable gloves to receive the medication and gloves and face masks to administer the medication. Gloves and masks must then be disposed of in a lined pedal bin.
- If a child is administering their own medication, staff will wear gloves to touch any container and there will be no need to wear a face mask.
- Where a child requires medicine during the school day (and is well enough to attend school), parents will attend school and administer the medication themselves in the outside area at the front of school.

Inhalers

- Each class will have their inhalers in a labelled container which will be kept at the back of the classroom on the shelf above the sink.
- Each child should administer this themselves if able. If assistance is required, staff should wear gloves.

What to do if you are required to provide CPR

First aiders should follow the latest [Government guidance](#) COVID-19: guidance for first responders.

Resuscitation Council UK Guidelines 2015 state **“If you are untrained or unable to do rescue breaths, give chest compression-only CPR (i.e. continuous compressions at a rate of at least 100–120 min-1)”**. The Bee Gees ‘Staying Alive’ is often used in training sessions to guide the timing.

Because of the heightened awareness of the possibility that the victim may have COVID-19, [Resuscitation Council UK offers this advice](#):



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- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. **If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.**
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the injured persons mouth and nose and **attempt compression only CPR and early defibrillation** until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. There is a defibrillator at the entrance to New Horizons.
- If the rescuer has access to personal protective equipment (PPE) (e.g. FFP2 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser

Classroom PPE/First Aid supplies

Sickness

- Sick powder
- Dustpan and brush
- Black bin liners

PPE

- Gloves
- Aprons
- Visors – 1 per adult
- Face masks – approx. 5 per class
- Antiseptic hand gel
- Soap

First Aid

- Plasters – various sizes
- Cotton wool
- Green paper towels
- Antiseptic wipes
- Low adherent dressings
- Gauze swabs
- Micropore tape
- Tissues
- Eye wash ??
- Pad of accident forms
- Accident log sheets
- Leaflet on how to Safely Remove Gloves



Appendix 5: Cleaning Expectations

1. Bins:

Black bin outside toilet = paper hand towels

Open bin in classroom = general waste

Lidded pedal bin in classroom = PPE, tissues, wipes (unless potentially covid-infected in which case it is to be double bagged, labelled and put beside external bins).

2. Cleaning the classroom expectations:

All bubbles have been provided with:

- Anti-bacterial spray with an alcohol content of 70% – 90%
- Anti-bacterial wipes which have been tested on virus (bin in Bubble Bin)
- Gloves
- Cloth (can be washed and re-used)
- Handsanitiser with at least 60% alcohol

What to clean:

- Door handles in the classroom
- Laptops (if used)
- Light switches
- Toilet cubicle handles
- Toilet flush
- Classroom taps
- Toilet taps
- Any resources which are shared eg PE equipment / laptops
- All desks in the class room (these can be cleaned by pupils themselves).

When to clean:

- Lunchtime

What to use:

- Spray anti- bacterial spray onto the desks and door handles etc and wipe with a j cloth.
- Use the anti-bacterial wipes for lap tops and equipment. Leave laptops open to dry after wiping them over.
- Wear gloves at all times and deposit them in the peddle bin provided for your bubble.
- Then wash your hands after cleaning.

If you run out of any cleaning product?

- Please notify the office

Extra info

- All cloths can be washed by hand, in hot soapy water and dried somewhere in your classroom.



3. Cleaning Communal Areas

- Staffrooms (including light switches, kettles, taps) should be wiped down after use by each bubble member
- The office staff will clean the top area near the office, the ladies and disabled toilet at lunchtime.
- Gill Mundy will clean the KS1 disabled toilet and KS1 push door handle at lunchtime.
- Sue to wipe KS1 door push and handle, disabled toilet handles before she leaves

4. Office Cleaning

The office staff will clean the following areas at lunch:

Entrance/Exits

- All entry/exit pads (doors into main reception area and doors out on to playground).
- Light switches in the corridors
- Railings outside doors

Office

- Light switches in office/other rooms used for office purposes
- Telephones, cupboard handles, sliding partition handle in office.
- Light switches, taps & handles in the office staff room

Toilets

- Flushes, taps, light switches and handles in the ladies' staff toilet and disabled loo near the main school entrance

Appendix 5: Flowchart for Suspected and Confirmed Cases

