



## School Effectiveness COVID-19 Risk Assessment Plan for Chiltern Primary School 1 September 2021 – Updated 2.2.2022

The following risk assessment is for use in schools/settings to aid with the identification of risk and the subsequent planning to mitigate against these risks when fully opening to all pupils in all year groups.

This document should be looked at in conjunction with our Remote Learning Plan, Safeguarding Policy and Addendums and current legislation:  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

This document, as with the others, will be updated as and when further information is shared.

These measures may be subject to change should further National advice be issued or local lockdowns (outbreak management plans (OMPs)) are initiated and bubbles and more stringent measures are required again.

We may be required to step up or step down at any point across this year e.g. start wearing face masks again and adhering to further distancing.

Risk: Transmission Through Contact	Rating before measures in place	Who	Measures taken:	Status/RAG Rating after mitigating steps taken
To end the recent restrictions and allow more interaction by: <ul style="list-style-type: none"> <li>• Removing the need for class bubbles and limited mixing at break times and lunch times – aim to keep to a maximum of 4 classes</li> <li>• We will retain staggered lunches and Zoned/ rota break areas and times for up to 3 year groups at a time</li> <li>• Lunchtime remains in classes so the hall can be used for activities and clubs (and it is available should a class need to</li> </ul>		All staff	<ul style="list-style-type: none"> <li>• Classes to resume all pre-COVID routines</li> <li>• Staff can move freely across the school but should try to cover all breaks etc from the class staff where possible</li> <li>• This still allows for absence cover, first aid and PPA and full flexibility for cover if needed</li> <li>• We will still encourage adults to distance</li> <li>• Adults may choose to wear masks should staff be vulnerable</li> <li>• We will keep to separate entry doors to minimise surfaces to be touched by too</li> </ul>	

<p>vacate following a positive case/symptoms)</p> <ul style="list-style-type: none"> <li>• Assemblies/ singing / indoor PE can resume for whole classes, key stages but whole school remains outside</li> <li>• Sports clubs and trips and residentials can resume</li> <li>• Beanstalk/ Tutoring to resume following on-going COVID policy eg ventilation and sanitising</li> <li>• Masks no longer required in communal areas/ class unless individuals choose to or if an asymptomatic person is awaiting a PCR result</li> </ul>			<p>many hands, alleviate pinch points and risk of crowds</p> <ul style="list-style-type: none"> <li>• Usual toilets pre-COVID will be used but sanitising is still recommended after use</li> <li>• Staffrooms will revert to pre-COVID unless a spike in cases is noted</li> <li>• Regular hand-washing for all across the day will still be encouraged</li> <li>• Staff have a sanitising station in the main entrance when they sign in, including the pen</li> <li>• The pupils can now sit on mixed tables, not all facing the front and some will have individual learning packs and stationery provided to prevent the spread of germs</li> <li>• Only an individual will need to isolate now following symptoms or a positive LFT, until a PCR test result is received – but will support families where multi cases are known</li> <li>• Be extra careful to increase hygiene measures, distancing and PPE while awaiting your result</li> <li>• If a child shows symptoms and goes home for a test, clean their workstation/ resources</li> <li>• Vacated class groups will continue their learning in the class</li> <li>• If negative result – the child or adult returns</li> <li>• If positive result from the symptomatic or asymptomatic test, the 10 day isolation, from the day after the symptoms started for that individual remains if a positive LFD result is shown – but no whole class closing is necessary</li> <li>• Negative LFD tests on days 5 and 6 means an individual can return to class</li> <li>• We may still close classes if too many staff are absent at one time – refer back to the previous RA – or if PHE advice is to close</li> </ul>	
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			<p>eg 10+ cases per class or 10%+ cases in the whole school</p> <ul style="list-style-type: none"> <li>• Playground/field/ adventure/ woodland - children and staff can mix freely within nominated groups</li> <li>• Resources will still be cleaned regularly by class staff to reduce the contamination potential</li> <li>• Tissues will be provided in each room to operate 'catch it, bin it, kill it' to reduce the risk of infection</li> <li>• Any pupil can choose to wear a mask (PPE) even though the DFE don't currently request it at a primary level or outside areas of local lockdown. If it alleviates fears and anxieties, we are happy for masks to be worn. These masks should be named to avoid cross-contamination and kept in a sandwich bag</li> <li>• The one-way system is no longer required, however, to ease the potential bottlenecks and reflect the varying numbers in EYFS/ KS1 and KS2 we would encourage the following: <ul style="list-style-type: none"> <li>• EYFS/ KS1 to enter via the gate near the first carpark on Chiltern Way and either leave via any gate to avoid congestion and be mindful of others</li> <li>• KS 2 pupils to enter and leave the site by the most appropriate gate for them or their families</li> <li>• We would like the independence shown by KS2 pupils walking onto site and off site during last year to be continued</li> <li>• SLT member will be on each gate in the morning</li> <li>• At the end of the day, members of class staff will be at the exit gates</li> <li>• Staggered entry and exit times have been removed so all KS2 pupils will be ready to</li> </ul> </li> </ul>	
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			<p>enter the site by the office gate at 8.38am for an 8.40am registration</p> <ul style="list-style-type: none"><li>• EYFS/ KS1 pupils will be ready to enter the site via the first car park gate at 8.43am, ready for an 8.45am registration</li><li>• As mentioned above. we are still encouraging all KS2 children to use the entry and exit route on their own</li><li>• If you have KS1 and KS2 siblings, ensure the KS2 pupils are dropped off first</li><li>• If you do need to come to the office, it is open as before, but do try not to crowd the space so we still recommend only one family inside the foyer at one time and others wait outside until the foyer is empty</li><li>• If staff have to deal with possible signs and symptoms of the virus, full, recommended PPE is provided, a designated treatment area is nominated (Maths resource room) and separate toilet (KS1) has been identified – this will minimise the risk of contact and spread of the virus and provide protection if people are within 2m</li><li>• All staff and families can request a test to confirm coronavirus, or not, if they have symptoms</li><li>• School have limited PCR tests available but we do not have the capacity to provide LFD tests – these can be sourced online or from chemists</li><li>• Only the infected person needs to isolate now if other adults are fully vaccinated or they are below 18y 6 months old – see flow chart</li><li>• We revert to one main staffroom as the staggered break and lunch will ensure it is not overcrowded</li><li>• A second staffroom may be reinstated if cases rise</li></ul>	
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			<ul style="list-style-type: none"><li>• Staff are still responsible for wiping surfaces clean after use in any area or class as AMEY are not continuing their touch-point cleaning</li><li>• Anti-bacterial wipes (or spray and kitchen roll) in the staff toilets to regularly clean after visiting</li><li>• Spray and single use paper towels are available across the school to use on any surface between different adults and children</li><li>• The BC/ASC will resume and use the nurture room only for ASC and BC will use the hall once breakfasts are provided again</li><li>• Breakfasts are now resuming</li><li>• Any returning sports clubs will follow their sport's own governing body advice and school RA</li><li>• Pupil messenger duties eg registers, milk delivery can resume.</li><li>• All rooms with adults and children in must have appropriate ventilation</li><li>• Children will be reminded to wear many layers to keep warm in winter (or summer ☺) as windows will be open</li><li>• Almost all staff (55/60) taking part in lateral flow testing to provide early indications of the virus being present and therefore helping prevent the transmission of the virus – twice a week</li><li>• If staff have been in close contact with a confirmed case, they will take daily LFD tests for 7 days</li><li>• The Government will ensure all classes have CO2 monitors installed (this would be for KS1 classes for us) – sorry, they are rubbish! We will keep ventilating</li><li>• KS2 classes upstairs to turn the monitors on and ensure ALL windows (top and bottom) are open.</li></ul>	
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<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required.</p>		<p>SLT All staff</p>	<ul style="list-style-type: none"> <li>• All personal plans for pupils will be followed</li> <li>• De-escalation Team teach steps will be applied, as per training and record book completed after the event</li> <li>• Team teach de-escalation techniques have been shared with all staff to refresh CPD</li> <li>• Team teach refreshers have started for groups of 12 at a time and appropriate guidance has been shared</li> <li>• Pupils' individual plans will be updated</li> <li>• If children have HNF, their 1:1 will manage their needs where possible</li> <li>• Morning Minions (or new Breakfast club) and Shining Stars will continue as this is a reasonable measure to meet their needs in the reduction in top-up funding</li> <li>• All groups have areas with their own sinks and toilets to reduce the of risk contamination and confrontation of others</li> <li>• These will be regularly sanitised</li> <li>• Full PPE is available in every room if staff believe anyone displays symptoms</li> <li>• Visual timetables/ routines will be provided to help settle the children and support their needs, minimising the risk of the need for full PPE</li> <li>• Playground/field/adventure/woodland - children can now interact freely whilst monitored</li> <li>• For wet breaks – each bubble will have its own, easy clean set of activities and colouring</li> <li>• Regular hand-washing for all across the day will still be encouraged</li> <li>• Children can opt to wear a mask if they choose</li> <li>• There will be hand sanitiser in each room too to remove risk of infection if this is easier for this group of pupils to use</li> </ul>	
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			<ul style="list-style-type: none"><li>• Tissues will be provided in each room to operate 'catch it, bin it, kill it' to reduce the risk of infection</li><li>• Wipes, spray and single use cloths will be provided in each room so surfaces and resources can be cleaned after each activity and either side of breaks and lunches to minimise the spread of the virus now AMEY staff will no longer complete these jobs</li><li>• Doors and windows will be open to allow fresh air to ventilate each room and reduce the risk of infection (these doors would be closed if there is a fire drill)</li><li>• All usual resources can be returned to rooms but be regularly sanitised</li><li>• Library books and other items from home can now be brought in more freely but be mindful of germs</li><li>• Personal packs of stationery and resources will continue to be used in most classes</li><li>• Phones will continued be stored in a named sandwich bag in class</li><li>• Cleaning, first aid packs and PPE is provided in all rooms/ bubbles to minimise the need for staff to travel around the school, minimising the risk of contamination, supporting all</li><li>• Class staff will administer all first aid (according to our policy)</li><li>• medicines will be stored in a locked cupboard in the office and administered from the main office by any available staff</li><li>• All groups will have a first aid folder to record any first aid given as per statutory requirements</li><li>• Any staff member can choose to wear PPE even though DFE don't request it if it alleviates fears and anxieties (or when awaiting PCR test results)</li></ul>	
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			<ul style="list-style-type: none"> <li>• If staff have to deal with possible signs and symptoms of the virus, full, recommended PPE is provided, a designated treatment area is nominated (Maths room) and separate toilet has been identified (KS1) – this will minimise the risk of contact and spread of the virus</li> <li>• Almost all staff taking part in lateral flow testing to provide early indications of the virus being present and therefore reducing transmission rates – these will carry on until at least March 2022</li> <li>• Daily testing for 7 days will start if a staff member has been in close contact with a positive case</li> </ul>	
To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs		SLT All staff	<ul style="list-style-type: none"> <li>• Pupils' personal and individual plans will be followed</li> <li>• Same needs for the group above will be followed with PPE provided if necessary and staff/children choose to wear it</li> <li>• Pupils can choose to wear masks or visors</li> <li>• Almost all staff taking part in lateral flow testing to provide early indications of the virus being present and therefore reducing transmission rates – these will carry on until at least March '22</li> </ul> <p>Please see earlier sections for more detail.</p>	
To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes		SLT All staff	<ul style="list-style-type: none"> <li>• Reasonable steps shown in the first sections</li> <li>• Available in every room and school area, alongside first aid provision</li> <li>• If staff have to deal with possible signs and symptoms of the virus, full, recommended PPE is provided, a designated treatment area is nominated (Maths support room) and separate</li> </ul>	

			<p>toilet has been identified (disabled toilet in KS1) – this will minimise the risk of contact and spread of the virus</p> <ul style="list-style-type: none"> <li>• If the emergency is significant, an ambulance will be called as it would be in a normal school day</li> <li>• Almost all staff taking part in lateral flow testing to provide early indications of the virus being present and therefore reducing transmission rates – these will carry on until at least March '22</li> </ul>	
<p>To establish procedures to ensure regular hand washing in accordance with guidelines</p>		<p>Allocated CT/TA</p>	<ul style="list-style-type: none"> <li>• Tissues will be provided in each room to operate 'catch it, bin it, kill it' to reduce the risk of infection</li> <li>• Regular hand-washing across the day will remain by all on site</li> <li>• There will be hand sanitiser in each room too to remove risk of infection</li> <li>• Wipes, spray and single use cloths will be provided in each room so surfaces and resources can be regularly cleaned across a day now AMEY staff will no longer complete these cleaning jobs twice a day – bins, door handle, door edges, door plates, handrails, toilets, light switches and sinks</li> <li>• Doors and windows will be open to allow fresh air to ventilate each room and reduce the risk of infection (these doors would be closed if there is a fire drill)</li> <li>• All soft furnishings and toys will be regularly sanitised but can be used fully</li> <li>• Personal packs of stationery and resources will still be created for most children</li> <li>• All usual, pre-COVID resources and books can be used</li> <li>• Teams will resume for any child isolating or hard-copy packs provided</li> <li>• Marking will be as per pre-COVID where staff available to do it</li> <li>• All drawers, lockers and cupboards will be used, but regularly wiped throughout the day if handled/ used</li> </ul>	

			<ul style="list-style-type: none"> <li>• The copier will be wiped clean after each use, so too the library scanner</li> <li>• Cleaning, first aid packs and PPE is still provided in all rooms</li> <li>• Almost all staff taking part in lateral flow testing to provide early indications of the virus being present and therefore reducing transmission rates.</li> </ul>	
To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19		Nominated first aider	<ul style="list-style-type: none"> <li>• If staff have to deal with possible signs and symptoms of the virus, full, recommended PPE is provided</li> <li>• a designated treatment area is nominated (Maths Support room) and separate toilet has been identified (disabled toilet in KS1) – this will minimise the risk of contact and spread of the virus</li> <li>• All staff and families can request a test to confirm coronavirus, or not.</li> <li>• School have a limited supply of PCR tests but LFD tests should be ordered on-line for families</li> <li>• There is a potential that a class will close if too many staff are absent but as much notice as possible would be given and home learning tasks provided if possible</li> <li>• See above about first aid and medicines</li> <li>• Almost all staff (55/60) taking part in lateral flow testing to provide early indications of the virus being present and therefore reducing transmission rates.</li> </ul>	
<b>Risk: Staff and Pupil Attendance</b>				
Identify staffing levels to ensure the reintegration of pupils adheres to social distancing guidelines			<ul style="list-style-type: none"> <li>• All necessities are now removed but pupils and staff can still choose to wear PPE if needed</li> <li>• We will continue to follow and meet the health guidance from the Government for those who are most clinically vulnerable</li> </ul>	

			<ul style="list-style-type: none"> <li>• Staff are still loosely linked to classes to ensure cover</li> <li>• Playground/field/ adventure/ woodland - children can move freely across areas</li> <li>• All rooms to be well ventilated at all times</li> <li>• Government will provide CO2 monitors for any room without one</li> <li>• Children to wear layers to help keep warm in rooms with windows and doors open</li> <li>• Almost all staff taking part in lateral flow testing to provide early indications of the virus being present and therefore reducing transmission rates</li> <li>• Classes will be closed if too many staff absent</li> <li>• Priority will be given to our most vulnerable families eg CP, Carers, LAC, those in temporary accommodation and those will severe challenges at home.</li> </ul> <p>See section one for other detail on social distancing.</p>	
<p>To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation.</p> <p><a href="http://www.northamptonshire.gov.uk/councilservices/health/">www.northamptonshire.gov.uk/councilservices/health/</a></p>			<ul style="list-style-type: none"> <li>• Classes to be in usual rooms with familiar staff. This will alleviate some anxiety for return and minimise rooms to be populated – staff will know who they are teaching and when for the majority of a day</li> <li>• Keeping lunch and break staggered</li> <li>• Re-instating morning briefings at 8.25am in the staffroom so we are better informed</li> <li>• Well-being committee formed</li> <li>• Expectations are shared and contributed to by all</li> <li>• Class sizes are no more than 30, unless a necessity for face-to-face provision</li> <li>• TAs within a class can cover the class for nominated periods if needed each day; this will reduce the expectations of time spent supporting our learners and each other outside school hours</li> </ul>	

			<ul style="list-style-type: none"> <li>• We have followed all National and local advice</li> <li>• Ofsted have validated our Academic, Social and Safeguarding provision within the last year</li> <li>• We have continued to use the same requirements of a GP letter for all staff to determine their suitability to work and will follow any central advice given</li> <li>• All class areas have separate entry doors to minimise pinch points</li> <li>• All classes have areas with their own sinks and toilets so it still limits mixing</li> <li>• All rooms will be ventilated</li> <li>• Children to wear layers to help keep warm and regulate temperature</li> <li>• More vulnerable staff, pregnant staff or staff with minor health concerns, will supply colleagues with their own RA to meet their needs if they choose and may choose to wear masks</li> <li>• Regular hand-washing across a day is still encouraged. There will be hand sanitiser in each room too to remove risk of infection</li> <li>• Tissues will be provided in each room to operate 'catch it, bin it, kill it' to reduce the risk of infection</li> <li>• Wipes, spray and single use cloths will be provided in each room so surfaces and resources can be cleaned regularly now AMEY staff will no longer complete these cleaning jobs twice a day – bins, door handle, door edges, door plates, handrails, toilets, light switches and sinks</li> <li>• Doors and windows will be open to allow fresh air to ventilate each room and reduce the risk of infection (these doors would be closed if there is a fire drill)</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Government will provide CO2 monitors for all classes without one – but they don't work, so keep windows open</li> <li>• Children to wear layers to help keep warm and regulate temperature</li> <li>• Personal packs of stationery and resources will still be created for most children</li> <li>• Pre-COVID books and resources will be used</li> <li>• Teams will be resumed for any isolating group, or hard-copy packs provided</li> <li>• More belongings will be allowed in from home, but not excessive amounts to be brought between home and school – see above</li> <li>• Copiers and library scanners will be wiped clean after each use to prevent the spread of germs</li> <li>• Cleaning, first aid packs and PPE is provided in all rooms if needed</li> <li>• Class staff will administer all medicines and first aid for their group</li> <li>• Any staff member can choose to wear PPE even though DFE don't request it if it alleviates fears and anxieties</li> <li>• The one-way system within the grounds has been relaxed – see above</li> <li>• Staggered entry and exit times have been removed – see above</li> <li>• The office is fully open to parents but we still encourage only one family in the entrance at any one time</li> <li>• Children can wear a mask if they choose</li> <li>• If staff have to deal with possible signs and symptoms of the virus, full, recommended PPE is provided, a designated treatment area is nominated and separate toilet has been identified – this will minimise the risk of contact and spread of the virus</li> </ul>	
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			<ul style="list-style-type: none"> <li>• All staff and families can request a test to confirm coronavirus, or not. Keyworkers can request a test with no symptoms.</li> <li>• The single staffroom resumes if cases stay low</li> <li>• All DFE/ LA/HAS and PHE advice is followed</li> <li>• Staff should speak to their line manager if they are worried and discuss what adaptations might be able to be made</li> <li>• Children can resume their usual messenger duties eg registers, milk delivery</li> <li>• Almost all staff (55/60) taking part in lateral flow testing to provide early indications of the virus being present and therefore reducing transmission rates</li> <li>• External clubs will follow their own governing body advice and school RA</li> <li>• advice and support available at: <a href="http://www.northamptonshire.gov.uk/councilservices/health/">www.northamptonshire.gov.uk/councilservices/health/</a></li> </ul> <p>All of these points show the level of care, fairness and consistency used by leaders to keep our school safe and we will revert to our contingency plan if the virus rates increase.</p>	
<p>To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk</p>		<p>HT and CoG</p>	<ul style="list-style-type: none"> <li>• Parents have this RA and receive regular updates with our newsletter</li> <li>• They have had, and will continue to have, regular updates if further central advice has been received</li> <li>• They will let school know of any concerns their child has shared so our school staff can support them</li> <li>• They know that attendance is mandatory and our usual attendance and punctuality expectations apply</li> </ul>	

			<ul style="list-style-type: none"> <li>• All families will be contacted to arrange home learning access via TEAMS or hard copy packs should the school lockdown again or groups have to isolate</li> <li>• Learning platforms have been set up for all families, should the school go into lockdown again</li> <li>• Chartwells will provide a suitable hot lunch and these must be ordered by midnight on a Tuesday, via ParentPay, as usual</li> <li>• All safeguarding expectations are maintained</li> <li>• Teachers have liaised with any parent who has made contact and will continue to do so</li> </ul> <p>We are so thankful for the support our parents have shown for the provision and contact we have maintained. We would like to further reassure them that should any aspect of our provision become inappropriate, we will pause and amend. Our plans will be influenced by parents, staff, leaders, Governors and central advice.</p>	
Processes and procedures are established and shared with Parents for pick up and drop off arrangements		SLT/ FSW	<ul style="list-style-type: none"> <li>• All classes have separate entry doors to continue to minimise pinch points</li> <li>• The one-way system within the grounds has been relaxed – see above</li> <li>• Staff will be present each day at the 3 main gates</li> <li>• Staggered entry and exit times have been removed – EYFS/ KS1 to be ready to enter the site at 8.43am for an 8.45am registration (Their school day ends at 3.10pm so gates will be open at 3.08pm)</li> <li>• KS2 be ready to enter the site at 8.38am, ready for an 8.40am registration (Their school day ends at 3.15pm so gates will be open at 3.13pm)</li> </ul>	

			<ul style="list-style-type: none"> <li>• Older children are still encouraged to enter and leave the site on their own</li> <li>• KS2 bikes / scooters can be locked to the fence near the new build rather than the bike stand</li> <li>• Breakfast and after school clubs will continue but in one room</li> <li>• Whole school assemblies and singing are on hold due to our current high number of cases (these can be up to 4 classes maximum) but indoor PE can take place</li> <li>• With some children in the above groups having siblings in school at the same time, ensure the KS2 pupils are dropped off first as they have the earlier registration time</li> <li>• If you choose to still walk the full one-way system, that is OK</li> <li>• A site plan is available on our website for the new arrangements</li> <li>• Leading staff members (SLT/FR/ GD) will be meeting and greeting pupils most days</li> <li>• This entry system may change as needs change.</li> </ul>	
<p>Welcoming visitors to site – we are happy to welcome visitors into school as long as they adhere to the following measures (see last column):</p>		<p>All staff and visitors</p>	<ul style="list-style-type: none"> <li>• We would prefer all visitors to have carried out LFTs on the day of their arrival, but we know this is not always possible</li> <li>• Masks need to be worn in communal areas should an individual chooses or PHE advice recommends it</li> <li>• If you have a negative LFT result, please show the email to the office staff on arrival</li> <li>• If you are displaying any of the 3 main symptoms, or runny nose and sore throat, we ask you to defer your visit until you are symptom – free or have a negative PCR test result</li> <li>• On signing in, ensure that hand sanitiser is applied after the pen has been used to</li> </ul>	

			<p>write the yellow visitor's sticker/ complete the lanyard information</p> <ul style="list-style-type: none"> <li>• That any chair or table you have been seated at, or any resource touched, is disinfected immediately after use</li> <li>• That any rooms you enter are well-ventilated for the duration of your visit</li> <li>• As you leave, you should sanitise your hands again</li> <li>• You should inform the school if, within 2 days of your visit, you display symptoms or test positive for COVID – so we can notify other staff to complete 7 days of LFD tests</li> </ul>	
Process for collecting a child due to illness or an existing appointment during the school day is established and shared		SLT	<ul style="list-style-type: none"> <li>• This has been communicated in the plan</li> <li>• If staff have to deal with possible signs and symptoms of the virus, full, recommended PPE is provided, a designated treatment area is nominated (Maths withdrawal room) and separate toilet has been identified (disabled toilet in KS1) – this will minimise the risk of contact and spread of the virus</li> <li>• All staff and families can request a test to confirm coronavirus, or not.</li> <li>• Administering medicines – see above</li> <li>• Almost all staff taking part in lateral flow testing to provide early indications of the virus being present and therefore reducing transmission rates.</li> </ul>	
<b>Risk: Maintaining Cleanliness</b>				
Deep clean the kitchen prior to reopening before food preparation resumes.		All Staff	<ul style="list-style-type: none"> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</li> </ul> <p>We don't have a catering kitchen, only a staff – use one.</p>	

<p>Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission</p>		<p>All staff</p>	<ul style="list-style-type: none"> <li>• Full classes to return to a pre-COVID school</li> <li>• All classes have separate entry doors to minimise pinch points</li> <li>• All classes have areas with their own sinks and toilets</li> <li>• All rooms will be ventilated if occupied and Government will provide CO2 monitors are any room without one.</li> <li>• Children will be encouraged to wear layers.</li> <li>• All resources will be regularly sanitised</li> <li>• Regular handwashing to be undertaken by all across the day</li> <li>• There will be hand sanitiser in each room too to remove risk of infection</li> <li>• Tissues will be provided in each room to operate 'catch it, bin it, kill it' to reduce the risk of infection</li> <li>• Wipes, spray and single use cloths will be provided in each room so surfaces and resources can be cleaned regularly now that AMEY staff will not complete these cleaning jobs twice a day – bins, door handle, door edges, door plates, handrails, toilets, light switches and sinks</li> <li>• Doors and windows will be open to allow fresh air to ventilate each room and reduce the risk of infection (these doors would be closed if there is a fire drill)</li> <li>• Personal packs of stationery and resources will be created for most children</li> <li>• Teams will be resumed if groups isolate</li> <li>• More belongings can now be brought in between home and school – no toys</li> <li>• Copiers will be cleaned after each use to avoid the spread of germs</li> <li>• Cleaning, first aid packs and PPE is provided in all rooms</li> <li>• Administering medicines at the office and first aid for classes by usual class staff</li> </ul>	
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			<ul style="list-style-type: none"> <li>Any staff member can choose to wear PPE even though DFE don't request it if it alleviates fears and anxieties</li> <li>If staff have to deal with possible signs and symptoms of the virus, full, recommended PPE is provided, a designated treatment area is nominated and separate toilet has been identified – see above</li> </ul>	
Ensure cleanliness of outdoor equipment is maintained		All staff	<ul style="list-style-type: none"> <li>Any regularly used equipment will be sanitised regularly across the day</li> <li>A designated pack of play and sports equipment will still be provided for each group</li> <li>Personal packs of stationery and resources will be created for most children</li> <li>Phones to be stored in named sandwich bags in class still</li> <li>Cleaning, first aid packs and PPE is provided in all rooms</li> <li>Class staff will administer all medicines and first aid for their group</li> <li>Woodland areas and adventure areas are back in use, once dry</li> <li>Water fountains will remain closed as we cannot manage their use consistently.</li> <li></li> </ul>	
<b>Risk: Safeguarding</b>				
Recommission all systems before re-opening		Site Supervisor	<p>Checks 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</li> </ul> <p>catering equipment *not needed as school has remained open.</p>	

Ensure water systems are safe and operational		Site Supervisor	<p>Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.</p> <p>Not needed as school has remained open.</p>	
Check your fire safety systems		Site supervisor Headteacher	<p>Checks 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>• in the event of a fire, the sole priority is to evacuate the building, not to keep to 2m, until safely away from the fire, then distancing expectations resume.</li> </ul>	
<p>To identify actions required to ensure sufficiency in meeting increased demand for support 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> <li>• Exhibiting mental health and well-being issues</li> <li>• In need of bereavement counselling</li> <li>• Meeting the social care thresholds</li> </ul> <p>We have recently considered potential safeguarding concerns from the most recent Elizabeth Rose advice from 2.2.2022 when she shared that unless the child is ill themselves, we will offer/ provide full time education for our most vulnerable individuals, including:</p> <ul style="list-style-type: none"> <li>• Children who are currently, have previously been, or about to be, in receipt of any children's services</li> <li>• It also includes adopted pupils, those who are currently looked after or those under special guardianship</li> <li>• Any child living in temporary accommodation</li> </ul>		DSL Headteacher SENCo	<ul style="list-style-type: none"> <li>• Pupils have been identified</li> <li>• LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support</li> <li>• Action plan in place to ensure increased needs are addressed</li> <li>• Update personal plans</li> <li>• Allocate appropriate staff to support</li> <li>• See sections above for SEN/ SEMH/ Behaviour</li> <li>• All staff are made aware of the needs of our vulnerable pupils and that 2 classes may need to be combined.</li> </ul>	

<ul style="list-style-type: none"> <li>• Young carers</li> <li>• Any child who is struggling to access education at home – either remotely or through a provided hard-copy pack after identification from school staff</li> <li>• Those children living in challenging family circumstances eg living with parents struggling with drugs or alcohol dependency; Mental Health, Domestic Abuse or criminal offending.</li> </ul> <p>This may mean the school has to close 2 classes in order to offer face-to-face provision for our most vulnerable families in one class.</p>				
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Updated 03.09.2020 – PJH after full opening

14.09.2020 – PJH – after first known tests

28.09.2020 – PJH – after confirmed cases and updates from 23.9.2020 from the DFE.

01.11.2020 – PJH – after updates and full term experiences

04.01.2021 – PJH after new variant and post holiday mixing; some tier 4 schools shutting

03.03.2021 – PJH ready for reopening to all pupils on 8.3.2021

18.03.2021 – PJH – adding birthday sweets to quarantined items for clarification

03.05.2021 PJH – adding we're resuming clubs and limited marking and touch of exercise books – review after 17.05.2021 with the next National lockdown

14.06.2021 PJH – removal of masks outdoors and in class – but keep in communal areas – review again on 21.7.2021 and prepare for new term on 06.09.2021

27.08.2021 PJH – updated in light of full return to (almost) pre-COVID school life and advice received on 27.8.2021 from DFE.

21.08.2021 – SLT – updated ready for the new term and day-to-day organisation decisions.

04.01.2022 – PH – updated for Spring 2022

02.02.2022 – PH – Updated for Spring 2 2022