

JMAT Risk Assessment Preparation v3 (July 2020)

Document – Covid 19

September 2020 onwards



All schools must continue to produce and update a risk assessment identifying the risks to pupils and staff during the Covid-19 pandemic.

Under The Management of Health and Safety at Work Regulations schools have to carry out suitable and sufficient assessment of risks to:

- Identify what could cause injury or illness (hazards)

- Decide how likely it is someone could be harmed and how seriously (Likelihood)

- Take action to eliminate the hazard, or if this is not possible, control or minimise the risk to an acceptable level (risk)

Covid-19 clearly remains a hazard and continues to pose a significant risk of harm to some people – particularly in those people considered to be clinically vulnerable. Schools must continue to do what is reasonably practicable.

As the government guidance is revised, schools may need to apply revisions of this risk assessment(s) in light of potential changes.

As a Trust it is likely that we will need to be flexible in our delivery of education from September. We will seek to open for all children if national and local decision makers allow this to happen. However this position may change if and when local restrictions change.

As such the following risk assessment preparation will enable a full school opening under a class bubble scenario. Consideration at this stage must also be given to a partial lockdown, where schools will operate within a rota basis of half the children in for a block (week?) followed by the other half. The Trust will implement the plans should a full lockdown be instructed.

An Understanding of:

Transmission – At time of writing transmission rates for SARS-CoV-2 (Covid-19) are below 1 (UK) with transmission in children aged <18 = 2% of Global positive tests.

Reduced Mobility – Closure and Part Closure of schools during the pandemic has helped to reduce mobility in the UK supporting the success of non-pharmaceutical interventions in reducing the transmission levels.

Test and Trace – Anyone with symptoms of coronavirus, however mild can now be tested. The tracing of that individual's recent mobility (on a positive test) will identify those who need to isolate for 7 or 14 days. (see infection control policy)

Bubble Integrity – Maintaining minimised cross contamination of areas outside of a bubble for staff and pupils and providing individual pupil learning resources and increased hygiene measures.

Social Distancing Measures – The relaxing of social distancing measures – where it is not possible to stay two meters apart, guidance will allow people to keep a social distance of one metre + . This means staying 1m apart, plus use of other mitigations which reduce the risk of transmission.

Other Mitigations - Covid Secure Measures which were imposed into our setting from at least 1/06/2020 in readiness for wider opening of schools.

Partial Lockdown – 2nd Spike – If infection rate rises Partial Lockdown means reverting to a limited number of pupils in each bubble (15), following specific targeted Year Gp attendance as determined by the Government and limiting the mobility of staff and pupils in setting to protect bubble integrity.

Tried and Tested – Partial Lockdown has been operated in our setting(s) since 23/03/2020. We now know how this operates and will take lessons learned into any potential 2nd wave. This includes remaining in individual settings.

COVID SECURE MEASURES are:

The hierarchy of control measures in our Covid-19 defence remain:-

1. Hand Hygiene
2. Increased Hygiene Regime in setting (additional cleaning)
3. Bubble integrity and minimising access to communal areas
4. Adult deployment limited in setting to reduce cross contamination
5. Observing appropriate social distancing etiquette where necessary
6. Minimising additional visitors in setting.
7. Use of PPE.

While ever we are operating with a threat level from SARS-CoV-2 (Covid-19) we must continue to assess levels of risk of transmission in our schools and the impact thereof. This is the new hazard we are mitigating against. Measuring the success of limiting transmission in our settings cannot be achieved against monitoring positive cases. This is difficult due to the unquantifiable values and complexities involved.

STAFF	WHOLE CLASS BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2 nd SPIKE Leicester Model/ JMAT Model
<p>While Shielding Advice is in Operation</p> <p>NHS Public Health Letter enforced</p>	<p>Anyone who is shielding in line with medical advice must remain at home.</p> <p>If they are well, and work adjustments can be made, they should work from home.</p> <p>At time of writing the restrictions applied to Shielding people is intended to be lifted in full by 1/8/2020.</p> <p>Schools must identify those staff who may be subject to this intervention if extensions apply. To be monitored in late August.</p>	<p>Anyone who is shielding in line with medical advice must remain at home.</p> <p>Schools should ask to see a copy of the letter taking note of any end date documented.</p> <p>If they are well, and work adjustments can be made, they should work from home.</p>
<p>Vulnerable staff (excluding those who are pregnant – see below)</p> <p>Clinically Vulnerable: This group have not been formally instructed to shield.</p> <p>However, the government had advised that they needed to be ‘particularly stringent’ in following risk assessment guidance. Staff need to identify themselves if they fall into this category and they should provide their employer with documented evidence confirming their advice to do so from OH/GP.</p>	<p>The government will update a list of people who are at high risk if they catch Covid-19.</p> <p>Clinically Vulnerable staff will be expected to attend work, unless directly stipulated by a GP. The school must seek to</p> <ul style="list-style-type: none"> • Provide appropriate (where necessary) adjustments in relation to work commitment(s) • Make reasonable steps to support any additional need • Support staff in understanding the Covid Secure measures in setting • Inform staff of need to apply for unpaid leave. • Ensure appropriate assessment has been made of BAME staff and additional underlying conditions – Individual RA. 	<p>The government will update a list of people who are at high risk if they catch Covid-19.</p> <p>Clinically Vulnerable staff will be risk assessed in relation to expectation to attend work setting. The school must seek to</p> <ul style="list-style-type: none"> • Support working from home where possible. • Provide appropriate (where necessary) adjustments in relation to work commitment(s) • Make reasonable steps to support any additional need • For those who wish to remain in setting - Support staff in understanding the Covid Secure measures and conduct individual RA – signed by Staff member.
<p>Pregnant women</p> <p>Pregnant women are included in the list of vulnerable adults and although it is not yet fully understood to what extent pregnant women are at greater risk from Covid-19, in the third trimester (after 28 weeks) they are believed to be at greater risk of becoming seriously unwell if they become infected.</p>	<p>Once a member of staff has told you they are pregnant, you should carry out a specific risk assessment as per normal practice.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Collaboratively adjust their work to avoid unnecessary stress and strain • Adjust work to minimise contact with other adults - Where that’s not possible, you should offer her suitable alternative work on terms that are not ‘substantially less favourable’ which allow for favourable protective measures to be in place • Where suitable alternative work is not available, or the employee reasonably refuses it, you must suspend her on full pay. • During third trimester revisit levels of risk to determine whether home working should be supported 	<p>Once a member of staff has told you they are pregnant, you should carry out a specific risk assessment as per normal practice.</p> <p>During third trimester, those identified as pregnant will be supported to be removed from setting.</p> <p>Adjustments where possible made so that she can work from home.</p> <p>Note: You can’t ask a pregnant woman to start her maternity leave early unless she is absent from work with a pregnancy related illness which starts (or continues) after the beginning of the fourth week before her expected week of childbirth.</p>
<p>Staff who are living in the same household as someone who is shielding or is otherwise vulnerable</p>	<p>Government guidance says that anyone living with someone who is shielding doesn’t have to shield themselves. These staff will be expected to attend work, unless directly stipulated by a GP. The school must seek to</p> <ul style="list-style-type: none"> • Adjust where necessary a work commitment • Support staff in understanding the Covid Secure measures in setting • Undertake individual RA (where necessary) 	<p>Those previously supporting a shielding family member will be assessed against the guidance and level of risk. The school should seek to</p> <ul style="list-style-type: none"> • Adjust where necessary a work commitment • Where possible support the working from home • Ensure Government Guidance is followed re reversal of relaxation of shielding measures. <p><i>This may mean that those shielding other members in the household work from home.</i></p>

<p>Staff who are afraid to return to work <i>Members of staff who don't have any underlying medical conditions or are living with anyone who may still be worried about returning to work. You should take their concerns seriously and try and alleviate these by exploring why they are worried and whether this relates to travelling to work, the work they are going to do or both.</i></p> <p>Employees are protected against being subjected to a detriment (such as being disciplined) or being dismissed if they refuse to attend work because they reasonably believe there is a serious and imminent risk to their health. See section on section 44 ERA above in the section about vulnerable staff.</p> <p>Section 44 Employment Rights Act 1996 ("ERA"), protects employees who are "in circumstances of danger which the employee reasonably believed to be serious and imminent and which they could not reasonably have been expected to avert, they left (or proposed to leave) or (while the danger persisted) refused to return to their place of work or any dangerous part of their place of work" and "in circumstances of danger which the employee reasonably believed to be serious and imminent, they took (or proposed to take) appropriate steps to protect themselves or other persons from the danger."</p>	<p>Specific Risk Assessment</p> <p>If you can't persuade the employee to return to work, the option is to allow the employee to take unpaid leave (Please note: SSP is not available.)</p> <p>Any member of staff with depression/mental health issues or disability may feel particularly anxious. School must undertake a specific Risk Assessment with each of these individuals. If they have a disability, you will need to consider reasonable adjustments to help them to return to work before the start of the new term.</p> <p>The school must seek to</p> <ul style="list-style-type: none"> • Support staff in understanding the Covid Secure measures in setting • Signpost the member of staff to appropriate support agency • Inform staff of need to apply for unpaid leave. <p>This will be assessed in the last week of Summer term, when all staff should be on site.</p>	<p>Specific Risk Assessment</p> <p>If you can't persuade the employee to remain in work -</p> <p>Any member of staff with depression/mental health issues or disability may feel particularly anxious. School must undertake a specific Risk Assessment with each of these individuals. If they have a disability, you will need to consider reasonable adjustments to help them to return to work before the start of the new term.</p> <p>The school must seek to</p> <ul style="list-style-type: none"> • Support staff in understanding the Covid Secure measures in setting • Consider alternative deployment in setting • Consider home working where possible • Signpost the member of staff to appropriate support agency
<p>Staff who are self-isolating See infection control policy Government guidance remains that those who have symptoms of coronavirus must be tested. If found positive they will need to self-isolate. If they have been in a bubble at school direction will be taken from the NHS Health Protection Team in terms of who else needs to isolate in association with Test and Trace.</p> <p>CONTACT JMAT to discuss in further detail if necessary.</p>	<p>Staff identifying with symptoms of the virus must be tested. The bubble they have had contact will only be closed on Health Protection Team instruction.</p> <p>Schools should conduct a reactive clean in addition to the closure of the area (bubble) Only the instructed individuals should isolate.</p> <p>JMAT should be informed of all positive tests in each setting. All staff isolating will receive full pay and those well enough to work will do so from home. This will have no effect on their SSP.</p>	<p>If working with Health Protection Team during local lockdown – guidance will be followed locally. Staff identifying with symptoms of the virus must be tested. The bubble they have had contact in should be closed on a positive test only, returning to setting 14 days from last point of contact with the positive case. (the same applies to pupils)</p> <p>Schools should conduct a reactive clean</p> <p>JMAT should be informed of all positive tests in each setting. All staff isolating will receive full pay and those well enough to work will do so from home. This will have no effect on their SSP.</p>

<p>Staff who are unable to return to work because of caring responsibilities</p> <p><i>School age children will be expected to attend their usual setting.</i></p>	<p>Some members of staff may not be able to return to work immediately because they are responsible for caring for their children. This may be because their child is self-isolating. This should be minimal as all school age children will be in school and other "typical" childcare arrangements will be reinstated.</p> <p>This will be assessed in the last week of Summer term, when all staff should be on site. (see above)</p>	<p>Some members of staff may not be able to remain in work because they are responsible for caring for their children. This may be because their child is self-isolating or linked to targeted Yr Gp closure.</p> <p>Options available:</p> <ul style="list-style-type: none"> • Allowing the employee to work from home (if possible) • Allowing child (if well) to access Key worker bubbles in staff setting.
<p>Staff subject to Green or Burgundy Book terms and conditions</p>	<p>Staff who are subject to Green or Burgundy Book terms and conditions are entitled to receive full pay if they are ill due to infectious illness. This absence does not count against sick pay entitlements. In both cases, what amounts to an infectious disease isn't defined.</p>	
<p>Wellbeing</p>	<p>Staff Wellbeing is a priority with resources and signposting available to all</p> <p>Supervision will be provided to Key Personnel</p>	<p>Staff Wellbeing is a priority with resources and signposting available to all</p> <p>Supervision will be provided to Key Personnel</p>
<p>PRACTICAL APPLICATION</p>	<p>WHOLE CLASS BUBBLE – Sept onwards</p>	<p>PARTIAL LOCKDOWN – 2nd SPIKE</p>
<p>How will you ensure a safe arrival and exit for children, staff and parents?</p>	<p><u>Staff Arrival</u> All staff will arrive by 8.25am and park in the school car park, avoiding the coned off bays. Signing in will be supervised by L Carr, B Allison or A Froggatt who will check if employees are fit and well. Their temperature will be taken using a thermal thermometer. Anyone showing signs of a fever will be asked to return home and monitor themselves for further symptoms. If no symptoms, staff will proceed immediately to their bubbles. Each member of staff will wash/ sanitise their hands on arrival.</p> <p><u>Car park</u> The staff car park will be coned off at 8.30am after the arrival of the staff. This is to ensure the safety of children, as some of them will be accessing school through the staff car park.</p> <p><u>Staggered start and finish time</u> We will operate a staggered start and finish to the school day to reduce the number of adults and children coming in and out of the school. Each group will have a 10- 15 minute period for drop off and collection to ensure that adults and children can maintain the 2 metre social distancing.</p> <p><u>One adult per child</u> We will ask for only one adult to drop off/ collect the children.</p> <p><u>Location and times for drop-off</u></p> <p>Bubble 3 (Years 5 and 6)</p> <ul style="list-style-type: none"> • Year 6 and year 5 children to be dropped off at the end of the drive between 8.30 and 8.45am. Staff from the 'bubble' to greet the children and direct them to the playground/ classroom (another member of staff will be at the gate). Each child will be asked to wash/ sanitise their hands on arrival. Another member of staff will be in the classroom. <p>Bubble 2 (Years 3 and 4)</p> <ul style="list-style-type: none"> • Year 4 and year 3 children to be dropped off at the school gate (outside main office) where a member of staff will be waiting between 8.45am and 9am. Staff from the 'bubble' to greet the children and direct them to the playground/ classroom. Each child will be asked to wash/ sanitise their hands on arrival. Another member of staff will be in the classroom. <p>Bubble 1 (Years 1, 2 and reception)</p> <ul style="list-style-type: none"> • Year 2 to be accompanied by one adult to the fire door (through coned off area in staff car park where a member of staff will be waiting) of class 2 between 8.30 am and 8.45am, where they will be greeted by a member of 'bubble 1' staff. Each child will be asked to wash/ sanitise their hands on arrival. After each child is passed over to a staff member, parents will leave the waiting area, via the walk way and the next parent will move forward with their child. • Year 1 to be accompanied by one adult to the fire door (through coned off area in staff car park where a member of staff will be waiting) of class 2 between 8.45 am and 9am, where they will be greeted by a member of 'bubble 1' staff. Each child will be asked to wash/ sanitise their hands on arrival. After each child is passed over to a staff member, parents will leave the waiting area, via the walk way and the next parent will move forward with their child. 	<p><u>If we need to close one of our bubbles, the following will happen for the rest of the staff and children in school:</u></p> <p><u>Staff Arrival</u> All staff will arrive by 8.25am and park in the school car park, avoiding the coned off bays. Signing in will be supervised by L Carr, B Allison or A Froggatt who will check if employees are fit and well. Their temperature will be taken using a thermal thermometer. Anyone showing signs of a fever will be asked to return home and monitor themselves for further symptoms. If no symptoms, staff will proceed immediately to their bubbles. Each member of staff will wash/ sanitise their hands on arrival.</p> <p><u>Car park</u> The staff car park will be coned off at 8.30am after the arrival of the staff. This is to ensure the safety of children, as some of them will be accessing school through the staff car park.</p> <p><u>Staggered start and finish time</u> We will operate a staggered start and finish to the school day to reduce the number of adults and children coming in and out of the school. Each group will have a 10- 15 minute period for drop off and collection to ensure that adults and children can maintain the 2 metre social distancing.</p> <p><u>One adult per child</u> We will ask for only one adult to drop off/ collect the children.</p> <p><u>Location and times for drop-off</u> This will be the same arrangements as with the whole class bubble, with the isolated bubble not attending.</p> <p><u>Location and times for pick-up on Monday, Tuesday, Wednesday and Thursday</u> This will be the same arrangements as with the whole class bubble, with the isolated bubble not attending.</p> <p><u>Location and times for pick-up on Friday</u> This will be the same arrangements as with the whole class bubble, with the isolated bubble not attending.</p> <p><u>Staff Departure</u> All staff to set up the classroom for the following day and leave school by 4pm (any outstanding planning, preparation, assessments or professional duties to be completed from home). Teachers (Helen Thorpe/ Janine Sanderson/ Liam Horton/ Naomi Atherton) to ensure classrooms are tidy and secure (checking doors and windows) before leaving. Head Teacher (Laura Carr) or Assistant Head (Helen Thorpe) to check and lock premises at 4pm.</p>

	<ul style="list-style-type: none"> FS2 (reception) to be accompanied by one adult to the fire door (through coned off area in staff car park where a member of staff will be waiting) of class 2 between 9 am and 9.15am, where they will be greeted by a member of 'bubble 1' staff. Each child will be asked to wash/ sanitise their hands on arrival. After each child is passed over to a staff member, parents will leave the waiting area, via the walk way and the next parent will move forward with their child. <p><u>Location and times for pick-up on Monday, Tuesday, Wednesday and Thursday</u></p> <p>Bubble 3 (Year 5 and 6)</p> <ul style="list-style-type: none"> Year 6 and year 5 children to be picked-up from outside reception between 2.45pm and 3pm. The children will be notified on the tannoy when their parent has arrived and will walk around the outside of the school to the main exit. Office staff will supervise this. <p>Bubble 2 (Year 3 and 4)</p> <ul style="list-style-type: none"> Year 4 and year 3 children to be picked-up from outside reception between 3pm and 3.15pm. The children will be notified on the tannoy when their parent has arrived and will walk around the outside of the school to the main exit. Office staff will supervise this. <p>Bubble 1 (Years 1, 2 and reception)</p> <ul style="list-style-type: none"> Year 2 to be picked-up by one adult outside the fire door (through coned off area in staff car park) of class 1 between 2.45pm and 3pm. A member of staff will be on duty at the fire door to notify children when an adult arrives and children will leave immediately. Year 1 to be picked-up by one adult outside the fire door (through coned off area in staff car park) of class 1 between 3pm and 3.15pm. A member of staff will be on duty at the fire door to notify children when an adult arrives and children will leave immediately. FS2 (reception) to be picked-up by one adult outside the fire door (through coned off area in staff car park) of class 1 between 2.30pm and 2.45pm. A member of staff will be on duty at the fire door to notify children when an adult arrives and children will leave immediately. <p><u>Location and times for pick-up on Friday</u></p> <p>Bubble 3 (Years 5 and 6)</p> <ul style="list-style-type: none"> Arrangements as above with the following time: 11.45am-12pm <p>Bubble 2 (Years 3 and 4)</p> <ul style="list-style-type: none"> Arrangements as above with the following time: 12pm-12.15pm <p>Bubble 1 (Years 1, 2 and reception)</p> <ul style="list-style-type: none"> Arrangements as above with the following times: Year 2 – 11.45pm-12pm; Year 1 – 12pm – 12.15pm; Reception – 12.15am – 12.30pm <p><u>Staff Departure</u></p> <p>All staff to set up the classroom for the following day and leave school by 4pm (any outstanding planning, preparation, assessments or professional duties to be completed from home). Teachers (Helen Thorpe/ Janine Sanderson/ Liam Horton/ Naomi Atherton) to ensure classrooms are tidy and secure (checking doors and windows) before leaving. Head Teacher (Laura Carr) or Assistant Head (Helen Thorpe) to check and lock premises at 4pm.</p> <p><u>Other considerations</u></p> <ul style="list-style-type: none"> A message will be sent to the cleaner (Sue Milner) to describe any particular duties that need performing the following morning (as well as the normal clean routine). INFORMATION ABOUT SAFE ARRIVAL AND DEPARTURE ROUTINES WILL BE COMMUNICATED WITH PARENTS VIA DOJO. REMINDERS WILL BE SENT WEEKLY. ANY CHANGES THAT NEED TO BE MADE TO ENSURE SAFETY OF STAFF, CHILDREN AND PARENTS WILL BE COMMUNICATED VIA DOJO. PARENTS WILL BE ASKED TO CHECK THIS DAILY. To assist with infection control we ask that for the time being parents do not come into the school playgrounds or building unless for a pre-arranged meeting. Parents can phone the school to discuss things or arrange an appointment to speak to a member of staff. Appointments can only take place with one parent not two and social distancing rules must be adhered to. PARENTS WILL BE ASKED TO COMMUNICATE WITH STAFF THROUGH TELEPHONE CONVERSATION OR DOJO MESSAGE, INSTEAD OF ON ARRIVAL OR DEPARTURE. Late marks will be issued if arrival is after 9.10am (after the final group or in school). Siblings in differing Year Groups will arrive at one specific time (arranged with Laura Carr or Helen Thorpe) Communication re closure to Pupils on Friday PM – Phase 1 = Autumn Term 1 for cleaning. 	<p>Other considerations</p> <ul style="list-style-type: none"> A message will be sent to the cleaner (Sue Milner) to describe any particular duties that need performing the following morning (as well as the normal clean routine). INFORMATION ABOUT SAFE ARRIVAL AND DEPARTURE ROUTINES WILL BE COMMUNICATED WITH PARENTS VIA DOJO. REMINDERS WILL BE SENT WEEKLY. ANY CHANGES THAT NEED TO BE MADE TO ENSURE SAFETY OF STAFF, CHILDREN AND PARENTS WILL BE COMMUNICATED VIA DOJO. PARENTS WILL BE ASKED TO CHECK THIS DAILY. To assist with infection control we ask that for the time being parents do not come into the school playgrounds or building unless for a pre-arranged meeting. Parents can phone the school to discuss things or arrange an appointment to speak to a member of staff. Appointments can only take place with one parent not two and social distancing rules must be adhered to. PARENTS WILL BE ASKED TO COMMUNICATE WITH STAFF THROUGH TELEPHONE CONVERSATION OR DOJO MESSAGE, INSTEAD OF ON ARRIVAL OR DEPARTURE. Late marks will be issued if arrival is after 9.10am (after the final group or in school). Siblings in differing Year Groups will arrive at one specific time (arranged with Laura Carr or Helen Thorpe)
<u>Classrooms</u>	Schools will not have to apply social distancing within the classrooms. However the Covid Secure measures continue to apply	The same process will be followed as with whole class bubbles,

<p>Each classroom will need to operate as a class bubble</p> <p>ALL OTHER OCCUPIED ROOMS</p>	<p><u>How the school day will be organised to ensure minimised movement around school</u></p> <ul style="list-style-type: none"> • All children will enter and exit the classrooms from the outside. No children will be required to go past their classroom, unless with an adult for first aid reasons. • Children will be either in their classroom or in their dedicated outdoor space (accessing this through the external doors). • All classroom spaces will be used and any unnecessary furniture removed. • All tables in classrooms will be forward facing. • There will be a 2m gap at the front of the classroom. • The library will be a walkway for staff only and used for access to the cleaning cupboard. • The hall will be used at lunchtimes for those children receiving hot dinners. Bubbles will be isolated and sanitation will be carried out between sittings. • Bubble 1 will use the toilets in classrooms 1 and 2. • Bubble 2 and bubble will use the toilets in the cloakrooms in the key stage 2 area. • All children will have their own labelled equipment on their desks. • A timetable will be created for all staff to follow. <p><u>How to staff bubbles with stability</u></p> <p>Bubble 1 (Years 1, 2 and Reception)</p> <ul style="list-style-type: none"> • 34 children • Staff Janine Sanderson, Naomi Atherton, Dawn Newsome, Toni Addy (except Tuesday) and Sonja Quinn (2 hours each morning), Laura Carr (as and when needed) • Timetable to be arranged for distribution of staff/ children. <p>Bubble 2 (Years 3 and 4)</p> <ul style="list-style-type: none"> • 28 children • Staff Liam Horton, Debbie Woolfenden (except Wednesday), Ann Froggatt (Wednesday and whenever else required) • Shared cloakroom with bubble 3. Phased start and finish times and staggered breaks/ lunch times will mean that the 2 bubbles do not congregate or meet. <p>Bubble 3 (Years 5 and 6)</p> <ul style="list-style-type: none"> • 29 children • Staff Helen Thorpe and Sue Smallwood. • Shared cloakroom with bubble 4. Phased start and finish times and staggered breaks/ lunch times will mean that the 2 bubbles do not congregate or meet. <p><u>How will you facilitate regular cleaning routines for surfaces?</u></p> <ul style="list-style-type: none"> • Over the Summer Holidays, school will have a full recess clean. • Additional cleaning supplies have been purchased (each of the bubbles will be supplied with a stock of cleaning materials that will be able to be used during the day, but are also safe to use around the children). • Each room/ area will have a cleaning record sheet which will be the responsibility of each class teacher. • Each of the staff will be expected to participate in regular spot cleaning of surfaces, equipment and toilets. This will be monitored and recorded on the record sheet and these will be given to Ann Froggatt at the end of each week to file. • Resources used by all members of a bubble will be cleaned daily (eg crayons, bricks etc). <p><u>How will you facilitate regular hygiene sessions e.g. hand washing</u></p> <p>As well as having direct access to their own toilet facilities with sinks, each of the rooms that has been chosen have their own hand washing facilities at a level appropriate for the age of the children. Regular hand washing 'sessions' will be timetabled into the routine of the bubble groups. Children will also be encouraged to take part in further hand washing if they move between activities or from outside to inside. There are also several hand sanitiser station located around the school building which staff and children will be encouraged to use.</p> <p><u>Further measures</u></p> <ul style="list-style-type: none"> • Maximum occupancy signs to be displayed to communal and shared other rooms • Children and staff will be reminded where possible to open doors with elbows, hips etc not hands. • Time planned each day for key hand washing during key times of day – entry and exit to classroom (start and end of day, break times, lunchtimes) before eating and toileting. 	<p>Maximum occupancy signs to be displayed to communal and shared other rooms</p>
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	<ul style="list-style-type: none"> • All internal doors to be kept open during the school day to prevent adults touching door handles • Catch it, Kill it, Bin it routines adhered to. • Pupils discouraged from touching their faces. • Pupils discouraged from sharing resources. • Parents will be asked to provide water bottles for their children. These will be taken home each day. • Emergency evacuation plan refreshed. • Accessibility plan reviewed. 	
Toilets	<p><u>How many toilet/ sink facilities do you have? How many of these can be safely used?</u></p> <ul style="list-style-type: none"> • Bubble 1 – 2 sets of toilets and basins (total 4 toilets/ 4 basins for the children in the bubble to use). These are located next to the classrooms. • Bubble 2 and Bubble 3 – 2 sets of toilets and basins (total 4 toilets/ 4 basins for the children in the bubble to use). Split into unisex 2 toilets per classroom .These are located next to classrooms and in shared cloakroom. <p><u>How will you organise and use toilet facilities and will this be supervised?</u></p> <ul style="list-style-type: none"> • As we will have at least 2 adults per bubble, it will be possible to supervise the use of the toilets to ensure that they don't become over-crowded and that proper hygiene protocols are being followed by the children. • In bubble 1, there are 5 adults so supervision will be possible at all times. <p><u>Will you need additional cleaning time to make these more regular (how regular do they need to be and will this need reviewing as you gradually increase the number of pupils in school?)</u></p> <ul style="list-style-type: none"> • The toilets will be cleaned each morning by the cleaner. • In addition to this, additional staffing capacity within the bubble groups mean that regularly spot cleaning will be able to take place throughout the school day. • This will be monitored and recorded by the class teachers on the record sheet in each room. • To that end, each of the bubble groups will be supplied with a stock of cleaning materials that will be able to be used during the day, but are also safe to use around the children. • If required during the day, an adult in each bubble will clean the toilet areas. 	<p><u>How many toilet/ sink facilities do you have? How many of these can be safely used?</u></p> <ul style="list-style-type: none"> • Bubble 1 – 2 sets of toilets and basins (total 4 toilets/ 4 basins for the children in the bubble to use). These are located next to the classrooms. • Bubble 2 and Bubble 3 – 2 sets of toilets and basins (total 4 toilets/ 4 basins for the children in the bubble to use). Split into unisex 2 toilets per classroom .These are located next to classrooms and in shared cloakroom. <p><u>How will you organise and use toilet facilities and will this be supervised?</u></p> <ul style="list-style-type: none"> • As we will have at least 2 adults per bubble, it will be possible to supervise the use of the toilets to ensure that they don't become over-crowded and that proper hygiene protocols are being followed by the children. • In bubble 1, there are 5 adults so supervision will be possible at all times. <p><u>Will you need additional cleaning time to make these more regular (how regular do they need to be and will this need reviewing as you gradually increase the number of pupils in school?)</u></p> <ul style="list-style-type: none"> • The toilets will be cleaned each morning by the cleaner. • In addition to this, additional staffing capacity within the bubble groups mean that regularly spot cleaning will be able to take place throughout the school day. • This will be monitored and recorded by the class teachers on the record sheet in each room. • To that end, each of the bubble groups will be supplied with a stock of cleaning materials that will be able to be used during the day, but are also safe to use around the children. <p>If required during the day, an adult in each bubble will clean the toilet areas.</p>
<p><u>Lunchtimes</u></p> <p>There will be a need to minimise the number of children gathered in one location.</p>	<p>A full lunchtime service will be in operation.</p> <p><u>Staggered lunch times unique to bubbles</u></p> <p>Lunch times will be staggered as follows (in classrooms or in bubbles for sandwiches and the hall for hot choices)</p> <ul style="list-style-type: none"> • Bubble 1 – 34 children (KS1 and foundation so mainly school dinners). Lunch time will be between 11.45am and 12.30pm. Children with packed lunches will eat in the classroom immediately (supervised by class teacher). Children on school dinners will go straight to the hall where they will be expected to have finished eating by 12.15pm. At this point they will go back through their bubbles to their outdoor area and will be supervised by a member of their lunch time bubble team. • The hall will be sanitised at this point. • Bubble 2 – 28 children (KS2 so not all on school dinners). Lunch time will be between 12.15pm and 1pm (flexible for when bubble 1 have finished). Children with packed lunches will eat in the classroom immediately (supervised by class teacher). Children on school dinners will go straight to the hall where they will be expected to have finished eating by 12.30pm. At this point they will go back through their bubbles to their outdoor area and will be supervised by a member of their lunch time bubble team. • The hall will be sanitised at this point. • Bubble 3 – 29 children (KS2 so not all on school dinners). Lunch time will be between 12.30pm and 1.15pm (flexible for when bubble 2 have finished). Children with packed lunches will eat in the classroom immediately (supervised by class teacher). Children on school dinners will go straight to the hall where they will be expected to have finished eating by 12.30pm. At this point they will go back through their bubbles to their outdoor area and will be supervised by a member of their lunch time bubble team. <p><u>Hot meals or sandwiches?</u></p>	<p>A reduced lunchtime service can be provided with Grab bags made available upon request for FSM not on site.</p> <ul style="list-style-type: none"> • All other arrangements as with WHOLE SCHOOL minus the closed bubble.

	<p>A reduced menu will be available. These meals will be free for children in FS2, year 1 and year 2, as part of the Universal Free School Meal offer. Should parents rather send their child with a packed lunch, this is also ok.</p> <p><u>Can this take place outside if weather permits?</u></p> <p>Weather permitting, children will be able to take their lunch boxes or grab bags outside to eat, with the children having access to a grassed area.</p> <p><u>How will you organise the indoor eating space for collection of food?</u></p> <p>The children will queue in small groups to collect their food. Once they have collected it, they will sit at an allocated table. Afterwards, they will dispose of their eating equipment and leave the hall. Sonja Quinn will thoroughly clean each table and chair before the next group come into the dining hall.</p> <p><u>How will the dining area be cleaned between groups?</u></p> <p>Sonja Quinn (SMSA) will be in the dining room each lunchtime. She will be responsible for cleaning tables between sittings.</p> <p><u>Staff Lunchtimes</u></p> <p>Bubble 3</p> <p>The class TA (Sue Smallwood) will cover the lunchtime period, to ensure that the teacher has a chance for some lunch and rest time. Sue Smallwood will take her lunch break (30 minutes) before the children have theirs.</p> <p>Bubble 2</p> <p>The class TA (Debs Woolfenden) will cover the lunchtime period, to ensure that the teacher has a chance for some lunch and rest time. Debs Woolfenden will take her lunch break (30 minutes) before or after the children have theirs.</p> <p>Bubble 1</p> <p>The class TAs (Dawn Newsome, Toni Addy) will cover the lunchtime period, to ensure that the teacher has a chance for some lunch and rest time. Dawn/ Toni will take their lunch break (30 minutes) before the children have theirs.</p>	
<p>Outside Playtimes</p> <p>There will be a need to minimise the number of children gathered together.</p> <p>How will you organise this?</p> <p>Transmission rates are reduced outdoors</p>	<p><u>Can the outdoor space be divided safely?</u></p> <p>All rooms that are being used have direct access to an outdoor area. Although there are not physical dividers, the children will know which space they are allowed to use and will be supervised at all times. However, should it be required, barrier tape will be used to ensure that bubbles are able to maintain strict social distancing.</p> <p><u>How will you timetable the space if needed?</u></p> <p>If the weather is dry, all bubbles have access to an outdoor space of their own. If the weather is wet, there will be a timetable for use of the paved areas of school.</p> <p><u>How will activities be organised?</u></p> <p>As within the classrooms, equipment and activities will be restricted to those that are appropriate to the age and stage of the children, but uses equipment that is made of materials that can be easily cleaned.</p> <p>Despite carrying out additional surface cleaning and regular deeper cleans, the equipment won't be shared between bubbles at any time. Each bubble will have their own supply of outdoor equipment. This will be washed regularly and not shared between groups.</p> <p><u>What are the zoning arrangements?</u></p> <p>Bubble group 1: Indoor use of classrooms 1 and 2. Outdoor use of reception outdoor area (wet weather) at any time and bottom playground and slide equipment between 10.15 and 10.30.</p> <p>Bubble group 2: Indoor use of classroom 3. Outdoor use of the top playground (wet weather) between 10.30-10.45 and the side field and monkey bar equipment (weather permitting) at any time.</p> <p>Bubble group 3: Indoor use of classroom 4. Outdoor use of the bottom playground (wet weather) between 10.45-11am and the bottom field (weather permitting) at any time.</p> <p><u>What are the supervision arrangements and organisation?</u></p> <p>Bubble 1</p> <p>Breaktimes – all members of staff</p> <p>Lunchtimes – Dawn Newsome, Toni Addy to supervise the children</p> <p>Bubble 2</p> <p>Breaktimes – all members of staff</p> <p>Lunchtimes – Debs Woolfenden to supervise the children</p> <p>Bubble 3</p> <p>Breaktimes – all members of staff</p> <p>Lunchtimes – Sue Smallwood to supervise the children.</p>	<p>As with WHOLE SCHOOL arrangements minus the closed bubble.</p>
<p>First Aid</p> <p>There will be a need to minimise direct contact with children.</p> <p>See First Aid Policy and Intimate Care Policy</p>	<p><u>Will you provide PPE?</u></p> <p>Staff can wear PPE if working when dealing with first aid situations but do not have to. However, staff dealing with intimate care of a pupil or suspected Covid-19 cases must wear full complement of PPE.</p> <ul style="list-style-type: none"> • Face mask 	<p><u>Will you provide PPE?</u></p> <p>Staff can wear PPE if working when dealing with first aid situations but do not have to. However, staff dealing with intimate care of a pupil or suspected Covid-19 cases must wear full complement of PPE.</p>

	<ul style="list-style-type: none"> Gloves Apron Visor <p><u>Suspected Cases of PPE</u></p> <ul style="list-style-type: none"> Staff will put on full PPE and take the pupil or themselves to the isolation room (first aid room). Procedures (displayed in office, staff room and first aid room) will be followed. Parents/ Carers will be asked to collect child straight away as on procedures. <p><u>Temperature Checks</u></p> <p>Temperature checks do not need to be administered to every child each day. However, a temperature check should be carried out for suspected Covid-19 cases (while wearing full PPE)</p> <p><u>Will you provide masks and gloves?</u></p> <p>Masks, gloves and aprons will be provided</p> <p>Although stocks will be checked at regular intervals by all staff, staff using the PPE should make the Head (Laura Carr) or Assistant Head (Helen Thorpe) aware if any items of PPE are running low.</p> <p><u>How will used resources be disposed of?</u></p> <p>Resources to be disposed of in specific bins in each key stage/yellow bags</p> <p><u>Other first Aid</u></p> <p>Typical response to First Aid requirements remain.</p>	<ul style="list-style-type: none"> Face mask Gloves Apron Visor <p><u>Suspected Cases of PPE</u></p> <ul style="list-style-type: none"> Staff will put on full PPE and take the pupil or themselves to the isolation room (first aid room). Procedures (displayed in office, staff room and first aid room) will be followed. Parents/ Carers will be asked to collect child straight away as on procedures. <p><u>Temperature Checks</u></p> <p>Temperature checks do not need to be administered to every child each day. However, a temperature check should be carried out for suspected Covid-19 cases (while wearing full PPE)</p> <p><u>Will you provide masks and gloves?</u></p> <p>Masks, gloves and aprons will be provided</p> <p>Although stocks will be checked at regular intervals by all staff, staff using the PPE should make the Head (Laura Carr) or Assistant Head (Helen Thorpe) aware if any items of PPE are running low.</p> <p><u>How will used resources be disposed of?</u></p> <p>Resources to be disposed of in specific bins in each key stage/yellow bags</p> <p><u>Other first Aid</u></p> <p>Typical response to First Aid requirements remain.</p>
<u>Positive Test</u>	Schools will follow the Infection Control Policy at all times and advise the JMAT of positive cases including taking advice from Health Protection Team	Schools will follow the Infection Control Policy at all times and advise the JMAT of positive cases including taking advice from Health Protection Team
<u>Educational Visits</u>	There will be no educational visits during the autumn term. Educational Visits may be planned, however with effect from Spring Term To limit the control of spread of transmission and transport arrangements – Trips will be delayed until Spring Term	All Educational Visits will cease.
<u>Pupils</u>	Welfare and Wellbeing will be the first priority in Autumn term. Safeguarding concerns will be monitored in the usual manner A DSL and First Aider to be on site at all times – usual practice	Welfare and wellbeing will be the main priority with wellbeing checks applied to those not in setting. A DSL and First Aider to be on site at all times included in each rota basis - Autumn 2+ FRI PM – DSL and First Aider (to be on site – enrichment)
<u>Behaviour and Expectations</u>	Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&S of staff.	Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&S of staff.
COMMUNICATION	WHOLE CLASS BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2nd SPIKE
SLT – Trust	<ul style="list-style-type: none"> TRUST - Half termly HT meetings will be determined 	Fortnightly virtual HT meetings will be determined Updates will be disseminated to school from one point of contact and limited to weekly where possible.
SLT School	Regular SLT and staff meetings will commence	SLT meetings will be held virtually regularly and staff meetings will be conducted periodically (monthly) virtually
<u>Staff</u>	<ul style="list-style-type: none"> Policies and Procedures including Risk Assessments are communicated using Safeguard as 'must reads' and these will be monitored/ checked regularly by Head (Laura Carr) and Assistant Head (Helen Thorpe) Paper copies are circulated to those without access to Safeguard (Sue Milner and Dan Walker) and they will be asked to sign when they have read and understood. The details will be kept in their files in the office. Drills will be implemented in early Autumn 1 term 	<p>Policies and Procedures including Risk Assessments should be communicated using Safeguard as must reads and or paper copies circulated to those without access</p> <ul style="list-style-type: none"> Changes to rota's should be shared with all staff regularly and reminders issued Contact with staff not on site should be maintained by HT or other nominated personnel
<u>Parents/pupils</u>	Information will be shared with Parents in sufficient time to make necessary childcare arrangements. We will share information through the following means: <ul style="list-style-type: none"> Dojo (we will ask families to make daily checks of this) Email 	Information should be shared with Parents in sufficient time to make necessary childcare arrangements <ul style="list-style-type: none"> Schools should consider layers of communication

	<ul style="list-style-type: none"> • Text Message • Phone Calls • School Website • Twitter/ Facebook (where appropriate) 	<ul style="list-style-type: none"> • Issuing reminders to Yr Groups and prepare Home Learning for those not in setting
<u>Governance</u>	<ul style="list-style-type: none"> • Governors are communicated with regularly. • Chairs of governors is involved in key decisions on reopening with LA and DfE informed of all plan at Trust level • We ensure that Governors are kept up to date – Chair of Governor will disseminate information to whole LGB • Autumn term 1 meetings will be delayed to late October but held in person where possible. 	<p>Governors will be communicated with regularly. Chairs of governors are involved in key decisions on partial opening/closure with LA and DfE informed of all plan at Trust level</p> <p>Schools must ensure Governors are kept up to date – Chair of Governor should disseminate information to whole LGB</p> <p>Governing body meetings will revert to remote with circulation of documentation Zoom where 1 item agendas are needed</p>