

Risk Assessment completed by Alan Walters (Headteacher)

School Name: Coniston Primary School Date of Risk Assessment: 1st September 2020

Date of Update: 30th June 2021

Description of Activity being risk assessed: - School reopening: COVID-19

Based on the risk assessment below, having considered safety guidelines from Public Health England and 1m+ social distancing, plus availability of staff and sizes of rooms available, children will work in Bubbles of up to 30 children with 1 or 2 adults (a teacher and/or TA). Children will not mix between Bubbles as advised.

From Thursday 3rd September 2020, we will be fully operational as a school. Every child will be expected to return and attend school as per normal. Attendance will be monitored to ensure children are encouraged to attend and supported to do so. Parents will receive regular updates from school ensuring that they have the very latest information at their disposal to enable them to make informed decisions about their child's attendance.

Staff have had training to ensure the risk assessment is adhered to, to ensure procedures have fully been put in place and PPE requirements are understood. All staff and governors will receive an updated copy of the risk assessment each time it is updated. Updates will be clearly identified in yellow.

The following risk assessment takes into account the information regarding the 'new variant' of COVID.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by When	Action Completed
Spread of the virus within the school.	All staff, pupils and visitors to school	On entering school all pupils will be asked to wash hands or if not appropriate use hand sanitizer. Parents will be told where and when to bring children to school and collect.	Ensure good supply of hand sanitizer, soap and paper towels available every day.	DR	Daily before /after school	On-going

		<p>Pupils will enter their external classroom doors on arrival in the mornings. SLT will oversee this transition.</p>	<p>Communication provided to ensure parents know when they are required to drop children at school and pick up. Asked to stand away from each other in specific spaces designated in the car park.</p>	AW	Updates weekly as necessary	On-going
			<p>There will be no lining up in the car park in the mornings.</p>	SLT	On-going	On-going
		<p>Parents will be asked to stay outside of school building and any issues to be communicated by email or telephone.</p>	<p>Send text message confirming school contact details.</p>	Office	Reminders sent as necessary	On-going
		<p>Parents will not be allowed to access the office this term due to an increase in local COVID numbers.</p>	<p>SLT will stop parents at the gate.</p>	SLT	On-going	On-going
		<p>Parents to stand 1m+ away from each other at entry and exit times in designated areas.</p>	<p>Coloured feet marked on pavements and in car park and parents told which colour to stand on.</p>	DR	Reviewed regularly	On-going
			<p>Parents asked to wear face coverings at drop-off and pick-up times. Parents will be challenged by staff if they have no mask. If exempt on medical grounds, parents to inform the office.</p>	All Staff	On-going	On-going
		<p>Anyone who shows symptoms in school will be asked to move to an isolated area/room.</p>	<p>Parents/Carers contacted to collect their child.</p>	Office	On-going	On-going
			<p>Staff to know the routines and expectations as set out by the risk assessment.</p>	AW/All staff	On-going	On-going

		<p>If the isolated person needs to use the bathroom then a designated bathroom (KS1 EYFS, KS2 Year 3) must be used and bathroom cleaned before further use.</p>	<p>Ensure both KS1 group room and KS2 group room are available at all times. Keep contents of room to a minimum to aid cleaning process.</p>	<p>Office/SG/CP</p>	<p>On-going</p>	<p>On-going</p>
		<p>Ask person/pupil to leave by the nearest external door.</p>	<p>Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.</p>	<p>All staff</p>	<p>On-going</p>	<p>On-going</p>
		<p>Staffing for each Bubble to be consistent to avoid any contamination and also provide consistency for the children.</p>	<p>Ensure that staff are well and suggest testing if possible to ensure clear of the virus.</p>	<p>SLT</p>	<p>As necessary</p>	<p>On-going</p>
			<p>Provide regular checks on wellbeing by SLT.</p>	<p>SLT</p>	<p>On-going</p>	<p>On-going</p>
			<p>Staff to wear face shields when in class (optional) and face coverings (not shields) at all times when transitioning around the school building.</p>	<p>All staff</p>	<p>On-going</p>	<p>On-going</p>
		<p>Where possible, doors and windows will remain open to minimise the touching of handles. Door-stops will be provided to enable this. Windows will be opened at the start of the day to increase ventilation through the classrooms.</p>	<p>Staff to ensure doors and windows are open during break and lunch times.</p>	<p>All staff</p>	<p>On-going</p>	<p>On-going</p>
		<p>School uniform is and PE uniform is required on the correct days.</p>	<p>Inform parents that school uniform is to be worn and children must come to school in their PE uniform on PE days.</p>	<p>AW/All staff</p>	<p>On-going</p>	<p>On-going</p>

		Parents to be reminded that children are only to bring a coat, a book bag, a lunch box and a full water bottle (these must be labelled).	<p>No bags are to be brought into school to ensure more space in cloakrooms.</p> <p>Staff to ensure nothing is brought into school unless on the essential list, parents to take it home with them at drop off time.</p> <p>Items that children forget are no longer to be handed to staff on the gate – this is to avoid spread of the virus.</p>	<p>All staff</p> <p>All Staff</p> <p>Parents/All Staff</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
Breakfast Club	All staff, pupils and parents	Children from all Year groups can attend breakfast club in the hall.	<p>Children will line up on the pavement from 8am onwards. The children need to arrive by 8.15am at the latest.</p> <p>A member of staff will let them in and ensure they go through the breakfast club door safely. Parents are not allowed at the Breakfast Club door.</p> <p>Each Year group Bubble will have their own table in the KS2 hall and will go up to collect their food in Bubbles.</p> <p>Bubbles will not share the same equipment. All equipment will be allocated to a Bubble and stored separately.</p> <p>Children to use their usual class toilet.</p>	<p>Breakfast Club Staff/Parents and pupils</p> <p>Breakfast Club staff</p> <p>Breakfast Club staff</p> <p>Breakfast Club staff</p> <p>Breakfast Club staff</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>

Mrs Vindel's Wellbeing Breakfast Club	EV, pupils and parents	Children who attend this Wellbeing Breakfast Club have been invited to attend.	The children will be met in the carpark by Mrs Vindel and led into Breakfast Club. She will meet the children at 8.30am. If the invited children are not there at 8.30am, they will need to wait by the school gates for a member of SLT to take them to Breakfast Club. Parents are no longer allowed to drop children at the Breakfast Club door.	EV/SLT	On-going	On-going
After School Club at St Chad's Pre-School	All staff, pupils and pre-school staff	Children with siblings at the pre-school will be able to attend their after school provision	Children attending the after school provision will be collected from the car park by St Chad's staff.	After School Club staff	On-going	On-going
			St Chad's Risk Assessment will take over from this point.	After School Club staff	On-going	On-going
After School Sports Clubs	All staff, pupils and visitors to school	Children in Year 1-6 will have access to after school sports clubs from Forever Sport (KS2) and Future Stars (KS1)	Both Forever Sport and Future Stars will have their own risk assessments that need to be followed at all times.	After School Club staff	On-going	On-going
			Children will have a designated space in the KS1/KS2 hall where they will remain in their Bubbles.	After School Club staff	On-going	On-going
			Parents need to wait, socially distanced, in the carpark and the children will be brought out.	After School Club staff	On-going	On-going
Visits from parents	Office Staff	Parents/carers will not be allowed to visit the office for the remainder of Term 6.	Parents to communicate with the office through the intercom.	Office	On-going	On-going
			Parents need to email or call the office if they have a message.	Office	On-going	On-going

		<p>Parents/carers encouraged to use email or telephone to contact staff.</p> <p>Parents pay for school lunches etc by electronic means to avoid use of cash.</p> <p>Some parents will need to have meetings with the SENCO/Pastoral support, this will be done remotely either by Microsoft Teams or by phone.</p>	<p>Inform parents/carers of changes to systems and ensure they have the contact details and that their understanding of the process is clear.</p> <p>All parents to use Parent Pay and support offered through the office.</p> <p>Details will be sent to parents by text or email</p>	<p>Office</p> <p>Office</p> <p>SG/EV</p>	<p>Regular reminders in newsletters</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
<p>Spread of the virus – Lateral Flow Tests</p>	<p>All staff, pupils and visitors</p>	<p>All staff will be asked to self-administer 1 or 2 lateral flow tests per week (Wednesday and/or Sunday), provided by Government. Staff will read all relevant documents and confirm consent to participate in this testing process.</p> <p>Links:</p> <p>An Introduction to Rapid Self Testing for Covid</p> <p>How to do a Rapid Covid Test Video with Dr Amir Khan</p> <p>Staff will follow instructions contained within in the kit. Then report the test results on the NHS</p>	<p>Staff will have responsibility to self-administer tests weekly, with any positive tests reported.</p> <p>Ensure good supply of hand sanitizer, soap and paper towels available every day, to ensure all hygiene precautions are met.</p> <p>Deep cleaning of all areas of the school will continue on a daily basis. With sufficient cleaning products to be available.</p> <p>Lines of communicate will continue providing up to date information.</p>	<p>All Staff</p> <p>DR /CS</p> <p>DR/CS/Cleaning Staff</p> <p>AW/Office</p>	<p>Every week</p> <p>Daily before /after school</p> <p>Daily before/after school</p> <p>Updates as necessary</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>

			Ensure supplies of cleaning products and or wipes are readily available.	DR	On-going	On-going
Use of hand sanitizers	All staff, pupils and visitors to the school	Opportunities available for pupils, students, staff and visitors to wash their hands:	Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times. Ensure adequate supplies are maintained at entrance and exit points from the school.	All staff/DR	Daily	On-going
		<ul style="list-style-type: none"> • on arrival at school; • before/after using the toilet; • before/after breaks & outdoor activities; • before/after food preparation; • before/after eating any food, including snacks; • before leaving school; • after sneezing/coughing. 	All staff to remind children of the hand hygiene regime and for this to be completed at the end of each session and before entering the classroom/building.	All staff	Daily	On-going
			Additional soap and sanitiser to be made available with extra paper towels at the start of each day.	DR	Daily	On-going
		Providing/allowing the use of hand sanitisers that contain at least 70-90% alcohol.	All supplies to be replenished daily and during the day if required.	DR	Daily	On-going
		Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.	Supervision by staff to ensure safe use of sanitizers.	All staff	Daily	On-going
		Obtain the Safety Data Sheet for the product(s). (COSHH). They will advise on action to be followed if the sanitiser is not used as	Ensure children and staff are aware of not touching eyes or mouths with the hand sanitiser.	All staff	Daily	On-going
			All staff made aware of risk assessment for these products throughout the re-opening period.	CS/DR	By 1 st June	On-going
			Staff are aware of Safety data sheets (COSHH).	CS/DR	Weekly	On-going

		<p>designed and is swallowed or gets in eyes.</p> <p>SDS will also help with potential reactions to the products.</p>	<p>Items are listed on the sheets within school.</p> <p>Ensure all sanitizers are stored securely.</p> <p>Signage in the form of posters located in relevant areas reminding about hand washing routines.</p>	<p>All staff</p> <p>All staff</p>	<p>Daily</p> <p>By 1st June</p>	<p>On-going</p> <p>On-going</p>
Contamination through coughing and sneezing	All staff and pupils	<p>Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal.</p> <p>Children are reminded to catch coughs and sneezes with hand or elbow and then to immediately wash hands.</p>	<p>Ensure tissues are available and covered bins for disposal. Ensure posters are displayed (Catch it Bin it Kill it)</p> <p>Tissues and other items to be provided</p> <p>Bins are kept away from the children and tied off at the end of the sessions to stop infection spreading.</p>	<p>All staff</p> <p>AW</p> <p>All staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
Social distancing	All staff and pupils	<p>Pupils to keep 1m+ away from each other as much as possible. However, they will only interact within their own Bubble.</p> <p>Limit activities eg: sitting on carpet together, some sports and playground games - where 1m+ distance is not possible.</p> <p>Unnecessary furniture and equipment is removed to allow more space.</p>	<p>All Bubbles to be timetabled for break and lunch time to ensure staggered access to the outside area.</p> <p>Ensure that when lining up children stay within the markings on the floor to keep distance.</p> <p>Children reminded that they need to keep apart from each other as much as possible.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>On-going</p> <p>Daily</p> <p>Daily</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>

		1:1 work with pupils is kept to a minimum (EHCP children exempt).	Staff to constantly remind children of social distancing and hygiene rules.	All staff	Daily	On-going
		Meetings between staff will take place via Microsoft Teams.	Adequate ventilation in the hall will be needed for face to face meetings with staff.	AW	On-going	On-going
		Forever Sport and Future Stars provide a risk assessment for COVID-19 procedures through liaison with the school.	Remind staff and pupils weekly about the advice around PE and Sport.	All staff, Forever Sport and Future Stars	On-going	On-going
		PE sessions on a Monday, Tuesday and Thursday to be carefully planned by outside providers (Forever Sport & Future Stars). These must follow Health & Safety guidelines.	PE sessions to be mindful of use of equipment and disinfect between Bubbles.	Forever Sport and Future Stars	Daily	On-going
		PE to take place outside unless severe weather prevents.	PE in the hall requires adequate ventilation and will be fitness based or using equipment that can be safely cleaned between uses.	AW/All staff	On-going	On-going
		Staff to follow guidance re social distancing in staffroom and in and around school etc.	Staff to be spread out at lunch times in staffroom 6 adults maximum maintaining 2m+ distance.	All staff	On-going	On-going
			All surfaces to be cleaned whenever they have been used/touched.	All staff	Daily	On-going
			All cups, plates and cutlery to be put in dishwasher immediately after use.	All staff	Daily	On-going

			Staff to be aware of the risks and have access to necessary supplies.	All staff/AW	On-going	On-going
			Some staff will have lunch in the staffroom, others will eat in their classrooms with the children.	All staff	Daily	On-going
			Areas of the school which are not to be used are locked off.	All staff	Daily	On-going
			External doors are used to give direct access to classrooms.	All staff	Daily	On-going
			Staff to maintain 2m+ distance from other staff outside their Bubble at all times.	All staff	On-going	On-going
		Create a second staffroom	Staff can choose which staffroom to use but must maintain safe numbers and social distancing at all times.	All staff	On-going	On-going
		Thrive Room not to be accessed	Thrive Room only to be used by SLT Bubble, EV and vulnerable children	All staff/children	On-going	On-going
		Meetings with parents will only take place for the vulnerable (pastoral) and SEN where IT cannot be used. The room must be cleaned afterwards. (Extreme cases only)	All parents to enter through the Breakfast Club door and wash hands immediately.	SG/EV/Parents	On-going	On-going
		THESE MEETINGS WILL BEC REMOTE FOR THE REST OF TERM 6	Deputy office (SEN) or THRIVE room (pastoral) need to be wiped down after each meeting and all internal and external doors to be cleaned.	SG/EV	On-going	On-going

Remote Learning (Where necessary)	All staff and pupils	A remote Learning policy and guidelines are in place. This is an agreement we have with parents. This will be in place during Bubble closures as well.	All vulnerable children are identified on our whole school plan. These children are either in school working or supported with their work at home. Contact is made with these children either daily, weekly, twice weekly or fortnightly. This is by the class teacher, EV or both.	AW/EV Teachers/EV	On-going On-going	On-going On-going
Lunchtimes	All staff and pupils	Pupils to eat their food in classrooms. Children can eat outside if it is suitable to do so. Each class will have a time to eat and a time to go outside. This will be one of two sittings. (Sitting 1 is at 12pm and sitting 2 is at 12.30pm). EYFS, Year 4-6 will eat in their classrooms at 12pm, while Years 1-3 will go outside. At 12.30pm, Year 4-6 will then come in and Years 1-3 will replace them on KS2 playground,	Hot food is delivered to classrooms by the kitchen staff. Each class has a lunch trolley or a designated space in their classroom for lunchboxes. Cutlery, fruit and veg will be added to a recycling bag and put in the compost bins. Other food waste and containers will be added to bins provided by kitchen staff. Pupils do not share utensils, cutlery, food or drink. SMSAs will be allocated to one of three zones on KS2 playground, they remain in their zone from 12pm to 1pm. Between sittings the play equipment outside will be sprayed so it can be used by the next class.	All staff All staff All staff SMSAs SMSAs	On-going On-going On-going On-going	On-going On-going On-going On-going

		EYFS will use their own playground.				
Use of resources	All staff and pupils	All resources and equipment to be considered whether necessary for usage.	Discuss with children what resources can and can't be used by them on a regular basis.	All staff	Daily	On-going
		Children to be provided with individual resources for the school day with specific items.	Staff and children to be aware of the need to keep own individual resources and the use of shared resources to be explained by staff.	All staff	Daily	On-going
			Staff in each Bubble to identify resources required and maintaining cleaning or wiping down these.	All staff	Daily	On-going
		Any shared resources such as construction in EYFS classes must be cleaned at the end of each day.	Ensure all shared resources, including play equipment, are identified as such and maintained within each Bubble to avoid cross-contamination.	All staff	Daily	On-going
		Use of books to be maintained however, limit the range of books and wipe down after use and leave for at least 72 hours before using these for another child.	Books from home to be left in a suitable place and wiped down by staff member and left for at least 72 hours – wash hands afterwards.	All staff	Weekly	On-going
			Books to be changed on a Monday and brought back on a Thursday.	All staff	Weekly	On-going
SEN children	All staff and pupils	Plans in place to deal with behavioural issues are reviewed by SENCO	Discuss with children and complete fire drill as soon as possible to ensure safe evacuation in the event of a fire.	All staff	On-going	On-going

			<p>Regular review of EHCP children particularly if issues with behaviour.</p> <p>Risk assessments to be carried out for the children with EHCP's and adverse additional needs such as behavioural. Staff and parents to be made aware of these assessments.</p> <p>Be clear on advice and support for staff in dealing with any issues that arise e.g. breaking of Bubble or lack of social distancing. Inform parents that school reserves the right to send children home who are not able to adhere to the school's new system.</p>	<p>SENCO/1:1TAs</p> <p>Class teacher/1:1 TAs/SENCO</p> <p>AW</p>	<p>Weekly</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
Potential contamination of buildings/equipment	All staff and pupils	<p>Deep clean of all areas at the end of each day.</p> <p>Each classroom will require all surfaces to be sanitised at the end of the day.</p>	<p>Regular reminders to pupils regarding no sharing of equipment.</p> <p>Ensure stocks of cleaning materials are maintained.</p> <p>Teachers and TAs to wipe down the tables and the back of chairs. All other surfaces will be cleaned by the cleaners. Equipment used by adults to be cleaned by staff within each Bubble at the end of the day including teachers' laptops.</p> <p>All staff aware of the expectations around resource cleaning.</p>	<p>All staff</p> <p>DR/CS</p> <p>All staff/Cleaners</p> <p>AW</p>	<p>Daily</p> <p>Daily</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>

			<p>Water fountains removed and water supplied from classroom taps for refilling water bottles - monitored by class teacher.</p> <p>Outdoor equipment is cleaned between groups using it. Consider who will be responsible for doing this or take equipment out of use.</p>	<p>DR/All Staff</p> <p>All staff</p>	<p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p>
Cleaning of school building	All staff, pupils and cleaners	<p>A deep clean will be carried out in all areas in use, every day.</p> <p>Cleaning staff will have been made aware (by CS) of the levels of cleaning required in each area and provided with PPE for each area (if requested).</p> <p>Hand washing facilities are available including Anti-bacterial hand gel (70-90% alcohol content).</p> <p>These are to be used after:</p> <ul style="list-style-type: none"> • Handling waste including body fluid spills and hazardous medical waste. 	<p>Deep clean will continue to happen every day.</p> <p>PPE is taken off in controlled circumstances and as regularly as necessary to protect the user. It must be disposed of carefully as contaminated waste.</p> <p>Cleaning staff to be provided PPE if necessary by the office.</p> <p>Cleaning staff made aware by school the risks and how to obtain safe working equipment and practices.</p> <p>COSHH assessments to be completed for all new cleaning products and COSHH inventory updated.</p>	<p>Cleaners</p> <p>CS/Cleaners</p> <p>CS</p> <p>CS/DR</p> <p>CS/DR</p>	<p>On-going</p> <p>Daily</p> <p>Daily</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>

		<ul style="list-style-type: none"> • Cleaning • After emptying bins • After using the bathroom. <p>All anti-bacterial wipes have been tested against viruses as well.</p>				
Provision of First Aid	All staff and pupils	<p>First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of any contaminated waste and PPE.</p> <p>All minor injuries should be dealt with within the Bubble.</p> <p>Staff should wash hands after dealing with pupil and complete any accident forms (online) as usual.</p>	<p>All staff who are first aid trained, will be provided with first aid kits to ensure they can attend to any minor needs.</p> <p>Staff have PPE available to attend the children's first aid needs and use the guidance on removal of PPE. (Disposable Fluid resistant surgical mask – Type 2, Reusable face visor, apron and gloves).</p> <p>HSE advice is followed for first aid. www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p>	<p>CS to order additional kits as required.</p> <p>Staff with up to date First Aid training</p> <p>Office/All staff</p>	<p>On-going</p> <p>Daily</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p>
Administering medication		<p>As much as possible reduce the amount of medication you agree to administer.</p> <p>Only on-going prescribed medication to be administered</p>	<p>Ensure consent forms are completed, appropriate storage of medication, records completed of who, what and when in the usual manner.</p> <p>No medicines to be administered unless absolutely necessary during this time.</p>	<p>Office</p> <p>Office</p>	<p>Daily</p> <p>Daily</p>	<p>On-going</p> <p>On-going</p>

Pregnancy		Possible complications for pregnancy. Implications for health of mother and unborn child.	Staff to wash hands after each pupil.	All staff	Daily	On-going
			Regularly check Public Health England for updated advice.	CS	Weekly	On-going
			Seek advice from GP/Midwife.	Pregnant staff	As necessary	On-going
			Each pregnant member of staff will have their own risk assessment.			
Dealing with unwell children and staff.	All staff and pupils	Children and staff that become unwell with non-COVID symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness.	Reminders to parents/carers to send children into school unless they have COVID symptoms.	Office	On-going	On-going
Infection Management		Any child of staff member showing symptoms is not allowed in the building. Must inform the Headteacher immediately and be sent for a test.	Public Health England poster guidance followed regarding childhood illness.	All staff	Daily	On-going
			Communication to be sent to all parents outlining these measures.	AW	Reminders in newsletters	On-going
			All staff to have seen and contributed to the risk assessment.	AW/All staff	On-going	On-going
			If there is a confirmed case of COVID-19, we will follow the current flowchart, issued by PHE/South Glos Council, on how to deal with any possible outbreaks.	All staff & Office	On-going	On-going
			Pupils, staff, or others, who display signs of COVID-19 symptoms are immediately sent home and advised to call 119 to book a test.	All staff and parents	On-going	On-going

			<p>Areas used by anyone who is sent home due to COVID-19 symptoms are left. They are then later cleaned by an appropriate member of staff when safe to do so.</p>	All staff & Cleaners	On-going	On-going
			<p>A separate toilet will be used if the child/adult needs to use the bathroom which will be cleaned and disinfected in line with the current guidance before anyone else can use it.</p>	All staff	On-going	On-going
			<p>Pupils, staff or others displaying COVID-19 symptoms who are waiting to go home, stay in an isolated area KS1 and KS2 group rooms (whatever is nearest). If necessary, a staff member stays with a pupil. They should don a fluid-resistant mask and keep a distance of 2m+. Other PPE should be worn if assistance is needed such as personal care.</p>	All staff	On-going	On-going
			<p>An individual assessment will be made of each member of staff who is at high risk, especially BAME, as to whether they can work safely in school.</p>	All staff	On-going	On-going
			<p>An individual assessment will be made for each pupil who is higher risk, as to whether they can attend school on medical</p>	AW/All staff/Parents	On-going	On-going

Outbreak in School		<p>Any child or staff member, who has a family member waiting on test results, must remain at home.</p> <p>A child or adult within school has tested positive for COVID-19.</p>	<p>information as well as high risk BAME.</p> <p>Any home visit must follow government guidance. www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes. However, they should be avoided wherever possible.</p> <p>Children or staff members can only return once their family member has tested negative, and evidence of this shared with school.</p> <p>As part of the national Test and Trace programme if cases are detected within school or a cohort, PHE will conduct a rapid investigation and advise on the appropriate course of action to take.</p>	<p>AW/All staff</p> <p>All staff/parents</p> <p>AW</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
Fire drill	All staff, pupils and visitors	Fire drill procedures and fire safety notices.	<p>Revisit fire drill procedures (including lockdown) to ensure all new guidelines ref social distancing are followed as much as possible.</p> <p>Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire.</p> <p>Fire alarms to be tested by as normal on regular basis.</p>	<p>AW/CS/DR</p> <p>All staff</p> <p>DR</p>	<p>On-going</p> <p>As necessary</p> <p>Weekly</p>	<p>On-going</p> <p>As necessary</p> <p>On-going</p>

Deliveries to school	All staff, pupils and delivery drivers	Potentially regular deliveries will be required on a daily basis for kitchen or other necessary items.	Whilst placing the order consider adding advice on delivery procedures within school.	Office/DR	Daily	On-going
		After picking up or opening parcels or letters, the packaging is disposed, and hands are washed thoroughly using soap or sanitizer.	All deliveries to school need to be left in the foyer and taken from there.	CS/DR	Daily	On-going
			Instructions are posted at the main entrance for delivery drivers. Social distancing rules apply.	Office/DR	Daily	On-going
			Kitchen deliveries to be maintained and processed by the kitchen staff using their own risk assessment.	Kitchen staff	Weekly	On-going
		Ensure boxes are wiped down or left for up to two days before they are opened.	Office/DR	Daily	On-going	
Contractors visiting the site (including educational specialists)	All staff, pupils and contractors	Contractors will be required to follow social distancing. They must produce a risk assessment for COVID-19, or explain their safety measures.	Contractors will not be allowed into classrooms, unless the room is empty. Where possible, contractors work away from other people, and have their own entrance and toilet.	Office	On-going	On-going
		All visitors must fill out a Test and Trace form, agreeing to inform us within 21 days of visiting if they have had a positive test, before entering through the main reception.	LA professionals can observe children from the doorway or a designated area within the classroom/school as long as social distancing is maintained.	All staff	On-going	On-going
			Social care will use the meeting room when visiting children. They need to sign in at the office, and be taken	Office/All staff	On-going	On-going

			there before the children are collected.			
Sports Day	All staff, pupils and parents	Parents have been informed about the changes to Sports Day. No parents are allowed on the school site for this. It is too difficult to maintain social distancing whilst moving the children from activity to activity.	<p>All children will wash their hands before going outside.</p> <p>Children will remain in their Year group bubbles and rotate around the activities.</p> <p>The children will come together in their bubbles to watch the end races.</p>	All staff/pupils	On-going	On-going
Year 6 Leaver's Day	All staff, pupils and parents	Once plans are finalised this will be communicated with parents and an invite sent out.	We will invite the parents onto the field for the last hour of the day. This will allow photos to be taken and an opportunity to say goodbye.	All staff, pupils and parents	Wednesday 21 st July	Wednesday 21 st July