



## **Bridgewater Primary School COVID-19 Risk Assessment Plan updated 22.02.2022 version 29**

### **Review Date: As Guidance Changes**

We will continue to respond carefully to keep the community safe by stepping up or stepping down measures in response to any situations that may arise such as an increase in positive cases.

We will continue to encourage **good hygiene** routines and **cleaning** around the building as well as ensuring areas are **well ventilated**. We will closely follow the latest guidance for **isolation** and office staff will be able to support you with any queries or advice. We adhere to the government, 'Hands, Face, Space and Ventilate' advice.

We respond to changes using our common sense and government guidance to determine what is safe for our community.

#### [Clarification on the changes to testing in education and childcare settings](#)

From Monday 21 February, the Government is removing the guidance for staff and students in most education and childcare settings to undertake twice-weekly asymptomatic testing.

#### [Changes to self-isolation and daily testing of close contacts](#)

From Thursday 24 February, the Government will remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days. In addition, the Government will:

- No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate.
- End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. Staff, children and young people should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home.

The risk assessment below is set up in case we need to revert to lockdown measures.

Risk: Transmission Through Contact	Who	Measures taken:	Status/RAG Rating
<p>To create strategies for maintaining consistent bubbles of children in school:</p> <p><b>Review Dates</b></p> <p><b>Class groups</b> to maintain consistent bubbles</p> <p><b>One way systems where possible</b> inside and outside the building at key times</p> <p><b>Toilets</b> organisation to reduce contact between individuals</p> <p><b>Dinner time</b> organisation, how, where and when</p> <p><b>Play times</b> organisation keeping bubbles in zones</p>		<p>Aim to minimise contact between individuals.</p> <ul style="list-style-type: none"> <li>• Children are in classes of 30</li> <li>• <i>Generally the same staff will remain consistently within one year group bubble</i></li> <li>• <i>On occasions when staff need to move across bubbles they will adhere to social distancing and hygiene procedures</i></li> <li>• <i>HLTAS covering PPA etc. are associated consistently in one year group where all hygiene and social distancing measures are followed.</i></li> <li>• <i>On occasions when HLTAs need to move across bubbles they will adhere to social distancing and hygiene procedures</i></li> <li>• <i>Bubble movement will be overseen by staff and will be limited. If groups overlap surfaces / resources will be wiped by staff.</i></li> <li>• All children are expected to attend school</li> <li>• Online learning will be provided via the Seesaw online learning platform for children who need to isolate due to Covid-19 and not those absent due to illness. They will have 3 hours average learning on Seesaw approximately a day in KS1 and 4 hours average in KS2 in accordance with government guidance. We will provide a broad and balanced curriculum as far as possible</li> <li>• We will respond to any increase in cases in the school or local area according to LA/DfE advice</li> <li>• Should there be a further outbreak where a bubble / whole school is affected and we return to lockdown, we will provide online learning via the Seesaw learning platform.</li> <li>• Staff will wear masks/visors in shared areas, corridors and around site.</li> <li>• Plastic shields will be placed in high risk areas</li> </ul> <p><b>Groups/bubbles</b></p>	<p><b>Amber</b></p>

		<ul style="list-style-type: none"> <li>○ Nursery 30 maximum children at one time following government guidance in the unit with associated ratios of allocated staff.</li> <li>○ All year groups will have 30 in a class with consistent allocated teachers and teaching assistants.</li> <li>○ HLTAs are allocated to one year group</li> <li>○ Interventions may take place across the year group where appropriate, with adequate spacing, masks and hygiene measures in place</li> <li>○ YR will be one bubble of 90 children and free flow into the green room (art area) and outside spaces.</li> <li>○ YR will all use the same toilets and staff will maintain cleaning schedules.</li> <li>○ Y1 – 3 will be in classes of 30 within a year group of 90 in the Ignite building.</li> <li>○ They will rota the shared area and outside areas.</li> <li>○ Peripatetic teachers/sports coaches work with phase bubbles maintaining strict social distancing and regular hand washing.</li> <li>○ Y4 – 6 will be in classes of 30 within the year group of 90 in the Inspire building</li> <li>○ Playtimes will return to normal where year groups may play together outside</li> <li>○ All rooms will be well ventilated and surfaces will be wiped regularly, however ensure fire doors are kept closed.</li> <li>○ Children should not touch staff where possible.</li> <li>○ Assemblies will be in classrooms via zoom or video however some year groups may meet distanced in the large hall areas.</li> <li>○ The children may bring their book bags regularly, please refer to Miss Paine's emails.</li> <li>○ Come in dressed in PE kit on PE days</li> <li>○ Arrangements for stationery will be the same</li> <li>○ Any supply staff/peripatetic teachers will adhere to distancing rules and handwashing.</li> <li>○ Peripatetic music lessons will follow hygiene guidelines</li> <li>○ Singing is within classrooms where children face the front and are well spaced in a ventilated room however some year groups may meet inside ion large hall spaces.</li> </ul>	
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		<ul style="list-style-type: none"> <li>○ Any ITT students will be briefed thoroughly on our risk assessment and procedures.</li> <li>○ We would ask staff if travelling overseas to allow for 10 days isolation unless they travelled in a travel corridor (when open) and completed the passenger locator forms and related Covid-19 tests.</li> <li>○ Currently school trips and residential requiring a coach can go ahead following strict risk assessments for social distancing and hygiene.</li> <li>○ Any unclaimed, unnamed uniform will be bagged and dated and discarded after one week to reduce transmission risk.</li> <li>○ All adults should socially distance from other adults</li> <li>○ Individual risk assessments are in place for vulnerable staff.</li> </ul> <p><b>One way systems</b></p> <ul style="list-style-type: none"> <li>○ Put dots on floor demarcating 2m in corridors, the hall and outside classrooms.</li> <li>○ Stay to the left for moving along a corridor. Children will be with an adult and taught the rule.</li> <li>○ Traffic in one direction at a time if possible. If oncoming foot traffic then you wait.</li> <li>○ One-way system around the buildings for drop off and pick up shown clearly on a map.</li> <li>○ Parents are to drop their children off and move on around the one-way system</li> <li>○ Move around buildings and grounds in socially distanced lines</li> <li>○ Use an outside route to move around the school whenever practical and possible.</li> </ul> <p><b>Note</b> Please see staggered start times below in pick up drop off section.</p> <p><b>Toilet breaks</b></p>	
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		<ul style="list-style-type: none"> <li>○ To be monitored to reduce the number of children using them at any one time. Only two children inside at a time and wait outside on distanced dots if more than two. They will use specific toilets for their bubble/group. Regularly cleaned</li> <li>○ Children wash hands every hour/regularly for 20seconds (see hand washing section below)</li> <li>○ Wash hands after play, before lunch, using equipment etc.</li> <li>○ Children will be supervised and toilets wiped with wipes between use and put in separate bins when necessary.</li> <li>○ Staff will use disabled toilet and there are wipes to use which are to be placed in separate bins.</li> <li>○ Any children with additional needs, who access the disabled toilets, will be supported by an adult in their class to check and clean the surfaces after use.</li> </ul> <p><b>Dinner Time</b></p> <ul style="list-style-type: none"> <li>○ Each bubble has its own designated LTS</li> <li>○ N eat in classroom</li> <li>○ 11.30 am R collect dinner in hall and eat in hall. Cutlery already placed on the table. Take own water bottles. Wipe down tables afterwards.</li> <li>○ Y1 11.50 am eat hot dinners in hall and packed lunches eat in classrooms. Tables wiped down by staff.</li> <li>○ Y2 12.25 pm</li> <li>○ Y3 12.40 pm</li> <li>○ 4 Fraser 12.15 pm will eat in the hall</li> <li>○ Y4 12.15 pm hot dinners</li> <li>○ Y5 12.45 pm hot dinners</li> <li>○ Y6 12.50 pm hot dinners</li> <li>○ Y4 – 6 packed lunches eat in class. Hot dinners eat in hall.</li> <li>○ Any lunch boxes must be wipeable and cleaned each time they come in and out of school</li> <li>○ The LTS have a schedule and timings are managed by the LTS leader</li> <li>○ Medical incidents will be dealt with initially on the playground where LTS have bags containing resources as part of triage system.</li> </ul>	
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		<ul style="list-style-type: none"> <li>○ Stage 2 sent to office for treatment by a first Aider and stage 3 being further actions taken e.g. call to parent or ambulance called etc.</li> <li>• <b>Moving Around the Building</b> <ul style="list-style-type: none"> <li>○ Children around the site should use outside doors where possible and avoid crossing year groups. In Inspire, children use outdoor access doors into classes and avoid the main corridor whenever possible.</li> </ul> </li> <li><b>Play times</b> <ul style="list-style-type: none"> <li>○ Normal playtimes will resume as we have large outside playground and field areas</li> <li>○ Any play equipment used will be wiped down</li> <li>○ Young siblings should not play on the Trim Trail at drop off and pick up times</li> </ul> </li> </ul>	
To establish procedures to ensure regular <b>hand washing</b> in accordance with guidelines	Allocated TA	<b>Hand washing</b> <ul style="list-style-type: none"> <li>• Staff assigned to refill soap dispensers and cleaning materials throughout the day</li> <li>• Access to classroom sinks and toilets under adult supervision. One at a time.</li> <li>• Children/staff encouraged to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food.</li> <li>• Children/staff wash hands every hour and children will bring in hand cream if required. This will be labelled and wiped on arrival and stay in the class teacher's drawer.</li> <li>• Ensure sufficient supplies are topped up</li> <li>• Any visitors/staff to school will be required to clean their hands when first entering the building.</li> <li>• Visitors will have antibacterial gel in the reception area.</li> <li>• Ask visitors if they have symptoms of Covid-19.</li> <li>• Visitors will only be allowed in the building for essential reasons.</li> <li>• Parents will be able to attend TLCs remotely.</li> </ul>	Amber
To reduce risk of exposure to COVID-19 by considering: <b>PPE provision for SEMH, behaviour issues</b> etc. where restraint is required.	Office staff/all staff	<ul style="list-style-type: none"> <li>• Supplies are stored centrally in the medical room and can be accessed by all staff members as and when required in exceptional circumstances</li> </ul>	Amber

		<ul style="list-style-type: none"> <li>• Behaviour policy has addendum incorporated to address PPE provision for SEMH, behaviour issues</li> <li>• Bespoke timetables for children with behavioural needs.</li> <li>• Children with additional or complex needs who can't maintain distancing are supported by adult staff, who may wear PPE if needed.</li> <li>• If distancing or safety is compromised parents are to collect straight away to reduce risk to staff</li> </ul>	
<p>Behaviour To reduce risk of exposure to COVID-19 by considering:</p> <p><b>PPE provision for emergency purposes</b></p>	SLT all staff	<ul style="list-style-type: none"> <li>• Changes have been made adapting to the covid-19 requirements in the behaviour policy in an addendum</li> <li>• Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances</li> <li>• PPE supplies, masks, gloves and aprons, are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances</li> <li>• PPE accessible in designated area in each year group.</li> <li>• Nurture provision is provided within year group bubbles at lunch time and some children are supported individually by staff from their bubbles. When needed, it may be necessary for support staff to stagger their lunchtimes to support this.</li> <li>• De-escalation spaces will be identified in each building for individual children. The children will choose where they are most calm and comfortable within designated zone.</li> <li>• Normal staffing ratios will be maintained for a de-escalation incident as appropriate. Staff will respond instantly when they are called to support to de-escalate a situation. They will take PPE with them and gauge whether it will be required on arrival or judge whether it would exacerbate a situation. Restraint will only be used when there is no alternative for safety of the child or staff.</li> <li>• Children who have a PHP (Personal Handling Plan) will have their plans reviewed and emphasis is placed on de-escalation.</li> <li>• In the classrooms where there are children with PHPs – PPE (gloves, mask, plastic apron, will be stored for easy and immediate access).</li> <li>• Serious incidents, including those where a child has deliberately intended to break social distancing guidance despite the support of their adults, could result in a fixed term exclusion (FTE). More</li> </ul>	Amber

		<p>serious incidents could potentially result in a permanent exclusion (PEX).</p> <ul style="list-style-type: none"> <li>Teachers will have access to the Wellbeing folder, with resources to support behaviour</li> </ul>	
<p><b>Health and well-being</b> First Aid</p>	<p>All staff/first aiders/lunch time supervisors</p>	<ul style="list-style-type: none"> <li>All hygiene sprays and anti-bacterial gel have the correct alcohol content.</li> <li>Staff to leave sanitising agents as long as practicable on surfaces between bubble use before wiping. Disposable paper towels for wiping to be used. Crumbs/bits to be removed before disinfection so that maximum effect of sanitiser is achieved.</li> <li>The AMEY RA assessment sits alongside our RA and complements our cleaning to a high standard.</li> <li>Bins are stored under a table top and AMEY double bag them wearing gloves daily or as required.</li> <li>All classrooms have facilities to wash hands, gel hands and tissues placed in a lidded bin in line with 'Catch it, bin it, kill it'.</li> <li>Parents/staff to be regularly briefed of Covid-19 key principles</li> <li>Staff will ensure that all equipment such as computers, resources and PE equipment will be wiped after use with anti-bacterial cleaner</li> <li>AMEY are responsible for cleaning the infrastructure and regularly wiping common use areas and door handles etc.</li> <li>Amey staff to use correct formulation of Diversity products and leaving for an appropriate amount of contact time on surfaces before wiping.</li> <li>Tables will be set out with cutlery ready and children will use their own water bottles.</li> <li>TNS to dishwash crockery/cutlery at appropriate temperature (hot wash 82 degrees Celsius) including during times of heavy volume.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been</li> </ul>	<p><b>Amber</b></p>



		<p>assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</p> <ul style="list-style-type: none"> <li>• First Aid will take place in the reception area.</li> <li>• Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> </ul> <p><b>Reporting injuries</b></p> <ul style="list-style-type: none"> <li>• School will report to the HSW who will contact the following:</li> <li>• The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>• Notify PHE Public Health England of any cases or suspected cases</li> <li>• For further advice we would contact the LA.</li> </ul>	
To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with <b>pupils with personal care needs</b>	SLT All staff	<ul style="list-style-type: none"> <li>• Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances</li> <li>• Staff changing nappies or who are engaged in intimate care, wear gloves and masks, which are stored in their classroom area/nursery.</li> </ul>	Amber
To identify a <b>contained room</b> for use should a pupil/pupils show symptoms of Covid-19	Nominated first aider	<ul style="list-style-type: none"> <li>• The medical room is the identified room enabling the contagion be contained where PPE will be worn by staff for suspected cases</li> <li>• Area to be deep cleaned after suspected contagion</li> <li>• Children with normal medical needs will be treated in the office reception area.</li> </ul>	Amber
<b>Risk: Staff and Pupil Attendance</b>			
<b>Identify staffing levels</b>	SLT	<ul style="list-style-type: none"> <li>• Audit of staff carried out via google mail</li> <li>• Plan is in place to ensure that each class/group of children is staffed.</li> <li>• If a class or year group cannot be staffed we would adapt by educating the children via online learning.</li> <li>• The cover timetable is in place to cover absence/sickness</li> </ul>	Amber

		<ul style="list-style-type: none"> <li>• HLTAs can cross bubbles if needed, with social distancing and appropriate hygiene measures in place.</li> <li>• Staffing is organised in bubbles to prevent cross contamination as far as possible</li> <li>• Ensure adequate admin staff to support the safe running of the school</li> </ul>	
To manage <b>anxiety of staff</b> members through the communication of expectations, process and procedures for day to day operation	SLT	<p><b>Shielding</b></p> <ul style="list-style-type: none"> <li>• Extremely critically vulnerable are to be in work/school supported by a personal risk assessment written alongside them. E.g. staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</li> <li>• Covid-19 vaccine now offered to women during pregnancy.</li> <li>• Risk assessment in place for vulnerable staff completed by JC/AH.</li> </ul> <p><b>Reducing anxieties of staff</b></p> <ul style="list-style-type: none"> <li>• Staff/team meetings held/emails sent (in person or virtually) to share expectations with all staff and to address concerns</li> <li>• Staff meetings are virtual with staff in classrooms socially distanced unless space allows distancing between bubbles in a large room.</li> <li>• Meetings can be held in large well-ventilated hall spaces with social distancing and masks adhered to and staff may not be in bubbles larger than 6 linked to their year group.</li> <li>• Staff called and discuss anxieties and invited to come in or meet via zoom</li> <li>• Regular briefing meetings/ timetables/ communication to allow staff opportunities to express concerns</li> <li>• Access to well-being and mental health support communicated and shared with staff. In-school provision, LA support from the Ed Psych team and employee assist – we can make posters for the staff room with the contact number</li> <li>• Staff have responsibility to keep their own cups and wash them</li> <li>• The dishwasher can be used and one member of staff wearing gloves can put them away on a rota</li> </ul>	Amber

		<ul style="list-style-type: none"> <li>• Designated staff need to maintain social distanced furniture and hygiene rules in all staff areas on a rota e.g. staff room and kitchenette</li> <li>• Anti-bacterial wipes for use in toilets</li> <li>• Staff room seating is socially distanced.</li> <li>• Areas around the school are designated for staff lunches and social distancing should be maintained.</li> <li>• Staff will use fobs to sign in and avoid touching screen.</li> <li>• Staff to clean hands on entry.</li> </ul>	
To share information detailing processes and procedures for <b>day to day operation</b> to reassure parents of mitigation against risk	HT and CoG	<ul style="list-style-type: none"> <li>• ParentMail letter written in partnership by Headteacher and Chair of Governors to inform parents of continuing arrangements as developments arise.</li> <li>• Details provided of safeguarding measures in place to mitigate risk of infection – policy updated regularly with new amendments.</li> <li>• This risk assessment is accessible for all via ParentMail and website.</li> <li>• Clear expectations for parents have been shared</li> <li>• ParentMail communications high light aspects from the risk assessment</li> <li>• The risk assessment responds to parent questions</li> <li>• Parents will be regularly notified of procedures via ParentMail, website, Facebook and Twitter and this working document i.e. risk assessment</li> <li>• In science lessons we will refer to CLEAPSS advice (Consortium of Local Education Authorities For The Provision Of Science Services) This will be shared with staff via the science Lead.</li> <li>• Parent meetings are held virtually including TLCs to reduce risk of transmission</li> </ul>	
Processes and procedures are established and shared with Parents for <b>pick up and drop off</b> arrangements	SLT	<ul style="list-style-type: none"> <li>• Y N drop off and pick up's are at the following times 8:30 until 3:30</li> <li>• YR to Y3 staggered start and end times have been established A-H 8.45 - 3.05, I-P 8.50-3.10 Q – Z 8.55-3.15</li> <li>• Stagger entry and pick up times for Upper Phase i.e. Y4 -6 8.40am and 3.15pm</li> <li>• Requirements to be shared with parents through ParentMail.</li> </ul>	Amber

		<ul style="list-style-type: none"> <li>• School will accept lunch boxes being brought in to school later but these are collected by the children from the office to reduce handling.</li> <li>• Maps are fixed to the fence showing circulation of foot traffic around the building; circulated via ParentMail &amp; on website</li> <li>• Signs on the fence will reiterate family covid-19 protocols</li> <li>• Parents who visit the office need to queue outside socially distanced and wear masks but can contact via the school number 637056 or email at any time.</li> <li>• Parents and carers are to drop their children off and move on around the one-way system</li> <li>• Parents / carers should make an appointment if they need to call or zoom a teacher or member of staff</li> <li>• Parents are encouraged to move on around site and not cluster and talk to other parents</li> <li>• Parents are to wear masks around site to keep themselves and others safe, unless they are exempt</li> <li>• Only one family member should be onsite at a time.</li> </ul>	
Process for <b>collecting a child</b> due to illness or an existing appointment during the school day is established and shared	SLT	<ul style="list-style-type: none"> <li>• Guidance for collection has been established and shared with parents through ParentMail</li> <li>• Parents requested to ensure that their contact details are up-to-date – any changes to be communicated with the Office before the child returns to school.</li> <li>• On entry to school we check that every parents' data details are up to date.</li> <li>• Child isolated in medical room – PPE available for any adult support</li> </ul>	Amber
Identify teachers and pupils who <b>show symptoms</b> (or are sharing a household with someone with symptoms).	All staff	<ul style="list-style-type: none"> <li>• The school has received lateral flow tests since the week beginning 25.01.21. All staff are trained and encouraged to participate to reduce the spread of Covid-19</li> <li>• We will follow guidance and ensure staff stick to the recommended measures</li> <li>• Staff can test twice a week and report results to the government website and the school allowing time to put measures in place</li> <li>• Ensure staff apply for testing if they are showing symptoms straight away.</li> <li>• Adhere to test and trace guidance</li> <li>• Parents are asked daily to confirm that children are not showing symptoms and if anyone in the household is showing symptoms</li> </ul>	Amber

		<p>when they attend school. Check on the gate and teachers ask all children in class.</p> <ul style="list-style-type: none"> <li>• Staff and children who have been abroad will share with HR and the HT and quarantine 10 days if required. Link to latest guidance</li> <li>• <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk">https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</a></li> </ul>	
Staff observe and <b>check children for symptoms</b> during the day.	All class staff	<ul style="list-style-type: none"> <li>• Staff are vigilant and observe for children displaying or developing Covid 19 symptoms during the day, a persistent cough or high temperature.</li> <li>• Staff must have a PCR test if they show symptoms and parents are encouraged to get their children tested if they show symptoms.</li> <li>• Children should stay at home if other household members show symptoms and are waiting for test results. If positive they need to stay off school for 10 days. Link to latest guidance</li> <li>• <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</a></li> <li>• Office staff will support parents with the guidance as well as communicating the rules via ParentMail protocol updates.</li> <li>• Should a person show symptoms we will follow current guidance and should a positive case be confirmed we contact Public Health England and the Local Authority for advice.</li> <li>• Where unavoidable, there may be a precautionary closure of a bubble whilst a test result is being processed, if this directly relates to the safety of those in that bubble.</li> </ul>	Amber
<b>Risk: Maintaining Cleanliness</b>			
<b>Kitchen hygiene</b>	Cleaning Staff	<ul style="list-style-type: none"> <li>• Kitchen has been thoroughly cleaned and cleaned daily as well as wiping down within the sessions. Staff are vigilant to hygiene measures.</li> <li>• Kitchen systems have been restructured to facilitate social distancing.</li> <li>• Food preparation areas are demarcated and staff are allocated to each area.</li> <li>• The commonly used equipment is within zones.</li> <li>• There are 5 consistent members of staff.</li> <li>• TnS the catering company have a separate risk assessment.</li> </ul>	Amber

		<ul style="list-style-type: none"> <li>• We review TnS policy in line with our risk assessment and liaise with our chef for risk limitation.</li> <li>• There is a barrier at the serving hatch.</li> <li>• Staff follow strict hygiene measures.</li> <li>• The kitchenette is only to be accessed for hot water or to clean personal cups or crockery</li> <li>• Taps and surfaces must be wiped after use by antibacterial wipes that are provided</li> <li>• Label/name fridge items. Wash hands before opening fridge – avoid touching other containers – wipe afterwards.</li> </ul>	
Maintain a high standard of <b>cleanliness and hygiene</b> to mitigate risk of transmission	All staff	<ul style="list-style-type: none"> <li>• Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: Door handles Desks, table tops Toys Teaching equipment/resources Bannisters Light switches Books Toilets Sinks</li> <li>• A mix of re-usable and disposable cleaning cloths will be used. Reusable cloths will have a hot wash after use. Disposable cloths binned as per disposable waste policy.</li> <li>• Use of disposable cloths</li> <li>• Additional cleaning capacity in place through use of teaching and support staff.</li> <li>• AMEY have their own risk assessment in place for Covid-19.</li> </ul> <p><b>Contractors under the supervision of AMEY</b></p> <ul style="list-style-type: none"> <li>• All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include Covid-19</u>. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency</li> </ul>	Amber

		<ul style="list-style-type: none"> <li>Amey staff must be satisfied that any contractor coming on site to do work on their behalf do not act in any way to undermine Covid controls and to ensure all visitors sign in, for track and trace purposes. All contractors to wear suitable face coverings whilst in public areas. Amey to question any visitor that comes on site displaying symptoms of illness, particularly known Covid symptoms and to refuse entry if deemed necessary. Amey to inform school of any potential issue.</li> </ul>	
Ensure <b>cleanliness of outdoor equipment</b> is maintained	All staff	<ul style="list-style-type: none"> <li>Where used by different groups of children, sanitiser is used by school staff to wipe down bikes, climbing apparatus and other outdoor equipment</li> </ul>	Amber
<b>Risk: Safeguarding</b>			
<b>Check all systems</b>	Site Supervisor/ SBM	<p>Checks have been carried out on the following:</p> <ul style="list-style-type: none"> <li>gas,</li> <li>heating,</li> <li>water supply,</li> <li>mechanical and electrical systems catering equipment</li> </ul>	Amber
Ensure <b>water systems</b> are safe and operational	Site Supervisor	Water has been running as school has not closed. AMEY staff have flushed systems regularly	Amber
Check your <b>fire safety</b> systems	Site supervisor	<p>Checks have automatically been carried out to ensure that:</p> <ul style="list-style-type: none"> <li>all fire doors are operational</li> <li>fire alarm system and emergency lights are operational</li> <li>We will carry out a fire practice each term to leave the building safely and muster safely adhering to social distancing as far as possible. Y6/Nursery muster on Y6 playground. All others on Y3 playground.</li> <li>Personal Emergency Evacuation Plans (PEEP) in place for children who may need additional support to swiftly and safely exit the building.</li> </ul>	Amber
<p>To identify actions required to ensure sufficiency in <b>meeting increased demand for support</b> where pupils are:</p> <ul style="list-style-type: none"> <li>At risk of exclusion</li> <li>In need of early help</li> <li>Have additional needs such as behaviour, sensory impairment etc.</li> </ul>	DSL Headteacher SENCo Learning mentor Parent Link Worker	<ul style="list-style-type: none"> <li>Pupils have been identified and a risk assessment is in place for those at risk of / or had a previous FTE.</li> <li>LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support</li> <li>Early help support can continue via the Inclusion/Safeguarding Team – led by Learning mentor and Parent Link Worker (PLW)</li> <li>Welfare checks will continue to be made regularly.</li> </ul>	Amber

<ul style="list-style-type: none"> <li>Exhibiting mental health and well-being issues</li> <li>In need of bereavement counselling</li> <li>Meeting the social care thresholds</li> </ul>	Pastoral Care Lead	<ul style="list-style-type: none"> <li>Parents/carers can access support from PLW and LM via telephone or Zoom.</li> <li>PLW and LM are in contact with Targeted Support and Social Care to continue support.</li> <li>Bereavement support will continue – school has 2 members of school staff trained in bereavement</li> <li>Nurture support will continue within designated areas</li> <li>Learning Centre offers a space for nurture support, whilst supporting social distancing</li> <li>Nurture lunch continues to support those with highest need.</li> <li>Staff can access well-being and mental health resources from shared folders to support their children.</li> <li>Sensory activities rescheduled to larger spaces to maintain social distancing. Equipment wiped down and sanitised before and after use.</li> <li>Safeguarding and social care thresholds continually assessed. Weekly Safeguarding meetings. Communication with SC and other agencies maintained remotely.</li> <li>Action plans in place to ensure increased needs are addressed</li> <li>Individual risk assessments in place for behavioural and medical needs etc.</li> </ul>	
Out of School Club procedures		<ul style="list-style-type: none"> <li>All staff updated with Covid-19 guidelines</li> <li>All parents informed of procedures via Risk Assessment on website</li> <li>Where HLTAs and LTS work in the OSC they remain with their the Phase as below, whilst maintaining social distancing.</li> <li>The children will be subdivided in to a N-Y2 bubble and a Y3-6 bubble</li> <li>The children can play together outside</li> <li>Staff will maintain social distancing where possible</li> <li>All staff will socially distance from each other</li> <li>Hygiene will be adhered to with staff wiping down.</li> <li>Toilets overseen as per school. Use Y3 toilets which have been cleaned after general school use and cleaned again the next day before school use.</li> <li>All equipment wiped down</li> <li>Children have their own pencil cases provided by the OSC in bubbles for OSC and labelled water bottles.</li> <li>Parents collect and drop off at side door and use entry phone</li> </ul>	Amber



		<ul style="list-style-type: none"> <li>• Wait in socially distanced line for collection if more than one parent at a time</li> <li>• Notices on doors outside for parents</li> </ul>	
Outside providers		<ul style="list-style-type: none"> <li>• All visitors / peripatetic teachers visits are recorded electronically on the entry system, enabling us to track and trace</li> <li>• Clubs/services will provide their own RAs</li> <li>• They will work within BPS guidelines</li> <li>• Sports providers will follow the OSC year groups bubble structure.</li> <li>• Groups of children outside can now be larger than 15 and adhere to agreed ratios</li> <li>• They will wipe down equipment</li> <li>• They will follow toileting procedures</li> <li>• They will ensure children wash hands before and after activities and during where necessary.</li> <li>• The staff will maintain 2m social distancing from children where possible and wash hands regularly for 20 seconds.</li> <li>• NMPAT will have plastic screens to prevent projectiles when playing brass/woodwind.</li> <li>• Whole class NMPAT project in hall where there is adequate space to social distance facing forward 2m apart minimum.</li> <li>• The orchestra will be spaced out around the hall in class groups.</li> <li>• Children have individual named instruments stored in school</li> </ul>	Amber

### Useful Guidance

The Government Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/coronavirus/education-and-childcare>

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found here.

The guidance by the [Association for Physical Education](#) (AfPE) links to their more general guidance on Physical Education, School Sport and Physical Activity which has been adopted by NCC for many years.

Refer to [Northamptonshire COVID-19 Outbreak Prevention and Control Plan](#)

Educational visits, DFE school guidance from 8 March (page 50) currently states:

'We advise against all educational visits at this time. This advice will be kept under review'

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