

SCHOOL:	Newchurch Community Primary School
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SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
							LOW (L) 1-8	NO FURTHER ACTION REQUIRED
1	Insignificant	1	2	3	4	5		
2	Low	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	Tolerable	3	6	9	12	15		
4	Major	4	8	12	16	20	HIGH (H) 16-25	DO NOT PROCEED
5	Intolerable	5	10	15	20	25		

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
Children			
01	Travelling to and from school	Y	Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport
02	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
03	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
04	Use of shared spaces	Y	Higher risk of contamination if pupils and staff use shared spaces
05	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
06	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons
Hygiene			
07	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities
08	PPE	Y	Lack of PPE when having to undertake a task where social distancing measures cannot be met.
09	Cleaning	Y	Ineffective infection control and increased risk of infection
10	Visitors and Contractors working on site	Y	Poor hygiene maintained and higher risk of contamination with additional adults working on site.
Vulnerable Individuals			
11	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
12	Supporting children with challenging or additional needs	Y	Risk in working with children in limited spaces around school
Staff			
13	Staffing level	Y	Lack of staff available to teach or carry out required tasks in school.
14	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school

15	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place
16	Staff working in more than one setting	Y	Cross contamination between sites and negating of nests/bubbles across sites.
17	Staff meetings	Y	Staff from various nests needing to interact during meetings causing risk of cross-contamination.
18	Marking	Y	Staff moving resources around the school.
19	Reduced leadership through SLT absence	Y	Roles and responsibilities changing if SLT members need to isolate.
20	Office staff	Y	Continuity issues if members of the school office are absent due to isolation
21	Intervention	Y	Risk of contamination through interaction with staff and groups through non-classroom based activities.
Curriculum			
22	Extra-curricular activities	Y	Children from nests interacting in after-school clubs.
23	Educational visits	Y	Children and staff working off-site in locations accessed by multiple schools and groups.
Communication			
24	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to school and the measures in place to protect against the coronavirus.
25	Parental contact	Y	Risk of contamination from external sources during unscheduled or unnecessary meetings.
26	New starters	Y	Ensuring that parents/families new to school are aware of systems and expectations prior to September.
Building			
27	Routine and statutory testing, inspections, flushing and servicing of equipment and systems.	Y	Lack of maintenance or statutory testing of equipment within school resulting in poorly maintained systems or contaminated water system.
28	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
29	Movement around the building	Y	Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building
30	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
31	Photocopying and printing	Y	Risk of cross-contamination through shared resources and spaces.
32	Maintenance	Y	Risk of cross contamination through staff moving around the building and visitors being on site.

Emergency Procedures			
33	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
34	Fire and emergency evacuation	Y	Maintaining social distancing where possible during an emergency situation.
35	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
36	Risk of infection due to 1 to 1 contact, such as first aid or restraint.	Y	Challenges presented by the need for 1 to 1 contact such as first aid or restraint
37	Registering children and evacuation needs	Y	Risk of children being registered incorrectly across nests.
38	Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Y	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19
Wellbeing			
39	Staff and pupil emotion wellbeing	Y	Emotional distress linked to phased return, events linked to pandemic and ongoing challenges.
Wrap-around care			
40	Social distancing of children	Y	Risk of children interacting with other nests.
41	Staffing	Y	Staff at risk due to interaction with variety of nests.
42	Food preparation	Y	Risk of children and staff interacting with resources and individuals when eating.
43	Arrival and departure	Y	Maintaining social distancing and interaction with other nests.
Lunch and food preparation			
44	Break / lunch times	Y	Mixing of pupils during break and lunch times and maintenance of social distancing measures
45	Provision of school meals	Y	Mixing of staff and pupils whilst providing school meals
Lockdown Procedures			
46	Communication	Y	Attendance and contacting vulnerables
47	Building	Y	Risk of contamination through being in contact with affected areas.
48	Staffing	Y	Risk of reduced staffing levels or cross contamination through nest groupings.
49	Critical workers and priority groups	Y	Ensuring continued care for children who have parents or carers who are critical workers or those children deemed vulnerable.
50	Wrap-around care	Y	Changes in availability of wrap-around care provision and effect on families.
51	Staff working in more than one setting	Y	Risk of cross contamination or staff availability in the event of localised lockdown.

Additional Control Measures			
52	Parental Conferencing Days	Y	Ensuring safe environment for adults to be on site.
53	Events	Y	Risk of cross contamination through whole school or class events.
54	Assessment	Y	Risk of sharing of resources during the assessment process.
55	Recruitment	Y	Risk of interview and application process causing cross contamination.
56	Working online (Staff)	Y	Risk of repetitive stress related injury.
57	Additional staff wellbeing procedures	Y	Risk of staff wellbeing affecting mental health and ability to work.
58	Regression in learning	Y	Risk of children becoming detached from their learning.
59	Holidays abroad	Y	Risk of introducing COVID and alternative variants to school.
60	Online safety	Y	Risk of accessing unsuitable material due to increased time online.

HAZARDS	POTENTIAL HARM	PERSONS AT RISK			EXISTING CONTROL MEASURES	RISK RATING	L/ M /H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		Staff	Pupils	Visitors		L x S = RR			L x S = RR	L/M/H

<p>01 Unable to maintain social distancing measures and mixing of pupils on home to school transport / public transport</p> <p>(Proximity of families to school make this a very limited risk)</p>	<p>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Ask parents and children and young people to avoid public transport if possible. • Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel • Parents, carers and families have been advised to walk to school where possible and avoid public transport. • Parents, carers and families have been frequently reminded about social distancing guidelines. • Walking buses recommended to reduce the number of adults on site. • Additional siblings to stay close to family group at all times. • Provide families and staff using public transport with a guidance leaflet and expectations for keeping themselves safe. • If public transport has been used by staff or pupils or face coverings have been used to get to school, pupils should be instructed to wash or sanitise their hands, remove their face covering before entering school without touching the front of face covering and wash/sanitise their hands again before continuing to their classroom. A bin (lidded if possible) should also be provided to ensure face coverings can be disposed of appropriately at entrance points. • If a child is ill and needs to be sent home from school where public transport needs to be used, the LA will be contacted to send recommended transport. This will reduce the risk of infection on public transport. If parents/carers are able to collect, this will be the preferred method of transportation. 	5	L	<ul style="list-style-type: none"> • Advise children and young people to remain 1 metre + apart on school transport where possible (Proximity of families to school mean that public transport use is unlikely). • Advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities advise them to use hand sanitizer • Where it is in school’s control, make sure transport providers do not work if they or a member of their household are displaying any symptoms of and follow hygiene rules and try to keep distance from their passengers. • Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts. • Provide guidance or training for school pupils on how to use school transport. • Substitute smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers (Proximity of families to school mean that public transport use is unlikely). • Cordon off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out. (Proximity of families to school mean that public transport use is unlikely). • School contacted all parents to survey those who may use public transport. Pupil Premium funding directed towards alternative transport where possible. 	5	L
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<p>02 Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Each cohort will become a ‘Nest’ akin to a bubble. Each nest will be given a designated arrival and departure time for dropping off and picking up children. • Two classes will be able to arrive and depart simultaneously using alternative exits. (See image below) • Siblings have been arranged to reduce waiting time for parents and to ensure limited queuing. • Children in wrap around care will be subdivided into cohort specific groupings – the hall space used for this group. (See image below) • Staff will be on site prior to the arrival of classes at 8:30am unless contractually agreed otherwise. • Classes will have a staggered start with Y6 entering initially. Following this one class from KS1 and one from KS2 will enter at intervals. (See image) • Marker posts are placed in grass verges next to path to mark social distancing expectations. Staff will be in place to ensure that queuing adheres to social distancing guidelines. • Class teachers will be present for the arrival of their cohort to ensure that children can enter once they arrive and limit queueing. • Each cohort will be in two groups (linked to the position in the classroom in which the child sits). The arrival time for each cohort will be in two sections to avoid large queues. Each class will have a 10 minute window for arrival. Alteration made to allow parents of cohort to enter on arrival within ten minute window, as long as social distancing is able to be maintained. This reduces any congestion on the gate. • Parents will not be permitted to enter the main building during pick up or drop off. Parents will leave the 	<p>15 M</p>	<ul style="list-style-type: none"> • Walking buses to be suggested to families within the same nests to reduce the number of adults on site at any given time. • KS1’s lining up process for adults is clear; however in winter months, where KS2 need to use the car park, a cordoned off area will be put in place each evening where adults need to stand. This is to ensure that KS1 parents following the one way system do not have to walk through waiting KS2 parents. • Staff from KS2 will patrol the school car park on releasing their class in order to ensure that parents and families move away from school grounds. • Timetable for drop off and collection has been reviewed to offer a five minute window for each cohort. This will then allow a window for clearing the school grounds before the arrival of the next cohort. This will be communicated to parents. 	<p>10</p>	<p>M</p>
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				<p>children at the gated entrance and then follow the one-way system to leave the school grounds.</p> <ul style="list-style-type: none">• Parents picking up children will adhere to markings to remain 1 + metres apart. The child of the parent/carer at the front of the line will be permitted to leave first.• Children will enter and exit the building one at a time adhering to established social distancing measures.• Once a child has been collected, families will follow a directed path away from the building to avoid queuing parents/carers. (See Image 2)• Staff will not leave the building during these pick up times to avoid the car park being used.• Staff will be positioned at key points to ensure a flow of families and no congregating.• School gates will remain half-closed to ensure that no vehicles gain access to car park during drop off and pick up. This will also be manned by a member of staff.• Social distancing posters prominent around the school building and grounds.• Front entrance will remain the thoroughfare for wrap-around care children and all staff.• Children instructed to wash hands on arrival and departure. This will be monitored by staff member attached to the specific nest.• Parents will be informed that only one adult will be allowed to drop off or collect a child at any time to reduce crowding. This will be reaffirmed at the school gate by member of staff.• The parents of any pupils travelling home or to school unaccompanied (likely Y6 children) must have informed the school office of this to					
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					<p>ensure an up-to-date register and avoid children waiting for collection.</p> <ul style="list-style-type: none">• Parents dropping off children from multiple nests will need to wait beyond the school gate for correct admission time – this will be monitored by staff at gate but parents will be expected to adhere to social distancing themselves (this will be communicated to parents).• Children will not be admitted to school outside their designated time unless it is essential to do so and has been communicated to SLT. This may include where children have restricted movement e.g. wheelchair users (None currently on site)• School steps will not be in use during this period and all access will be through the main gates. A member of staff will be positioned at the top of the steps to ask parents to walk around and enter through the main gates.• Masks will be expected to be worn by all parents dropping off or picking children up (unless exempt from doing so). Masks will be available on the school gate if parents have forgotten.• Staff will wear face coverings when collected the children or seeing them out.					
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<p>03 Higher risk of contamination if pupils and staff use shared equipment and resources</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Resource packs in place for each child and staff member to reduce the risk of cross-contamination. • Curriculum to ensure that sessions reduce the risk of cross-contamination. • Limited amount of shared resources in use • Reading books to be taken from designated nest libraries. Any books from central store will be changed on a Friday and quarantined for 72 hours before returning to the system. • Where materials need to be shared, they will be cleaned more frequently. The amount of shared resources will have been greatly restricted through removal of objects and individual packs made for children containing necessary resources. • Shared resources selected for ease of cleaning. These will be cleaned through the use of sterilization tablets on a weekly basis and before being used by another nest. • Central order completed by SLT and admin team to ensure that pupils and staff do not need to share basic resources. • Clear, zip-up wallets purchased as storage for each pupil to ensure that pencil cases are not required in any classroom. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • Water fountains not being used and children to bring in own water bottles. Staff to refill water bottles from purchased bottled water. Child opens lid, staff fill bottle without coming into contact with child's bottle, child replaces lid. Disposable cups provided for children without a water bottle but staff will speak with parents for the next day to ensure they have one. • Shared resources which are subject specific (e.g. PE) will be cleaned after use where possible. Curriculum timetabling will aim to assign resources to nests for a set time e.g. science units will only occur in one nest per half term. This also includes resources for research and computing e.g. laptops and iPads. • New variants pose greater risk of passing on COVID strain. Staff will be retrained on expectations around sanitizing resources which have the potential to be shared through staff handbook and staff briefing. All staff will be expected to interact with the guidance set out by school. These processes will include the washing/sanitizing of hands at specific times (including around breaks and lunch), the restriction of shared resources where possible (including the use of personal packs for all Y2-Y6 pupils) and the systematic cleaning/spraying of shared resources in EYFS and Y1 (COSHH, training and masks to be provided for any sprays/cleaning products used). 	<p>10</p>	<p>L</p>
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<p>04 Higher risk of contamination if pupils and staff use shared spaces</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Deep clean to be completed over the summer to ensure all spaces are ready for reopening. • SLT and admin to liaise with cleaning team to develop schedule for cleaning. • All classes and shared spaces to be cleaned daily by cleaning team following use. • Shared spaces timetabled and cleaned between uses by separate nests. • Children and staff will ensure to wash hands/sanitise when they change rooms. • School staff in each nest to maintain cleaning of key resources e.g. tables – particularly prior to and following the children eating in class. • Appropriate risk assessments are in place for use of cleaning products, particularly in line with COSHH/MSDS sheets. Ensure staff have received information on safe use. • Breaks to be staggered to ensure that shared spaces are not over-crowded, notably the staffroom, reprographics and storage rooms. Staff will be expected to clean spaces and touch points after use. • Hall space may be used for PE or music activities but will be cleaned where possible. Shared resources will not be used in these spaces e.g. climbing frames. Class sizes will be halved during these sessions. Where possible, outdoor spaces will be used. • Pinch points clearly demarcated around the building to limit close contact of individuals. • Induction process in place for classes to teach about signage – this will include a social story for each year group. • Each nest to have own entrance and exit door, hand wash and toilet facilities to ensure nests do not cross over. (See images below) 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • Outdoor spaces are segregated to ensure a space for each nest. Nests which are next to one another will not be scheduled to be outside at the same time to ensure space between nests. (See image) • Clear routes will be in place for children to move to their designated space. • Midday assistants will be given induction by SLT to ensure that systems are in place, understood and followed. • Kitchen staff to remain in their own ‘nest’ and limited engagement with children. Children will scrape their own plates, etc. • Middays allocated for KS1 and KS2 for indoor supervision at lunchtime to ensure that there are limited adults sharing the space with children in the nests. • Interventions keep within phased groups and places allocated to each teaching assistant. Children will take their resources with them, wash their hands and the area will be cleaned after use. • Young children, who find it difficult to thoroughly wash their hands (limited number of children) or have allergic reaction to the products will be provided with skin friendly cleaning wipes. • Early years’ provision for indoor/outdoor learning will be timetabled rather than free-flow to limit group size and overcrowding. • Staff to consider the positioning of children in class and their assigned lockers to reduce any crossover and risk of contamination. • Children will be able to access their locker based on their seating position during breaks and when arriving or departing school. Children on the front row will go first and then leave via designated channel (Y4 and 5) or exit (Y3 and 6). • Lockers will be cleaned at the end of the day by cleaning staff. • Children will not be able to access the lockers of others. Children will only come into contact with their own doors. • Each child on a row in class will be allocated to a locker distanced from another. There will be no point were adjacent lockers are being used at the same time. • PE kits will be kept on throughout the day to limit the need to access lockers. 	<p>10</p>	<p>M</p>
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				<ul style="list-style-type: none"> • Staff to bring own mugs and utensils to avoid cross-contamination. • No personal belongings to be left on top of lockers in KS2. • On days with scheduled PE sessions, children will attend school in PE kit. • Children in KS1 to use coat hooks as normal. • Two children to be sat at one table which will be front facing. • Teacher and other adults to remain 2m from the children and other adults where possible. • Activities which involve the children talking to one another should be limited and no longer than 15 minutes. • All staff retrained on the expectations of cleanliness and hygiene within the building. This includes elements such as spraying tables, cleaning of toilets and emptying bins. The classroom will also be arranged in order to reduce the risk of transmission of COVID. • Classroom checklist in place to ensure that space is accessible for learning: <ul style="list-style-type: none"> ○ Tables to remain in rows for KS2 and to return to groups for KS1 (in line with difficulty in social distancing at KS1). ○ Resource Packs available to each child to reduce items coming into school and movement around the room. ○ All surfaces decluttered to ensure that cleaning is easier. ○ Tissues placed around the room to ensure that children can access them easily. ○ Hand sanitizer available in all classes under staff 		<ul style="list-style-type: none"> • Where possible, children will be persuaded to not use lockers if not needed. • Activities which involve staff working within 1 metre will mean that the staff member must wear a visor or face covering as per guidance. This will be maintained for the duration of the session. Any face coverings will be disposed of correctly following the session and a new one used if working with a new group of children. Visors will be cleaned using Selgiene Extreme T500 spray (or equivalent) between sessions. • Year One classroom space to be reviewed to reduce chance of pupils being too close to staff. Consideration to be made when lining the children up at the door which comes close to the teacher desk/computer. • Year One will use the outdoor classroom and hall for additional input and working space. The entrance hall will prioritise Year Two. • Reception children will be split into two groups to use the indoor and outdoor spaces as much as possible in order to reduce the number of children in the class environment at any time. • Increase in numbers during lockdown will result in changes to spaces in which classes may work. Larger classes may be split across more than one space e.g. computing suite and Y4 classroom. 		
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					<p>supervision for any occasion when washing hands at the sink is not possible.</p> <ul style="list-style-type: none">○ All soft furnishings removed where possible or limited to specific staff use (if chairs).○ 2m work area established in all classes to ensure that staff have socially distanced work space. (Staff to wear correct PPE if working within this distance.○ COVID kits in one place and left out of reach of children to ensure that COSHH is maintained and that they are for designated staff use only.)○ All windows to be open when the room is in use. Doors to be opened during break times and if the room is not in use.					
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<p>05 Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> Outdoor play equipment and trim trail has been taped off to ensure that it is not used. No shared resources to be used during breaks. Materials provided for each child where possible e.g. skipping ropes or each nest e.g. a designated ball etc. Break times are staggered with set areas for nests. (See image) Member of staff for each nest to supervise during breaks to ensure that children are supervised and social distancing is maintained. Year One will have access to the outdoor play equipment (trim trail) as it falls within their nest break area. The children will only use the outer equipment – in line with the school risk assessment for the play area. 	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> Each nest will have access to elements within their area e.g. goalposts. These will not be shared. Where cleaning is necessary they will be sprayed and wiped down with Selgiene Extreme T500 spray (or equivalent) from nest COVID-19 Kit. Read COVID-19: cleaning of non-healthcare settings Staff trained on safe use of any cleaning products. Robins wrap-around care to be split into nests linked to cohort groups. These nests within after-school club will have designated outdoor times and areas which they can use, to limit possible interaction with other nests. (See image below) Playground climbing equipment etc will remain closed off for wrap-around care in line with expectations within the school day. 	<p>5</p>	<p>L</p>
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<p>06 Unable to maintain social distancing measures during contact sport and physical education lessons</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • As part of induction, staff have been given outdoor activities booklet which shares social distancing games. • Physical education curriculum planned to ensure that social distancing is maintained. • Equipment provided to each child where possible to aid social distancing and limit risk of cross contamination. This equipment will be specific to each child and will not be shared. • Curriculum will be timetabled for shared resources e.g. iPads to ensure that only one nest is using them during a set period to allow for cleaning and quarantining. Equipment will be assigned to individuals e.g. rackets, tennis balls etc. This will include any use of larger PE equipment e.g. benches etc. • Curriculum rearranged to limit any possible physical interaction sessions. • PE lead to organise equipment for all sessions including auditing and ordering of new stock and checking against current planning. • Reduced class sizes for PE sessions where possible to reduce the amount of interaction between children and staff. • Timetabling of outdoor activities to reduce number of children and staff outside at one time. • No contact sport to take place under any circumstances unless guidance states that it is allowed and risk has been assessed and approved by SLT. 	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> • Do not play sports or games together in line with the guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • PE curriculum to focus initially on fitness and personal best activities using Real PE resources. 	<p>5</p>	<p>L</p>
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<p>07 Mixing of pupils/staff during visits to toilets and hand washing facilities</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Advise pupils and staff to wash their hands for 20 seconds using warm water and soap. • Female staff toilets will be used as unisex facilities during rephrasing process. This will be to allow the disabled toilets to be used as the emergency facilities for anyone who is symptomatic and allow for ease of cleaning. One cubicle allocated to female staff and one to male. • Staff toilet will be one member of staff at a time – staff will place their lanyard on the exterior door handle to show that it is engaged and to limit cross contamination. • One child at a time to be able to access the toilets from any given nest. • Children reminded to wash hands after using facilities at designated sinks in line with guidance. • Facilities to be cleaned at designated intervals throughout the day (notably lunch times by staff) and to receive clean from cleaning staff at the end of the school day. • Classes to have allocated unisex toilets rather than gender specific toilets to avoid risk of mixing nests. • If a child is ill in toilets a deep clean will take place before being used again. • Bin lids are removed to reduce contact with bins. • Liquid soap used rather than bars. • Staff to place lanyard on exterior toilet door to inform other staff that toilet is in use to avoid pinch points and reduction of social distancing. • Staff to wipe down toilet after use. (PPE available) 	10	M	<ul style="list-style-type: none"> • Allergy list will be closely monitored by admin and SLT to ensure that children using hand sanitizer or soaps does not cause an allergic reaction. • Families sending in any of their own soaps must inform the school office and ensure that it is clearly marked up with their name to avoid it being used by others. 	5	L
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					<ul style="list-style-type: none">• Regular checks on amount of resources in place e.g. paper towels and liquid soap.• Lidded bins in place for hygienic containment of waste paper etc.• Hand dryer not to be used in staff toilet.					
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<p>08 PPE</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Where PPE is identified as required; an adequate supply of these must be provided and available for use. These will be available through COVID-19 kits in key points throughout the school. This will include IIR2 mask as a minimum if the activity is likely to generate aerosols. • Each nest will have access to a COVID-19 kit. • Social distancing measures and practice of good hand hygiene behaviours will be the main source of safeguarding during reopening with PPE (e.g. IIR2 mask) only necessary when deemed at risk or if needing to work within close proximity where particles may become aerosol distance. • Face coverings will not be worn as standard within classroom and school set up along with 1m + distancing used as safeguarding measure – this is to ensure that the mental health of the children is not affected. Where risk has been identified or the possibility of working within 1m is needed then face coverings will be part of essential and available PPE. • Staff recognise that face coverings are used to protect others if the wearer is symptomatic but unaware at that point. • Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. • Handwashing should be continued throughout the day. • Schedule for handwashing along with expectation following using toilets etc is set into the staff handbook and social story for returning groups. • Staff advised on avoiding touching face coverings whilst wearing them to avoid contamination. 	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> • Where social distancing cannot be met it is essential that further measures are introduced to minimise the risk considers using protective screens, PPE, keep time to a minimum, etc. This includes during first aid or essential team teach procedures. • Staff will be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely. This is part of the return to school staff induction. • Two designated bins will be marked using laminated sheets. Items used for cleaning or PPE will be double bagged and placed in these. They will be left for 72 hours with a spare bin being used for the following week prior to cleaning. • If working in close contact with a pupil or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. See GOV.UK guidance regarding personal protective equipment. • Face coverings are available for all staff working in close proximity (2m for more than 15 cumulative minutes) with any individual. • Visors cannot be worn in isolation but as an additional layer of PPE in conjunction with a face mask. • Staff may provide their own face masks but school will also provide alternative. 	<p>5</p>	<p>L</p>
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					<ul style="list-style-type: none">• Face covering should be changed if it becomes damp or if you have touched it.• Face coverings need to be adequately fitted to ensure that nose and mouth are covered.• Change and wash face covering at least daily. (and if appropriate depending on material should be washed after use)					
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<p>09 Cleaning - ineffective infection control and increased risk of infection</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Additional cleaning requirements and hours agreed with provider • Cleaning kits available in specific points around the school building. • Toys, desks, chairs, doors, sinks, toilets, light switches are cleaned more regularly than normal – a checklist and timings document will be provided for all areas and for staff to sign when they have been cleaned. • Spaces are well ventilated using natural ventilation (opening windows) or ventilation units which draw the air out of the space. This does not include units which circulate air. • Agreed schedule with the Cleaning Service – additional cleaning of tables and chairs, surfaces each day rather than the scheduled twice a week as per SLA. • Clear desk and surface policy to remain in place to support cleaning regime. • Cleaning Services has adopted the <u>COVID-19: cleaning of non-healthcare settings guidance</u> • All cleaning materials and hand sanitising products to be placed in the nest which is locked and only accessed by designated staff. This is a secure room which is not in use by children. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • Deep cleans of the building are put into place where there is a confirmed case of COVID-19 – contact Julie Edinburgh • Frequently touched surfaces are cleaned regularly with detergents. • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding – fire marshals will close fire doors in the event of the fire alarm sounding whilst doing school checks), to limit use of door handles and aid ventilation – when cleaning providers complete deep clean at the end of the day, door is closed and no entry sign is put in place. • In the case of a symptomatic child or member of staff, the space used to care for the child will be cleaned with bleach following them leaving the school building. • Inventory linked to COVID-19 kits and cleaning resources will be checked at the end of each week by the school admin team with supplies purchased to restock where necessary. • Door handles around the school will be cleaned intermittently throughout the day by office staff. 	<p>10</p>	<p>M</p>
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<p>10 Visitors/Contractors</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Contractors' reference sheet in place at front office regarding protocols when on site. • Restricted areas available to contractors and accompanied by a member of staff. • Expectation for handwashing on entry. • Area of working cleaned down after use. • Office to be aware of and approve any work on site. No unsolicited works will take place. All correspondence to go through SLT and Administrative teams. 	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> • Contractor contact details to be completed on arrival and kept in the school office should they need to be contacted for 'Test and Trace'. Any materials used will be cleaned when task is complete. • Space identified for any therapy sessions which will be assessed prior to use, monitored and cleaned following use. 	<p>5</p>	<p>L</p>
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<p>11 Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> Children and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield until August 1st and not attend school. (Subject to change). Phone calls home to establish this. Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until August 1st. Timetabling and duties of each staff member taken into account during return (restricted deployment outside of phase nest e.g. LKS2) If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised that they are able to return to school from August 1st when shielding ends. School will discuss the needs with all groups and individuals deemed as vulnerable prior to returning to school. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on- 	15	M	<ul style="list-style-type: none"> Site manager working hours to be reorganised to reduce the amount of time spent in school during heavily populated times. Clear monitoring of social distancing processes to decide if it is safe to accommodate those designated as being extremely vulnerable. Child's personal health care plans shared with designated adult in given nest. Staff and pupils will be able to return to work/school when school reopens and their classes phase in from August 1st. Meetings with vulnerable families and employees will take place to discuss additional requirements or concerns. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Risk assessments in place for those previously under the vulnerable register/shielding or those designated as vulnerable by school during the return to education. Where possible, site manager will be able to access the school building at the weekend between set times agreed with the Head Teacher. Only agreed, low stress, activities will take place at this time e.g. flushing of taps. Site manager will make Head Teacher aware when on site and when leaving. This will be reviewed in line with any personal risk assessments. Clinically vulnerable staff and pupils will be expected to shield and not be on site until 1st February in line with guidance from Public Health. 	15	M
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					<p>shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <ul style="list-style-type: none">• In the event that any staff member becomes vulnerable due to changes in health e.g. following operations, new recurring illness, pregnancy etc, a personalised risk assessment will be put in place with regards to COVID and also for the identified condition. This will be aside from this risk assessment and may have restricted access with regards to key staff.					
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<p>12 Supporting children with challenging or additional needs</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • EHCP risk assessments completed/reviewed to reflect changes in provision. • Space identified and demarcated (Chatty Hut) around the school building for the removal of children for variety of reasons e.g. anxiety, stress, behavioural issues. • Children identified who are prone to spitting or likely to cause respiratory droplets. • Additional cleaning in place for children who are prone to spitting. • Staff working with children who are identified as being likely to cause air born, respiratory droplets will remain 2m apart and will have access to correct PPE e.g. IIR2 mask and face shield. 	<p>20</p>	<p>H</p>	<ul style="list-style-type: none"> • Break out space will be resourced to support children with additional needs or challenging behaviours. • Phased return for children identified as having complex needs – working towards full attendance. This has been negotiated with parents and children. • Nurture sessions timetabled for children identified as needing additional support. • Review of pastoral systems and behaviour policy in place. • Parental conferences used to discuss the wellbeing of the children on their return and any additional needs linked to children with challenging behaviours. • Children who have a tendency to attempt to move around school will have tighter restrictions. This will be put in place through conversation with class teacher, SENDCo and parents. The space used with these children will be important along with the use of the outdoor space. This will be highlighted through individual risk assessment documents. 	<p>15</p>	<p>M</p>
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<p>13 Staff shortage or absence due to COVID-19</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • COVID fund used to support school with site manager duties, until return of full time site manager. • Tasks usually undertaken by site manager which can be performed by other members of staff will be conducted by SLT. • Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms. • Ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, SENDCo, first aiders / fire wardens, caretaking and cleaning staff. • Staff who had been identified as vulnerable and who had been shielding will return to the workplace when school reopens. This may include revised timetable or duties if agreed with SLT to ensure that wellbeing and health are key priority. Meetings will be held with these staff at the earliest possible date to discuss any additional need and to complete necessary risk assessment. • All staff have been asked to complete a Lateral Flow Test (LFT) provided by school twice per week (Monday and Thursday) – as of Monday 25th January. All results need to be messaged to Head Teacher or senior lead before 7:30am to ensure that actions can be put in place if cover is needed in any cohort. • When Lateral Flow Test (LFT) pack is fully used, school will provide a new one. Each pack contains 7 test sets. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • Contingency plans will be in place in cases in which individuals are absent in order to reduce movement of staff between nest groups (this will include nest groups e.g. LKS2, UKS2 etc which will have specific adults attached to each group). • Staff absence will be covered by part-time staff or specialist teachers already part of the Newchurch team. • Staff to be canvased as to any holidays that are booked to places that require them to be quarantined. Staff to be deployed to work from home if this is possible. • Staff will be advised to download the Test and Trace App to their mobile devices. • Where staff work across more than one class, adjustments will be made to limit this during control measures. Timetables will aim to have staff members attached to classes for the full day in order to limit the risk of crossing over of nests. • Staff have the right to work remotely or refuse to come into the building if working legitimately under Section 44 through guidance from Public Health or teaching unions. https://www.legislation.gov.uk/ukpga/1996/18/section/44 • Staff covering PPA in more than one class have been purchased a laptop to reduce the use of shared resources. • Reorganisation prior to half term has allowed for TAs to be moved into alternative cohorts to reduce the crossover and allow for PPA to be covered. This limits the amount of bubbles any staff member is in contact with. 	<p>15</p>	<p>M</p>
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<p>14 Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Stagger arrival and departure times • Advise staff to adhere to the social distancing measures at all times including when entering and exiting the building • Staff PPA to be taken off site or in a designated space (distanced in staff room) in order to reduce number of adults on site. • Staff induction to take place as return to school procedure. • Ask staff to wash their hands on arrival and prior to leaving the school – hand sanitizer station installed in front entrance • Staff made aware of pinch points around school and one way system (See Image 1) • Staff handbook in place for all staff working on site. • Handwashing posters in position around school. • Hand sanitiser in position around school for staff use e.g. staff room, reprographics, office etc. • Social distancing posters prominent around school. • Staff trained and advised on social distancing expectations. • Staff able to walk to school advised to do so where possible and safe. • Staff signing in procedures to be passed on verbally to office staff to avoid entrance into school office and cross contamination of materials. 	10	M	<ul style="list-style-type: none"> • Staff instructed not to leave school when children are being filtered of site to avoid use of the car park. • Staff register to be kept by admin staff in event of emergency procedures. • Additional staff and visiting teaching staff will be expected to enter through the main entrance and will be instructed on procedures by admin team. Register of adults on site to be taken verbally by office staff along with key contact details in the event of tracing procedures. 	5	L
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<p>15 Visitors do not adhere to social distancing measures put in place</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Encourage potential visitors to contact the schools remotely rather than visiting the school • Provide a specific time window for essential visits to school • Maintain a record of all visitors, including contact details • Only essential visitors with agreed permission to be permitted to access the school building. • Visitors will be prioritised outside of school hours. • No visitors arriving without permission will be permitted to enter. • All visitors informed of social distancing guidelines and health and safety expectations. • Admin staff member to accompany visitor to assess any materials touched and any need for further action e.g. disinfection. 	10	M	<ul style="list-style-type: none"> • Office recording contractor visits on separate sheet and contractors' information sheet with procedures provided on arrival. All temporary staff/visitors must leave their contact information with the school office, who will store this information securely for at least 21 days, to enable tracing should there be a confirm case of COVID-19 linked to the times they have been onsite. Upon discovery that there has been a confirmed case of COVID-19 DSL and health and safety lead will coordinate contacting Public Health England and follow guidance for next steps. • Digi-greet system will not be in use at this time to avoid cross contamination. • Peripatetic teaching services e.g. music sessions, will not recommence initially to avoid children moving around the building, use of shared resources and additional adults on site. Peripatetic sessions will be able to recommence only if Public Health guidelines are met (staff frequently tested, adhering to school policy). This will largely be outdoor activities linked to sport but may also include music sessions where social distancing can be maintained. Any peripatetic staff coming on site will need to read the policy and handbook linked to working in school at this time. • Where sessions can be rearranged e.g. rugby sessions in PE, staff will endeavour to do so. • Whole class brass session to recommence in school hall with children and teaching staff safely distanced in line with music service risk assessment. • Student teachers will have access to all risk assessment documentation and staff handbooks through thorough induction process. This will be completed by the school office, SLT and class teacher. • Where necessary, external tutors will be granted access to school where social distancing can be maintained, hygiene rules are adhered to and establishments are conducting their own robust checks. If school Newchurch does not feel as though these expectations are met, they reserve the right to refuse access on site to any tutors or visiting professionals. 	5	L
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							<ul style="list-style-type: none">• All ITT pupils or those on TA training will have access to a mentor to support them in school which will extend to any concerns linked to COVID procedures.• If children need to work remotely at any point, student teachers/TAs will be guided by class teacher and SLT to ensure that they are able to interact with pupils online in a safe and productive manner. This may result in a reduction of duties at this point and may render some teacher/TA standards inaccessible at this time.		
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<p>16 Staff working across multiple sites</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Timetable established for staff working in more than one setting to allow for adequate hygiene procedures to be put in place. • Staff to be given set group to work with in school to avoid multiple nests being affected in the event of local lockdown. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • Expectations at other sites discussed with staff and other providers (e.g. other school) where possible. • Where possible, tasks will limit the amount of contact with nests. • Agreed protocol for informing school of lockdown in place between schools. 	<p>10</p>	<p>M</p>
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17 Staff meetings	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Staff meetings will be held in set spaces which allow for social distancing to be possible e.g. computing suite or hall. • Meetings will be held virtually where possible using Google Meet system. This will be the case during heightened risk of spreading of COVID-19 or on recommendation of Public Health and LA. • Staff meetings will be held for set time to allow for staggering of staff leaving building to be established. • Staff made aware through induction of need for vigilance in social distancing. • Activities for staff meetings will be timetabled by SLT to reduce the need for physical staff interaction with one another. 	10	M	<ul style="list-style-type: none"> • Staff to clean any work station used following meetings ready for next user. • Confidential meeting will not be held remotely unless safeguarding procedures are satisfied. • CPD identified and in place to support staff in managing the return to school of the children. 	5	L
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<p>18 Marking</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>		<ul style="list-style-type: none"> • Staff will be advised to mark any work within their nest where possible to avoid removing resources from the room. • Where staff have PPA or need to leave the building, resources will be provided. • Marking and feedback policy has been revised to ensure that expectations around marking and feedback are clear to staff. 	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff supplied with trolleys for moving books and resources off site to avoid them being carried or placed in non-designated areas. • Staff will not be expected to mark books from alternative nests or interact with their resources. • Lessons should be planned for self-assessment where possible. • Marking of homework will be completed entirely online with staff not expected to mark or retrieve and paper based homework which the children bring in. • Staff will not be expected to respond to direct comments from parents or to mark and return homework outside of their working hours. This is also true in the event of a school closure. 	<p>5</p>	<p>L</p>
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<p>19 Reduced leadership linked to test and trace.</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Leadership will work remotely and be contactable. • DSL responsibility in school will revert to deputies. • SLT members remaining in school will assume responsibility in the building, this will be communicated to all staff via the office. • Classes will be covered by established TA cover. • Governors will be made aware of any absence within SLT to allow for additional support. • Rotation of SLT beyond head and deputy in class and out of class if necessary. • SLT virtual drop-ins will be conducted alternate days to ensure support to SLT is provided. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • 	<p>15</p>	<p>M</p>
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<p>20 Office staff</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Only one member of the office team will be in at any one time to reduce working at close quarters and to protect school in the event of test and trace. • Remote services have been established to allow access for office staff to key systems at home. • Office staff to liaise with one another on key tasks and create a schedule of actions which need to be completed – office hangout allows for this. • Office staff to clean down any shared surfaces and objects used e.g. photocopier. • Where possible, office staff will have separate resources e.g. staplers etc. • Staff made aware of the need to not access the office unless permitted to do so in order to limit the number of people in the room. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • Any donations to school PTA or payment for ongoing activities (e.g. lunches) will be made through parent pay to limit any cash entering the school building. • Letters will be placed on the school website rather than handed to the children and permissions sought through Google Forms. Any letters which do enter the building will be collected in the red folders by class teachers with hand sanitisation taking place before and after. The bags will be dropped off at the office when staff are removing their litter at lunch time. Office staff will ensure that they also hand sanitise when coming into contact with any correspondence. • Office staff will use a quarantine system to ensure that mail and other information for the office are not handled for 72 hours. Items will be placed in the box near the door then the box will be replaced for the following day. • Staff using the office phones or computers will need to ensure that they are wearing a mask where possible to protect the office staff. 	<p>15</p>	<p>M</p>
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<p>21 Intervention</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>		<ul style="list-style-type: none"> • Designated space in school is identified for intervention – only used in the morning, cleaned and then the afternoon. • Children to bring their own base equipment from class. • All work spaces to be cleaned by staff member after use. • Group intervention to take place in timetabled larger space to allow for distancing. • Children and staff not seated face to face. • Children and staff to wash hands on entry and exit. 	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff supporting children will be from the same bubble where possible. • Clear timetable for the use of intervention linked to additional needs e.g. drawing and talking. This will be used to limit the crossover of bubbles. • 	<p>10</p>	<p>M</p>
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<p>22 Extra-curricular activities e.g. clubs</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • After-school clubs will be suspended until SLT feel that it is safe for them to commence. This will be reviewed at the end of each half term. • Children will need to leave the school site at the designated time unless accessing wrap-around care. • Clubs which use additional external support will be suspended at this stage and rescheduled where possible by staff lead e.g. rugby club. • Children will enter wrap around care through class corridors. This will be before the other children have been dismissed. 	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • Materials may be placed online for digital extra-curricular clubs which can be led remotely by staff members e.g. computing activities etc. • Bike Right to take place following risk assessment review. Social distancing can be maintained. Masks will be worn by cycling staff if needing to interact with children. Permissions from all parents of children involved will be collected in line with trips policy. • After-school clubs to commence outdoors only after the Easter break. Clubs will be restricted to individual cohorts with no nests being allowed to cross. Class staff and PE apprentice will be able to run clubs. All clubs will carry an individual risk assessment based on the nature of the activity, resources, participants and location. Where necessary, that risk assessment will fall under the guidance of this whole school document. 	<p>5</p>	<p>L</p>
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<p>23 Educational visits</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Educational visits will be suspended from September. This will be reviewed at the end of each half term. • Residential trips for autumn term have been suspended and will remain so until guidance supports them going ahead. SLT and admin teams will negotiate the possibility of a rescheduled date for later in the year. Educational visits coordinator in contact with residential visits sites in order to ensure that trips can restart when it is deemed safe to do so. • Visiting groups will not be able to access the school during the autumn term. This will be reviewed regularly by SLT. • Any educational visits will use the www.warringtonvisits.org.uk and work in conjunction with Sarah Holmes to ensure that all necessary safety procedures are in place. 	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • Virtual tours will be used where possible as part of the curriculum enrichment for pupils. • Refunds will be negotiated by SLT and admin where necessary to support families. • Families will be consulted prior to any off site activity if they are deemed able to recommence. 	<p>5</p>	<p>L</p>
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<p>24 Lack of communication with parents/carers and staff members</p>	<p>Parents/carers may feel anxious about their child returning back to school or may not want child back to school due to lack of information on the controls in place to manage the risk of Covid-19. Staff may feel anxious about returning to school due to lack of information provided or the expectation placed on staff on returning back into the workplace.</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> Staff handbook and return to work induction will be used to reintegrate and train staff prior to school opening. Senior leaders to ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected. All risk assessment documentation shared with staff well in advance of September Strong communication maintained with parents and carers prior to September and throughout full re-opening of school. School website and Google Suite for Education used as means of interacting with parents/carers. Any children not returning to school will be contacted regularly to establish reasoning and to support full return in line with Warrington Authority attendance expectations. All precautionary and preparatory documentation shared with parents prior to school reopening (e.g. risk assessment, curriculum planning, staffing structure). Staff handbook created to demonstrate how the reopening will take place – including all foreseeable health and safety concerns. All off-site activities have been suspended or rescheduled by office staff. Page on school website directing individuals to support for mental health established. GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus 	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> All procedures and expectations will be reviewed and reaffirmed with pupils and parents on a regular basis. SLT will have conducted online meetings with all groups (teachers, support staff, kitchen, wrap-around care, middays and governors) to discuss any concerns linked to reopening. Social stories for each class will be created to share with them the expectations in September. SEND children will have agreed pathways of returning to school which have been negotiated by the parents, school and child. Regular communication to staff and parents of the need to engage with the NHS test and trace process. Clear communication on the school website and through the school newsletter regarding the expectations of isolation for any member of the school community who has tested positive for COVID-19. Staff will be consulted about risk assessment changes at each stage of review. Any points raised and amended will be communicated with all staff and parents. Risk assessment and any amendments will made accessible through the school website. Any donations to school PTA or payment for ongoing activities (e.g. lunches) will be made through parent pay to limit any cash entering the school building. Letters will be placed on the school website rather than handed to the children and permissions sought through Google Forms. Any letters which do enter the building will be collected in the red folders by class teachers with hand sanitisation taking place before and after. The bags will be dropped off at the office when staff are removing their litter at lunch time. Office staff will ensure that they also hand sanitise when coming into contact with any correspondence. In the event of a confirmed case, the individual will be expected to isolate for a period of 10 days from the point of taking the test. Those who have been identified as having been in close contact will be asked to isolate for 14 days from the last point of contact. Upon the conclusion of the isolation period, school will speak to the individual (staff) or parents/carers (child) with 	<p>5</p>	<p>L</p>
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					<ul style="list-style-type: none">• CPOMS system to be used to record any concerns linked to individual pupils and their families.			<p>the confirmed case and ensure that there are no ongoing issues which would result in an extension of the isolation e.g. high temperature, sickness, diarrhoea. If these symptoms persist, the individual will need to continue to isolate. If a cohort or group of individuals have been isolated, those who have been away from the affected individual will be able to return after 14 days if they have not become symptomatic or tested positive themselves.</p>		
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<p>25 Parental contact</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Parents collecting children will only be able to do so from designated collection points and at instructed times throughout the day. • There will be no expectation for staff to meet with parents on a 1 to 1 basis during this time. All essential meetings, such as those designated by SLT and SENDCO, will be done remotely via voice or video call where possible. 	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • Additional parents' evening arranged for September to address the needs of the children. These will be done over several days and will ensure that limited access to the building is observed. Cleaning of seating areas will take place between each meeting by staff member. • Parents' evening will aim to address current wellbeing, need and targets and will not involve interaction with children's workbooks where possible. • Seating will ensure social distancing between arriving parents and staff members at all times. • Parents' evening will be throughout the school day to ensure limited number of parents. Only one parent will be able to attend the parents' evening. Parents' evening will take place in a place close to the entrance hall to ensure that there is limited movement around school. Parental conferences to be conducted virtually in line with enhanced restrictions for the local area. 	<p>5</p>	<p>L</p>
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<p>26 New starters</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • All information needed to ensure safe transition to school will be available on the school website and families will have been directed to this information. • EYFS staff will have completed one-to-one meetings with families prior to September. • Transition materials for new starters will be sent through secure virtual means where possible. • Social stories in place for all year groups. • SEND social stories in place to support transition. • Staggered starts in September in place to allow for parental transition in EYFS. 	<p>15</p>	<p>M</p>		<p>15</p>	<p>M</p>
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<p>27 Building and Systems not maintained prior to opening</p>	<p>Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management.</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Senior leader in consultation with site manager regarding statutory testing. Business manager to contact Building Services to find out more information on what statutory testing has been undertaken or to discuss any required future testing. If statutory inspections have been missed or delayed due to COVID-19 (unlikely due to organisation prior to holidays) systems will be assessed or taken out of use where possible. • Site manager, senior leaders and business manager to ensure inspections, maintenance and servicing is up to date. Where equipment has not undergone the required statutory testing – assess the impact of use. (this should include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility, lifts) equipment, etc., security equipment, ventilation. • Computing suite air conditioning system to be turned off for the duration of the return to school process. Windows to be used for ventilation and fresh air supply. • Site manager and senior leader designated to ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed (if flushing of all water outlets has not been routinely undertaking) contact Building Services or your contracted supplier and get advice from your water hygiene specialist. Full Clean and Chlorination of the System may be required before the water system can be utilised. (See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS) All regular pre-opening checks and procedures will be in place prior to 	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> • Guidance to be followed at all times to ensure that building services are up to date. https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak • Health and safety compliance checks completed prior to the opening of the school building following the summer holidays. • Where possible, site manager will be able to access the school building at the weekend between set times agreed with the Head Teacher. Only agreed, low stress, activities will take place at this time e.g. flushing of taps. Site manager will make Head Teacher aware when on site and when leaving. This will be reviewed in line with any personal risk assessments. 	<p>10</p>	<p>M</p>
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					<p>the children and staff returning. These will be undertaken by site manager, SLT or designated contractors.</p> <ul style="list-style-type: none">• Site manager, senior leader and staff to carry out a visual inspection prior to opening building to identify any hazards that could pose a risk to users of the building.					
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<p>28 Unable to maintain social distancing measures in the classroom</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> Curriculum to support outdoor learning in nest groupings where possible. Walkways in place for access to fire exits whilst maintaining social distancing. (Fire safety to supersede social distancing in case of emergency). All unnecessary equipment and materials have been removed from or stored within classrooms to maximise space between work stations. Pupils have designated desks and equipment to avoid moving around space. Soft furnishings and toys all removed from classes. Access to sinks for all nests. Tissues placed in easily accessible positions around nests to avoid movement of children and reduction in social distancing. School will continue to promote the 'Catch it, kill it, bin it' approach. No movement of children between nests to take place at any point. School to be full time for all pupils whose classes have returned. Signage to be in place to remind children of the need for social distancing and expectations around personal spaces and hygiene. Desks positioned to eliminate any face to face positioning where possible. All windows to be opened in classrooms at the start of the day to ensure adequate ventilation. Consideration for children with other underlying conditions such as hayfever will be made in the seating plan. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> All classrooms which are allocated to be used have been rearranged to ensure social distancing between desks or work stations. Desks will be in lines and allow for social distancing from staff. There will be two children to a desk. Some children may need to have their own desk. Children requiring one to one support (EHCP) will have adult desk positioned at the correct distance adjacent to their desk. Classes operating as nests with designated staff members. Children will be restricted to working in their nest only. Children to arrive in two groups which will be linked to seating plan. First arrivals will be seated at the front of the class. This will be adjusted to children being permitted access on arrival for a specific year group if social distancing is not compromised. Activities which involve staff working within 1 metre will mean that the staff member must wear a visor or face covering as per guidance. This will be maintained for the duration of the session. Any face coverings will be disposed of correctly following the session and a new one used if working with a new group of children. Visors will be cleaned using Selgiene Extreme T500 spray (or equivalent) between sessions. 	<p>15</p>	<p>M</p>
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				<ul style="list-style-type: none">• Ventilation and heating – the following systems will be used for ventilating classroom and school spaces. This will be maintained with an increase in heating systems to ensure that a comfortable learning environment is maintained.• No fans to be used. Ventilation which draws and vents from external sources may be used.• Where mechanical ventilation systems are in place – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply).• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air• Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)• Opening high level windows in preference to low level to reduce draughts will be used. Class windows will be used in this instance as they are above the children’s standing height.• Increasing the ventilation while spaces are unoccupied (e.g. between classes,					
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					<p>during break and lunch, when a room is unused).</p> <ul style="list-style-type: none">• Providing flexibility to allow additional, suitable indoor clothing. Children and staff may be able to wear coats indoors if necessary.• Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. This will not be to the detriment of the ventilation process.					
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<p>29 Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Personal social story and risk assessment in place for all EHCP and vulnerable children. • Timetable established to limit movement around the building. • Pupils are attached to nests which they remain in throughout the day to stop the need for movement around the school. (See Image 4) • Staff teaching teams attached to each nest to limit cross-contamination. • No assemblies to take place in the hall during the autumn term. Assemblies will be run virtually with children in their classrooms through Google Meet streaming. • Children will eat lunches in their classroom or zoned space outside if possible. All children will eat their lunch in the hall. Additional tables in place to allow two classes to be on separate sides of the hall. • Timetable for lunch times reviewed and rearranged to allow for most efficient use of space and time within the hall. This will ensure limited impact on teaching time and movement in and out of the school building. • One way system in place for staff to move around school building. (See Image 5) • Staff room timetabled to ensure that no overcrowding, reduction in social distancing or pinch points. • Each nest will have its own designated entrance and exit point to avoid pinch points and reduction in social distancing. (See Image 3) 	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> • Children to line up, adhering to social distancing when reentering school building. • Children to enter via the designated door for their nest. • Children to wash hands on re-entering. • Staff to remind children of social distancing as they re-enter the building. • Reminders given to staff regarding the need to keep in bubbles and maintain social distancing. • Staff will not be able to be in one another's classrooms for a prolonged period (beyond 15mins). This should be avoided entirely where possible. • If staff need to be in one another's classroom, a mask must be worn unless clinically exempt from doing so. 	<p>5</p>	<p>L</p>
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<p>30 Delivery of inbound goods - ineffective infection control and increased risk of infection</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Ask deliveries to be left at the entrance – monitored by admin staff. • Hand sanitising facilities available in the school entrance. • Restrict non-business deliveries, for example, personal deliveries to workers – staff to be made aware of this. • All deliveries to the school kitchen to be delivered to kitchen door. Rather than main entrance. • Post to be left in box in entrance hall near the office door. Post left for designated length of time before being opened (72 hours). 	15	M	<ul style="list-style-type: none"> • Ensure that incoming goods are cleaned or isolated for 72 hours if appropriate. • All suppliers to be asked not to enter the school grounds for delivery during drop off and collection times. 	15	M
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<p>31 Photocopying and printing resources</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Only paper used from reputable sources and from sealed packs. • Hand sanitizer and signage has been placed in the photocopying room. • Limited use of paper based materials needed during the school day. • Photocopying to be sent to the school office for printing where possible. • Staff to place lanyard at the entrance to the photocopying room to show that room is in use. 	<p>10</p>	<p>L</p>	<ul style="list-style-type: none"> • Use of alternative resources available e.g. Apple TV and designated iPads in Y6. • Unexpected printing needs to be emailed by staff member to school office for admin to print and deliver to class door, observing one way system. This should be kept to a minimum. 	<p>5</p>	<p>L</p>
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<p>32 Maintenance services</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Site manager, admin and SLT will ensure that key services are in place for grounds maintenance. • Where possible, services will be in place prior to the school day e.g. emptying external refuse, refilling hygiene resources. • Alternative timetable available for site manager to allow for tasks to be completed without children and staff on site. • One way system to remain in place for maintenance staff. • Site manager to monitor deep clean of school and advise on additional need. 	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • Visiting contractors will be escorted by site manager or member of admin/SLT. • Contractors will be expected to wear a mask or visor at all times. • Contractors will be booked to work in school prior to or after the school day to greatly reduce the risk of crossover with staff and children. 	<p>5</p>	<p>L</p>
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<p>33 Lack of Fire Wardens & First Aid Provision</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • First aiders made aware of changes to procedure linked to COVID-19. <u>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</u> The following guidance from Resuscitation Council UK will be adopted: <ul style="list-style-type: none"> • Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. • Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. • Early use of a defibrillator significantly increases 	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • If an ice pack is required then this will be placed into a disposable zip lock plastic bag, used, then isolated for 72 hours before returning to the stock. 	<p>5</p>	<p>L</p>
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					<p>the person's chances of survival and does not increase risk of infection.</p> <ul style="list-style-type: none">• If the rescuer has access to any form of personal protective equipment (PPE) this should be worn.• After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. <ul style="list-style-type: none">• Correct use of PPE posters provided along with training. Laminated reminders in designated areas. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm• First aider and fire warden on rota to be in school at all times.• Any changes to fire safety and first aid are signposted and also discussed with children and staff.• Evacuation processes outlined in staff handbook produced for the rephrasing process. This includes revised assembly points which allow for more spacing between groups.• COVID-19 PPE kits in place at key points around the school for staff use and first aiders. (These will be fit for task. Though unlikely, if task is likely to generate aerosol then an IIR2 mask will be used as				
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					<p>standard along with any other available protective PPE.</p> <ul style="list-style-type: none">• Staff aware of their roles and responsibilities linked to evacuation.					
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<p>34 Fire and emergency evacuation</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Staff checks of toilets will take place via designated fire warden/staff with responsibility. • All fire exits to remain clear when moving unused materials and furniture in classrooms. • Children aware of safety procedures linked to evacuation. • Trained fire marshal to be on site at all times when staff or children are in the building. • Regular systems checks for fire and emergency evacuation to continue. • Fire drill completed on school return with children and staff able to exit the building effectively and safely, in line with highest expectation. 	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • PEEPs to take into consideration PPE for affected individuals where contact may be necessary. • Children in new classrooms to be reminded of available fire exits. • Pupils and staff to practice a fire drill during first week back to ensure procedures remain strong following absence and under alternative circumstances. • Social distancing to be maintained where possible in exiting building and lining up, however emergency evacuation will supersede this as a priority. • Nest staff to register their nest based on the list provided by admin staff. E-schools registers to be used during autumn return. • Staff linked to nests will be responsible for leading children out of emergency fire door to assembly point. • Review of fire risk assessment and allocation of areas for fire wardens and INSET day to be used to reaffirm fire and bomb evacuation procedures with all staff. Fire doors will not be propped open at any point in line with Cheshire Fire and Rescue guidelines. • In the event of a bomb evacuation, then the children will evacuate the building in pairs from their own class rather than buddying up with children from older classes as is the policy. More additional staff will walk with the younger classes. 	<p>5</p>	<p>L</p>
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<p>35 Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • If a child becomes ill: <ol style="list-style-type: none"> 1. Teacher contacts from office using mobile phone. 2. First aider made aware to attend. PPE (specific to task – including the use of IIR2 mask if working with activities likely to generate aerosols) to be worn by first aider and social distancing observed. 3. Admin staff will supervise nest of first aider if necessary from a distance. 4. Child escorted to school library, with window opened for ventilation. 5. Child's temperature to be checked using non-contact thermometer. 6. Child will have access to disabled toilet if needed. (Staff to go to unisex facilities). 7. Parent contacted by Headteacher. 8. Other children in nest to be moved outside to allow for some level of immediate disinfection, parents contacted and advised to self-isolate. 9. Phone call made to Julie Edinburgh and cleaning staff advised to deep clean classroom and toilet facilities – PPE provided. Sign placed on door to explain that room is awaiting cleaning. 10. Call 999 if the child is seriously ill, injured or life is at risk. • If staff member becomes ill: <ol style="list-style-type: none"> 1. Staff member to contact office via mobile phone. 2. Admin staff to inform first aider. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • Ensure that staff are aware of the process for sending home pupils or other staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Any materials which result from the illness of an individual e.g. tissues, sick buckets etc will be disposed of in line with COVID-19 guidance which will involve them being securely bagged up and stored in a designated safe zone for 72 hours to reduce the risk of infection for refuse services. • Where necessary, school will seek advice from Public Health England. Publichealth@warrington.gov.uk • School will actively engage in the NHS Test and Trace systems. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Staff will be able to access testing if they feel that they are symptomatic. 	<p>10</p>	<p>M</p>
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					<p>3. Admin to monitor affected nest.</p> <p>4. Staff member to be sent home and told to inform school of developments.</p> <ul style="list-style-type: none">• If a child or staff member tests positive – the whole nest must self-isolate for 14 days as stipulated in guidance.• Head teacher to remain in contact with affected family or staff member to establish if testing is positive or negative and discuss possible return. If a test is not taken, the school will air on the side of caution.• Staff handbook to include procedures linked to dealing with symptomatic individuals or groups.• Confirm emergency contact details for all attending pupils.					
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<p>36 Challenges presented by the need for 1 to 1 contact such as first aid or restraint</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • All inhalers have been checked and followed up on to ensure that they are in date. • Behaviour policy updated prior to school reopening. Any risk of spitting or other behaviour difficulties that require close contact with the child will have an individual risk assessment to be written (or health care plan). • Masks and adequate PPE to be worn where necessary. This will include IIR2 mask as a minimum if the activity is likely to generate aerosols. • Parents to be contacted in the event of any restraint. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • First aid to be provided only in case which require. • Use of PPE for any first aid incident which requires it. • Where possible, allow children to perform some tasks under supervision from first aider e.g. cleaning scrapes. However, if action is required this will be the role of the first aider. • Medication administered to children will need to follow existing school medication protocol. Liquids need to be accompanied by an oral syringe which allows for the administering of medication adhering to social distancing. • First aid materials which are deemed to be hazardous will be disposed of using COVID-19 guidance. This will ensure their storage for 72 hours before processing by refuse collection. • Emergency inhaler to be used on only one occasion then disposed of. Office to be made aware if this occurs. 	<p>15</p>	<p>M</p>
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<p>37 Registering children and evacuation needs</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Staff in cohort nests to register children using e-schools system. • Registers printed out by admin team as emergency evacuation register. • No paper registers will be used in class at this time. 	<p>5</p>	<p>L</p>		<p>5</p>	<p>L</p>
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38 Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	Y	Y	Y	<ul style="list-style-type: none"> • All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Community Safety and Resilience Team via the online accident/incident reporting system – who will report onto the HSE on the behalf of all Community schools and those that buy into the H&S Service via an SLA. • Staff identified in school in line with RIDDOR procedure at all times. • Staff made aware of who to speak to in the event of possible contamination. 	10	M	<ul style="list-style-type: none"> • School to follow guidance established in report below linked to how, if and when to report a confirmed case or fatality linked to COVID-19. See HSE guidance re RIDDOR and Coronavirus (COVID-19) (More information the reporting of RIDDOR incidents can be found in the qtr. 2 Edition of the Schools Health and Safety Bulletin via MSS.) 	5	L
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<p>39 Emotional distress linked to phased return, events linked to pandemic and ongoing challenges.</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • SDQ checks may be used to analyse the wellbeing of children during the return to school. • Children identified as demonstrating anxiety during summer wellbeing days will be closely monitored during the return to school. • Transition meetings will have been held remotely for all pupils. • Parents of children with SEMH, as identified in their EHCP, will work in partnership with the class teacher and SENDCo to establish the correct pathway for transition back into school for the individual child. • Mind maps completed by returning children to aid school in planning linked to the emotional distress of each child. Questions linked to the children's worries, hopes, fears and questions they have of their return. • Behaviour policy updated to take the changing needs of the children and expectations of social distancing into consideration. • SLT in contact with staff regularly through rota and online resources to monitor and discuss emotional wellbeing. • Head has held weekly meetings with all teams across the school to voice any concerns during the summer term. • School website contains wide range of materials to support individuals and families through bereavement or emotional stress. • Staff and families directed towards materials through weekly meetings or pupil welfare calls. • Head, deputy and SENDCo have made welfare calls to all vulnerable and SEND pupils during the summer term. • Cohort class teacher will be responsible for leading teaching teams. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • TA's and pupils will need to wear face masks if working within close proximity of individual children. Children from the nest will not be permitted to work in corridors. • Curriculum offer, both online and face to face, will provide the opportunity for children to process their experiences and promote better mental health. • Staff training, through online resources, will be developed by PSHE lead – resources and lesson plans designed to cover loss, anxiety and relationships. (In preparation for September 2020) • Greater emphasis placed on the PSHE curriculum on return to support transition back into school – supporting children with anxiety, self-esteem, dealing with trauma and behaviour. • Recovery Curriculum developed to support children on the return to school. • The systems and routines embedded initially will be designed to support the children's transition and emotional wellbeing. • Workload impact assessments to be completed and stress surveys issued to all staff at regular times to monitor staff wellbeing and provision. • Consultation to take place on direct time arrangements agreeing staff meeting procedures, PPA and school calendar events. • Staff consulted regarding recovery curriculum content, delivery and expectations linked to catch up programme. • CPD in place to support staff in the use of online resources. • Consultation with staff regarding catch up funding and the expectations within school. • Clarify with staff that pay progression will not be linked to pupil progress in the academic year 2020-21. • Any classes placed into home learning will be supported by their key staff. SLT will monitor the staff members throughout the week and look to address any issues promptly which make the role stressful or challenging. • Timetable will be in place for isolating classes to allow for the staff to have sufficient time to interact with work and to set new tasks. • Any correspondence with staff beyond classwork will be made through the school office 	<p>10</p>	<p>M</p>
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				<ul style="list-style-type: none"> • Curriculum designed to support children in their return to school through recovery curriculum. • Child-friendly signage used throughout the school to limit distress brought about by the school building during phased return. • Additional staff to be deployed to children who have wellbeing needs linked to school closure where possible. This will not compromise class 'nests'. 		<p>Newchurch_primary@warrington.gov.uk and will not be addressed through the Google Classroom.</p> <ul style="list-style-type: none"> • Youth In Mind contacted with specific referrals for those children who have been identified as needing additional support. • CPD in place to develop staff understanding of supporting children who find the current situation challenging. • Mindfulness theme days to be introduced to reduce screen time and reduce workload pressures on staff and parents. • Review of PPA provision to ensure weekly PPA for staff without compromising nests. • Staff survey introduced around workload linked to blended learning. Weekly review with follow-up staff meeting to discuss points raised, actions and solutions. 		
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<p>40 Social distancing of children and staff in wrap-around care</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Children will be split into nests linked to key stages. Where possible children will remain separated from other nests. (See image below) • Children will be collected from nests in line with staggered departure from school. • Children will have access to set resources linked only to their nest. • Children will not be permitted to move between nests. • Children’s belonging will be stored in their nest. • Children will follow the one way system to move around the hall. • Children will wash their hands when arriving in wrap-around care and before and after eating. • The children will use the ‘Harry Potter’ toilet during wrap around care. This will be cleaned by staff after each use. 	15	M	<ul style="list-style-type: none"> • The hall will be set up to ensure that individuals are aware of boundaries between nests. • Timetable established for nests to use outdoor space. • Children will not have access to outdoor climbing equipment and trim trail. • In the event of lockdown of any cohorts, the designated nests in Newchurch Robins will also isolate in line with government guidance. 	10	M
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<p>41 Staffing in wrap-around care</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Staff timetabled to reduce number of adults on site whilst maintaining ratios. • Staff induction linked to expectations during wrap-around care. • Staff to be positioned in the room to maintain social distancing where possible. • COVID-19 kits positioned for each nest. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • First aid procedures and responding to symptomatic individuals in line with wider school practice. The same facilities will be used in this case. • Staff will be expected to wear a mask or visor at all times when working with the children, unless clinically exempt from doing so. • Staff will be expected to remain 2 metres apart from children at all times. • Staff will be allocated to either KS1 or KS2 bubbles. 	<p>15</p>	<p>M</p>
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<p>42 Food preparation in wrap-around care</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Food will be prepared by staff with food hygiene qualification. • Food will be served to each nest individually rather than centrally. • Food preparation will not interfere with ratios. • Food will be individual and prepared for ease of serving and not need children to touch food prepared for others. • Strict hygiene linked to cleaning hands will be adhered to. • Food will prepared and placed in individual bags with the children's names on. Food will be in packaging where possible. 	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • 	<p>5</p>	<p>L</p>
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<p>43 Arrival and departure for wrap around care</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • Children will arrive and depart through the school main entrance. • Parents will ring the bell during drop off and collection. Children will be collected and escorted out by 'Robins' staff. • Parents will not be permitted into the school building beyond the main entrance. • Children will use the one way system when entering and exiting the hall. • Children will need to be on site and may only be able to be collected at designated times to avoid overcrowding. • Parents must make arrangements with admin team prior to the child being in wrap-around care to ensure that ratios can be maintained. • Staff will not be expected to carry items for children to avoid contamination. 	10	M	•	10	M
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<p>44 Mixing of pupils during break and lunch times and maintenance of social distancing measures</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Children to clean hands before and after breaks. • Any surfaces to be cleaned prior to and following lunch. • Children bringing their own lunches should also be able to dispose of their packaging after lunch. • Staff to remind children of expectations and to remain vigilant at all times. • Lunch times staggered for all classes to allow access to the hall and serving hatch. • KS1 to eat lunch in the hall supported by lunchtime assistants and teaching staff. • KS packed lunches to eat in the classroom and hot dinners to eat in the hall to allow for ease of movement around the building. • Where possible, children and staff will use the one way system to access the hall. • Staff lunch times will be staggered to ensure that shared spaces are not crowded. • Lunchtime assistants' hours staggered and communicated to cover scheduled breaks of children. • Children to use designated seating areas for lunch which will be cleaned by staff following use. • Designated outdoor spaces may be used for packed lunches but children will stick to their own nest. • Break times and lunch times will be staggered in terms of time outdoors with set spaces allocated to each nest (See image below) • All lunchtime assistants will be expected to wear a mask or visor 	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff from KS1 will spend the first 15 mins in the hall to support their own bubble with the administering of lunch e.g. cutting up food etc. This will be linked directly to the existing lunch timetable and will still allow 45 mins of lunch for KS1 staff. • Changes made during additional lockdown (11.1.2021) KS2 pupils will eat their lunch in classrooms and KS1 in designated space in the hall. Tables to be cleaned down by staff assigned to those bubbles. 	<p>10</p>	<p>M</p>
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					<p>at all times whilst in contact with children.</p> <ul style="list-style-type: none">• One lunchtime assistant will be allocated to each class to reduce crossover of staff. They will be there to scrape plates, wipe tables and supervise during outdoor time.					
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<p>45 Mixing of staff and pupils whilst providing school meals</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Kitchen staff will work as a bubble with staff remaining in this area of the school. • Staff to bring own lunches to school or request packed lunch from kitchen. • Staff will have designated places for lunch time which will reduce the use of shared spaces. Staff will be in these places for a set time and be responsible for cleaning space after use. • Any utensils needed will be brought from home. • Staff room areas will be cleaned after use. • No dirty cutlery or plates etc should be left in the staff room area. • Designated toilet used for lunchtimes with staff organised to clean in between use. Teaching staff will encourage children to use the toilet prior to lunch. • Staff supervising groups to maintain social distancing and not compromise nests. • Cleaning facilities available for kitchen staff. • Lunchtime staff provided with hand sanitiser. • Staff positioned around outdoor zones to monitor social distancing. • https://classroom.cypad.net/Warrington/ site used for children to select school meals prior to lunch, allowing for food to be prepared in advance. This will reduce time at the counter and need for children to access shared resources. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> • Children to eat lunch in designated space (hall or classroom) with lunchtime adults supervising in the hall and class teachers in the classroom. • Shared spaces have been timetabled for staff to ensure that they do not become overcrowded. • Staff to leave lanyard as a marker to show that they are in the staffroom in order to reduce risk of overcrowding our meeting at pinch points. 	<p>10</p>	<p>M</p>
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<p>46 Communication in the event of a localised lockdown.</p>	<p>Risk of exposure to COVID-19 if communication is poor.</p> <p>Limited awareness of procedures linked to school closure and public health.</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Parents and staff will be informed by text through Teachers2Parents to confirm localised lockdown. • Parents called to collect children within a designated window to avoid cross contamination – parents to follow exterior one-way system. This will be coordinated by office staff. • Children will not remove their belongings from the class. • School website to contain key information and contact details for support groups and .gov sites. • Learning will be in place for all children through Google Classroom along with instructions on how to access it in the event of a localised lockdown. • School will contact local authority and Public Health England to inform them of lockdown and seek advice 01925443322 – Warrington Outbreak Support Office publichealth@warrington.gov.uk • Governors contacted to inform them of lockdown situation. • Contractors and support teachers to be contacted through test and trace by admin team. • Chromebooks have been purchased for all pupils deemed to be vulnerable or in need of technical support. This has been decided through parent questionnaires and phone calls home. • All Chromebooks have been distributed to classes in isolation and those in immediate need. Chromebooks are sent out in clear, zip-up plastic wallets. The children's names and serial numbers clearly marked on the side. • The return of Chromebooks which are being brought back will have a set date for parents in the event of isolation. These will be returned in plastic wallets and quarantined for 72 hours. In the event of further 	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • In the event of lockdown, the children's resource packs and additional technology (e.g. Chromebooks) will be made available for collection. Each class will be given a collection time with resources laid out in the hall on separate tables. The adult (one per child) will enter via the main entrance which will be supervised by staff. The parent will enter, collect and leave the school grounds. There will be a limited amount of adults allowed in the building at one time. • School to follow government guidance. https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings/guidance-for-educational-and-childcare-settings-in-leicester-and-the-affected-parts-of-leicestershire 	<p>5</p>	<p>L</p>
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					lockdown, the children will receive the same laptop.					
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<p>47 Building in the event of a localised lockdown.</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>		<ul style="list-style-type: none"> Affected areas would be isolated in line with current nests. School will contact local authority and Public Health England to inform them of lockdown and seek advice 01925443322 – Warrington Outbreak Support Office publichealth@warrington.gov.uk School to contact Julie Edinburgh with regards to deep clean and hygiene moving forward. One way systems reviewed to ensure safe movement of classes remaining in the building. Building maintenance will continue through site manager or designated SLT members to ensure services are maintained e.g. flushing etc. 	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> 	<p>15</p>	<p>M</p>
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<p>48 Staffing in the event of a localised lockdown.</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>		<ul style="list-style-type: none"> • School to ensure that staff are trained in the use of computing technology to deliver remote learning and offer continuity. • Vulnerable staff scheduled to work in limited nest groups to reduce risk of cross contamination. • Staff linked to their own cohort. • Shared spaces to be kept clean to reduce the need for test and trace links between cohorts. • Staff not to enter other nests unless authorised to do so. • Office to keep a record of staff on site at all times in order to communicate need for isolation if required. • Additional teaching staff (e.g. music professionals) informed of lockdown procedures. • Staff to inform office when arriving and departing school to be signed off the register. Staff will not be expected to enter the admin office. • Critical incident team to convene and refer to policy/plan. This will consist of key available members of SLT and admin. • All staff trained in the use of Google Classroom to deliver online learning to pupils in the event of localised lockdown. 	<p>10</p>	<p>M</p>	<ul style="list-style-type: none"> • Any classes placed into home learning will be supported by their key staff. SLT will monitor the staff members throughout the week and look to address any issues promptly which make the role stressful or challenging. • Timetable will be in place for isolating classes to allow for the staff to have sufficient time to interact with work and to set new tasks. • Any correspondence with staff beyond classwork will be made through the school office Newchurch_primary@warrington.gov.uk and will not be addressed through the Google Classroom. • Staff will be working in school within their own classrooms. This will allow for vulnerable pupils and EHCP children to be supported by their own staff. Online learning will be in place for those working from home. 	<p>10</p>	<p>M</p>
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<p>49 Critical workers and priority groups in the event of a localised lockdown.</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p> <p>Poor communication with critical worker and vulnerable families or the lack of available support.</p>				<ul style="list-style-type: none"> • School admin team to contact all critical worker and priority families in order to ascertain whether they require care. • Any children of critical workers from affected nests will need to self-isolate. • Over-ratio staffing to cope with possible sudden demand for care. • Packs printed out for children’s learning where necessary as the National Curriculum will be in operation. • School to revert to lockdown procedures for arrival and departure of children through school main entrance. 	10	M	<ul style="list-style-type: none"> • Wrap-around care staff will be utilised to support critical worker groups with rota of school staff where applicable from a teaching perspective. • School will organise access to digital learning for children in critical worker and vulnerable groups. • Any digital resources will be allocated to specific children where possible and cleaned regularly to reduce the risk of cross contamination. 	5	L
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<p>50 Wrap-around care in the event of a localised lockdown.</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Admin team will communicate to families that wrap-around care will cease to be available in the event of a localised lockdown which affects the whole school. • Wrap around care will only be available to families deemed as critical workers or vulnerable. This will be linked to the original data base. • In the event of a partial lockdown of the school, wrap-around care may continue if all nests are not compromised. This will be communicated to parents via the school admin team. 	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • 	<p>5</p>	<p>L</p>
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<p>51 Staff working at more than one site in the event of a localised lockdown.</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	Y	Y	Y	<ul style="list-style-type: none"> • In the event of a localised lockdown, school admin team will contact all staff. • Where staff have dual roles within other settings, Newchurch will inform their alternative employers of any lockdown or isolation expectations. • In the event that an alternative setting is forced to lock down, the school admin team be in contact to ascertain if Newchurch staffing structures are affected. • School have contacted other settings prior to September to inform them that they will be contacted in the event that Newchurch needs to lockdown and if this compromises their staffing structure. • Staff working across sites will have a duty of care to inform all employers of any lockdown within their workplace. 	15	M	•	15	M
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52 Parental conferencing days	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces	Y	Y	Y	<ul style="list-style-type: none"> • Set times in place for parents to select through Parent Pay system. • Parents notified of ten minute window and that meeting will end promptly at this point. • Five minute change over in place between meetings to allow for chairs and tables to be cleaned by staff. • Social distancing measures adhered to during the meeting to ensure that there is a safe distance between parents and staff. • No access for parents to books or resources at this stage in the school year. • One parent only will be allowed to attend, in line with drop off and collection systems. • Meetings to take place in Head's office and Library to avoid risk of contact with others. • Office staff will coordinate arrival and departure of parents, including explaining any safety procedures and directing them towards hand sanitisation. • Parents will have access to the school car park for waiting but will not be allowed into the building until their designated slot to reduce risk of mixing with other groups. • Two classes will have meetings simultaneously with office ensuring that there is a safe distance between arriving and departing parents. • No documentation will be shared during the meeting. Any communications or feedback will be run through Google Suite (Forms). • Meetings to be held virtually in the event of heightened restrictions. All parents to supply contact email address or phone number through Google Forms allowing for staff member to contact them for 10 min conversation. The schedule will be organised through Parent Pay to 	10	M		10	M
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					ensure that documents are not entering school.					
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<p>53 Events</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • No whole school activities will take place during these control measures. This will include regular activities such as assemblies. • Whole school activities will be planned but carried out in class nests e.g. World Maths Day etc. No resources or materials produced will be shared across nests. • Activities linked to Christmas productions will not take place during control measures as they would involve a gathering. Alternative Christmas activities have been planned which allow the children to operate within their nests e.g. carol singing which will be filmed and turned into a collective concert which can be made available electronically for parents. (Parental permissions from data collection will be adhered to here). • Future events will follow a similar format until control measures are no longer needed. 	<p>5</p>	<p>L</p>		<p>5</p>	<p>L</p>
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<p>54 Assessment</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • During regular assessment cycles, every child will be given their own testing resources which will not be shared with others. • The extraordinary December assessment process for phonics will have separate packs for sounds for each child in case they need to touch or point to them. This will be facilitated and monitored by the class teacher/TA. 	<p>5</p>	<p>L</p>		<p>5</p>	<p>L</p>
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<p>55 Recruitment</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> Any necessary recruitment will take place virtually where possible. This will run in accordance with school policy and will involve a senior member of school staff (likely the Head Teacher) and a selection of school governors. All references for the successful candidate will be collected prior to any position being taken up in school. Where possible, internal coverage will be used to limit the number of new starters in the building. Full induction with the procedures across school and outlined in this document will be given upon starting. Any applications for posts will need to be completed online and emailed to the school to limit the need for handling documentation. Sharing of materials with governors will only be done through secure systems within the schools mailing structure. 	<p>10</p>	<p>M</p>		<p>10</p>	<p>M</p>
<p>56 Working online (Staff)</p>	<p>Risk of repetitive strain injuries linked to working online for prolonged periods.</p>	<p>Y</p>			<ul style="list-style-type: none"> Display Screen Equipment (DSE) assessment has been put in place for all staff deemed vulnerable to injury via heightened use of online working linked to lockdown. Equipment purchased to support staff where recognised pain or injury is evident (e.g. wrist pads, sloping desks etc). Regular movement breaks recommended to all staff working online for a prolonged period. 	<p>5</p>	<p>L</p>		<p>5</p>	<p>L</p>

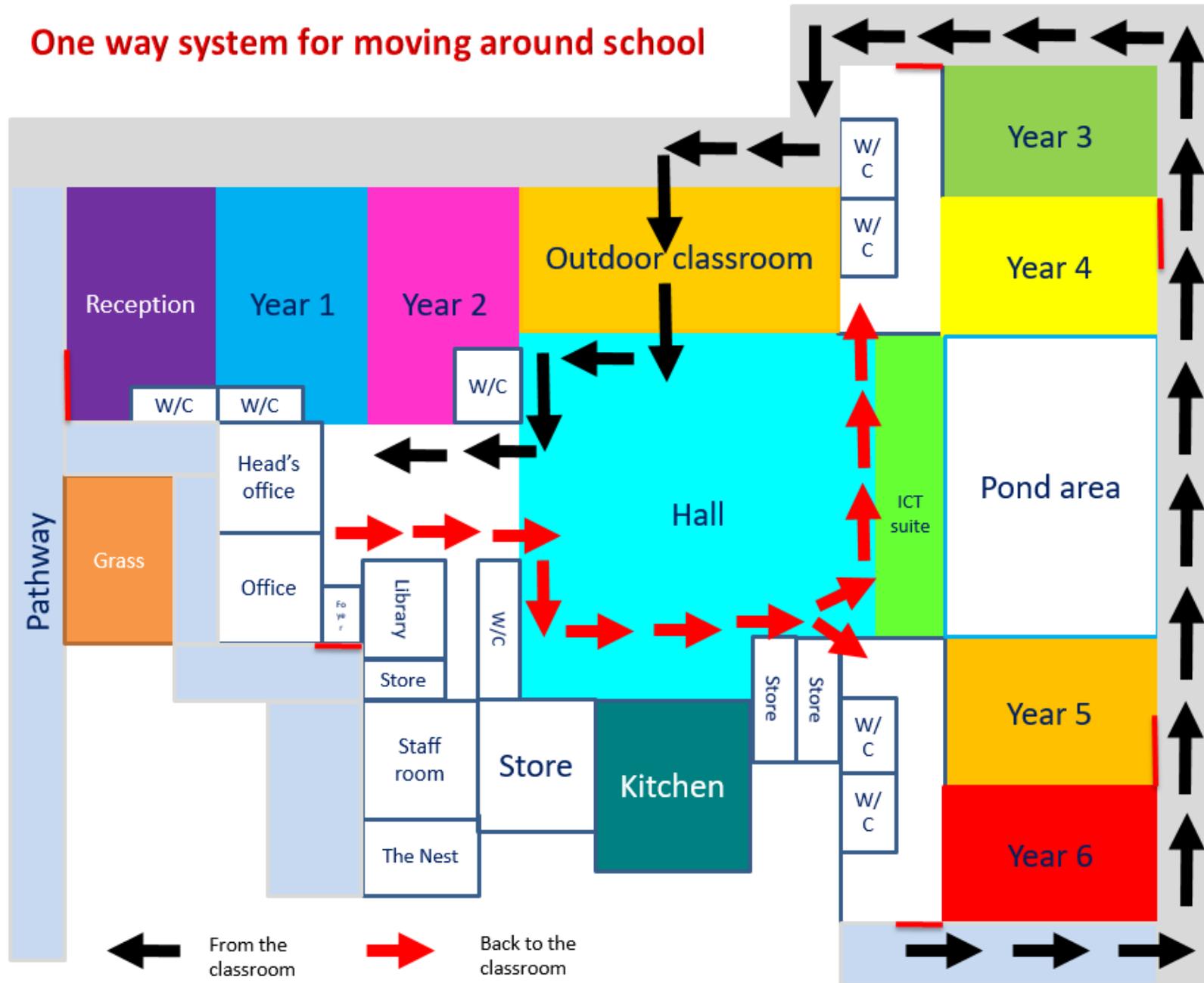
<p>57 Additional wellbeing procedures (Staff)</p>	<p>Inability to perform tasks linked to their role due to mental effects of pandemic.</p>	<p>Y</p>	<p>Y</p>		<ul style="list-style-type: none"> • Surveys sent to all staff to allow them to offer feedback on provision in school and their personal levels and causes of stress. • Communication of any changes is consistent and ensures that all staff are aware of expectation in school and reasons behind these changes. • Wellbeing days in place for all staff to allow them to have time away from the building and as a thank you for the effort put in place during initial lockdown. • Staff workload has been a key point for SLT consideration and changes put in place during initial lockdown allowed for building of curriculum by staff to reduce ongoing workload. • Monitoring has been limited during the autumn term to reduce the stresses on staff and to allow for them to focus on classroom provision and the wellbeing of their cohort and themselves. • No autumn observation of staff to reduce the stresses placed upon them in the initial return to school. 	<p>10</p>	<p>M</p>		<p>10</p>	<p>M</p>
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58 Regression in learning	Risk of children becoming detached from the learning process during lockdown procedures.	Y			<ul style="list-style-type: none"> • Reading books sent home to all children in KS1 along with learning packs. • Reading plus online programme available to all KS2 pupils and Epic reading texts available for all KS1 pupils at home. • Kami package purchased for all staff and pupils to allow children and families to interact with PDF and previously inaccessible documents. • Large bank of Chromebook devices purchased through catch up funding to ensure that no isolating child is without access to the online learning platform. • All EHCP children not in the school building have a personal risk assessment, which focuses on the challenges of working from home. • Pupil engagement record introduced to monitor interaction with work on a daily basis. Well-being calls for those who are not interacting will be made. 	5	L		5	L
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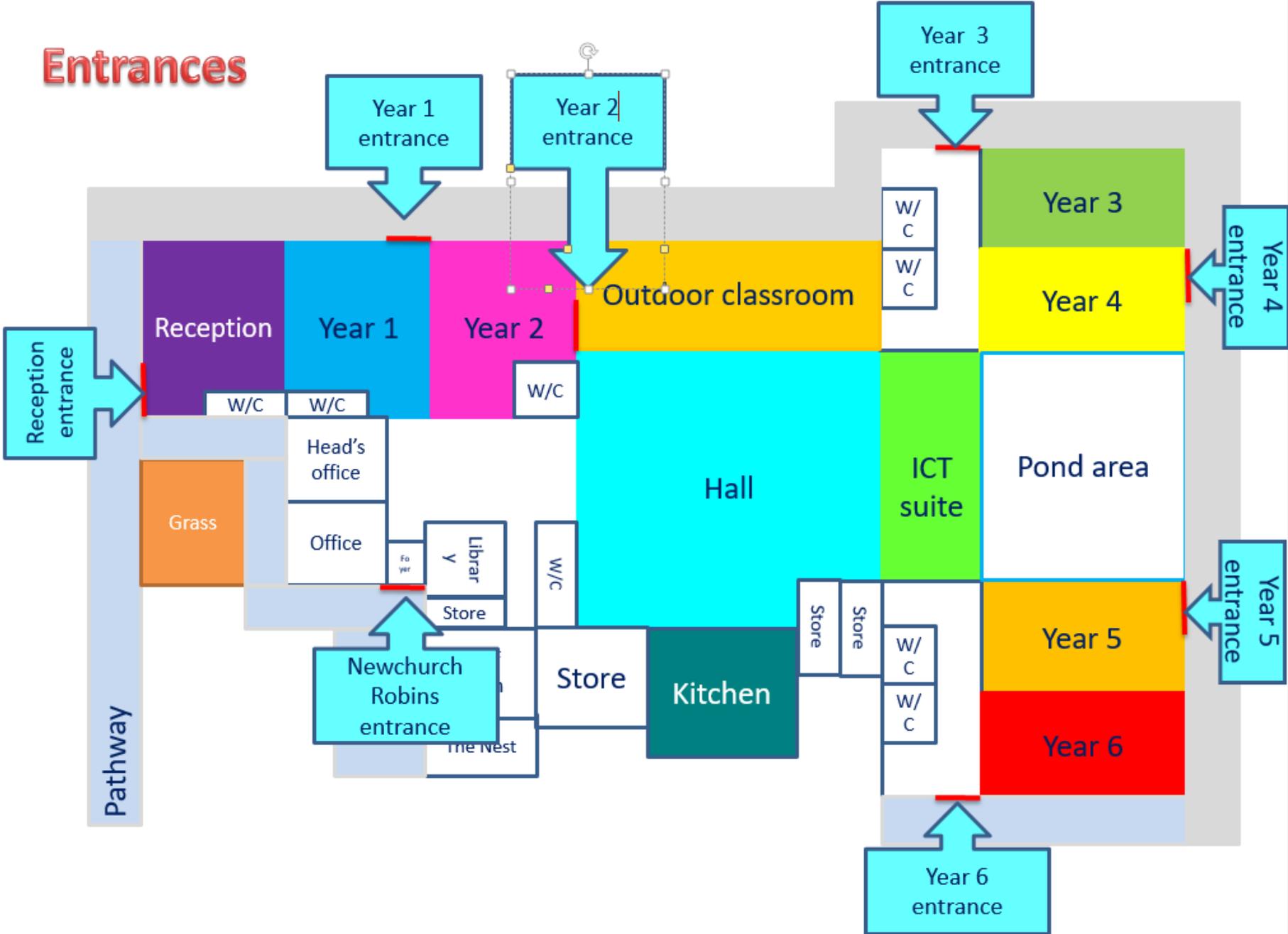
<p>59 Holidays abroad – school not informed</p>	<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Any families or staff intending to leave the British Isles at any point, including during school closure/holidays will need to inform the school office or Head Teacher. • Anyone who leaves the British Isles and enter into another country must abide by its expected rules on COVID. • Any individual returning to Britain from a country which is not on the list of places permitted by the government guidelines will be expected to quarantine for a period of 10 days upon their return. This may require children to engage in online learning if school deems it necessary from an attendance perspective. 	<p>10</p>	<p>M</p>		<p>10</p>	<p>M</p>
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<p>60 Online safety</p>	<p>Risk linked to extended periods of online learning</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> • Children will be monitored in their use of online resources by parents and carers. This will be supported by school through guidance materials which are available at all times through school website. • Pupils will be guided to specific websites as part of their learning to reduce the use of alternative sources. • Safer Internet Day will be conducted in school and will support families on how to look after children when working online. • Children to use Google Classroom structure for learning which will allow for control of the sites which children access and will allow them a secure platform. • Children will have access to alternative online resources in line with school policy (SPAG.com, TTRockstars and Reading Plus). These may require the child to log in to access learning. 	<p>5</p>	<p>L</p>		<p>5</p>	<p>L</p>
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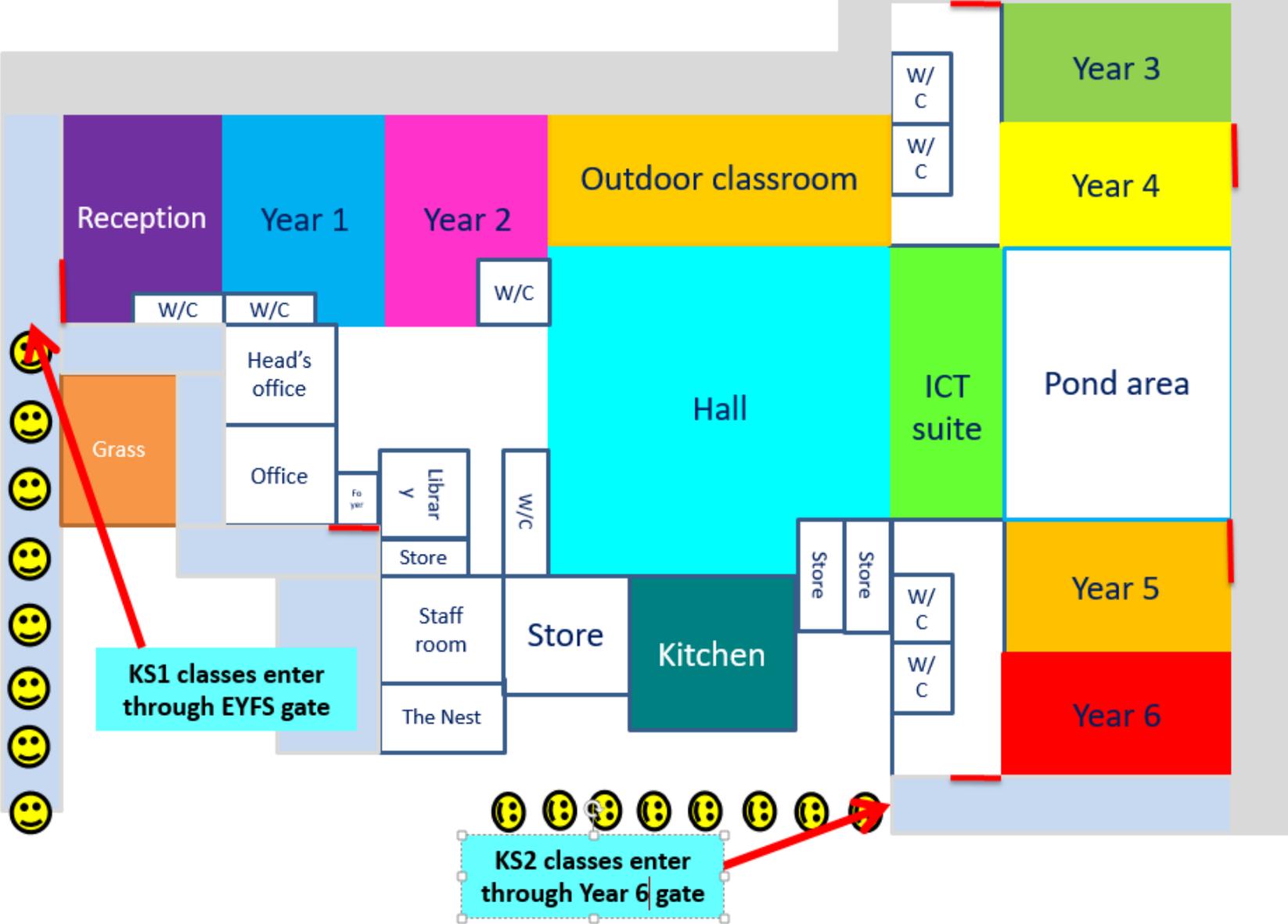
One way system for moving around school



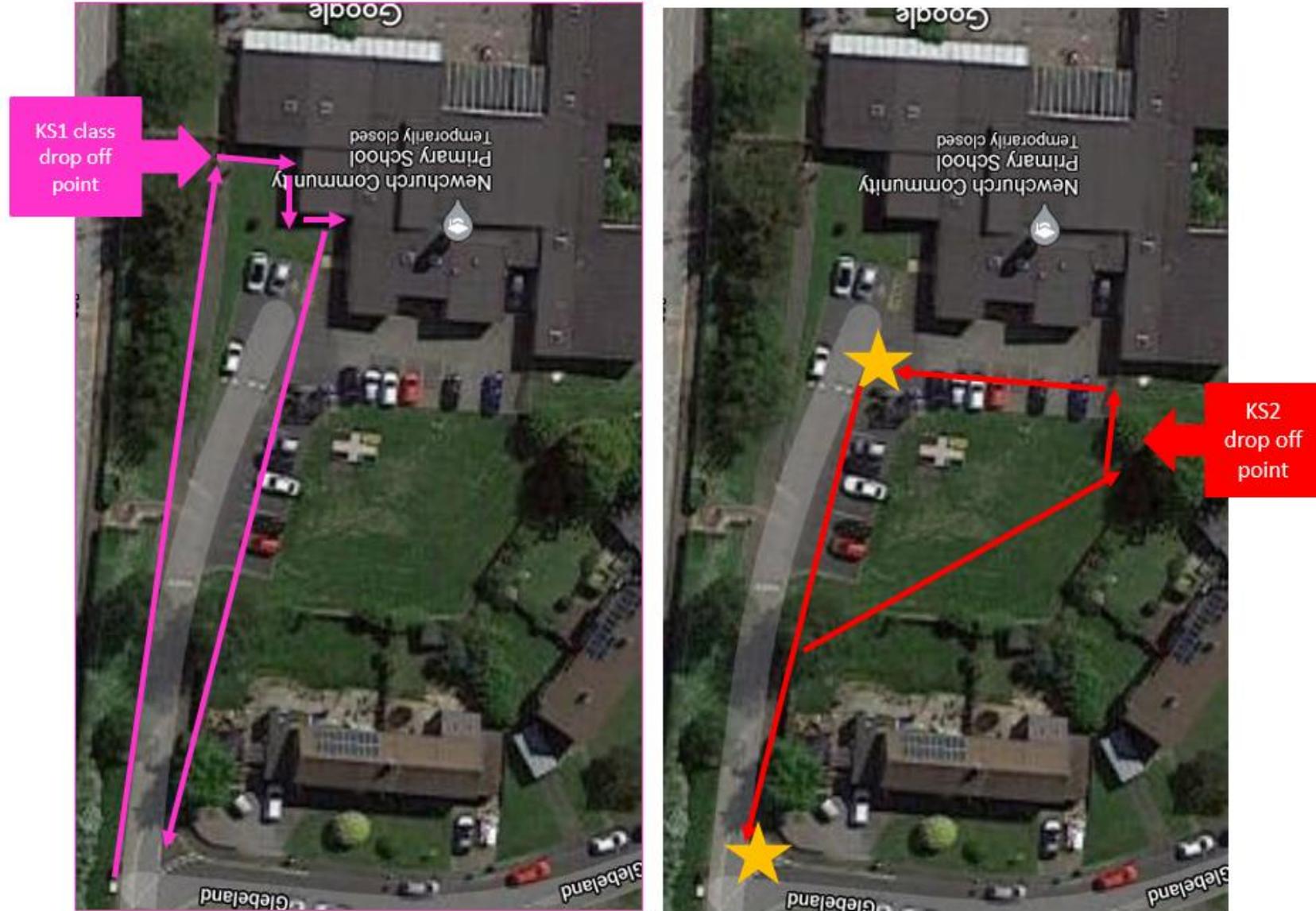
Entrances



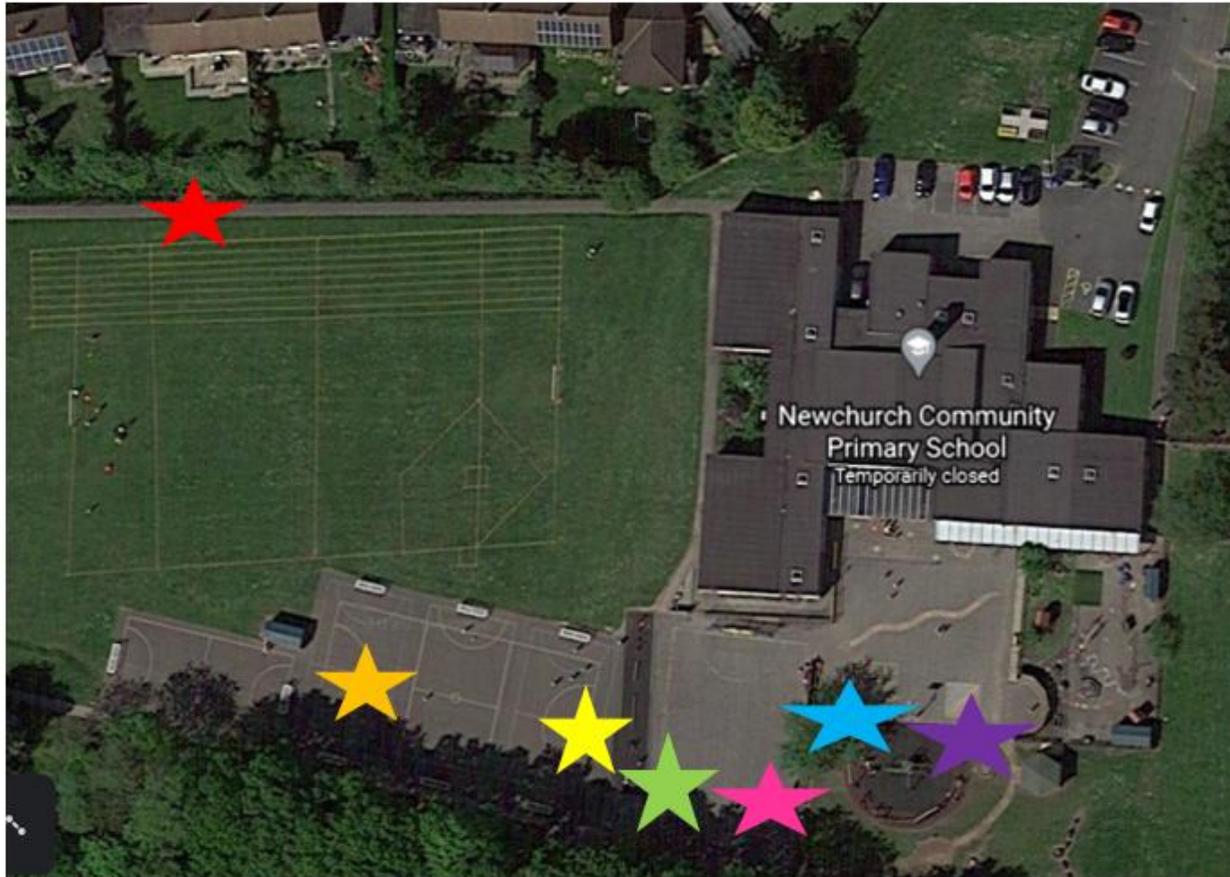
Arrival and Departure (observing social distancing)



Entering and exiting the school grounds



Fire Evacuation



★ Reception

★ Year 1

★ Year 2

★ Year 3

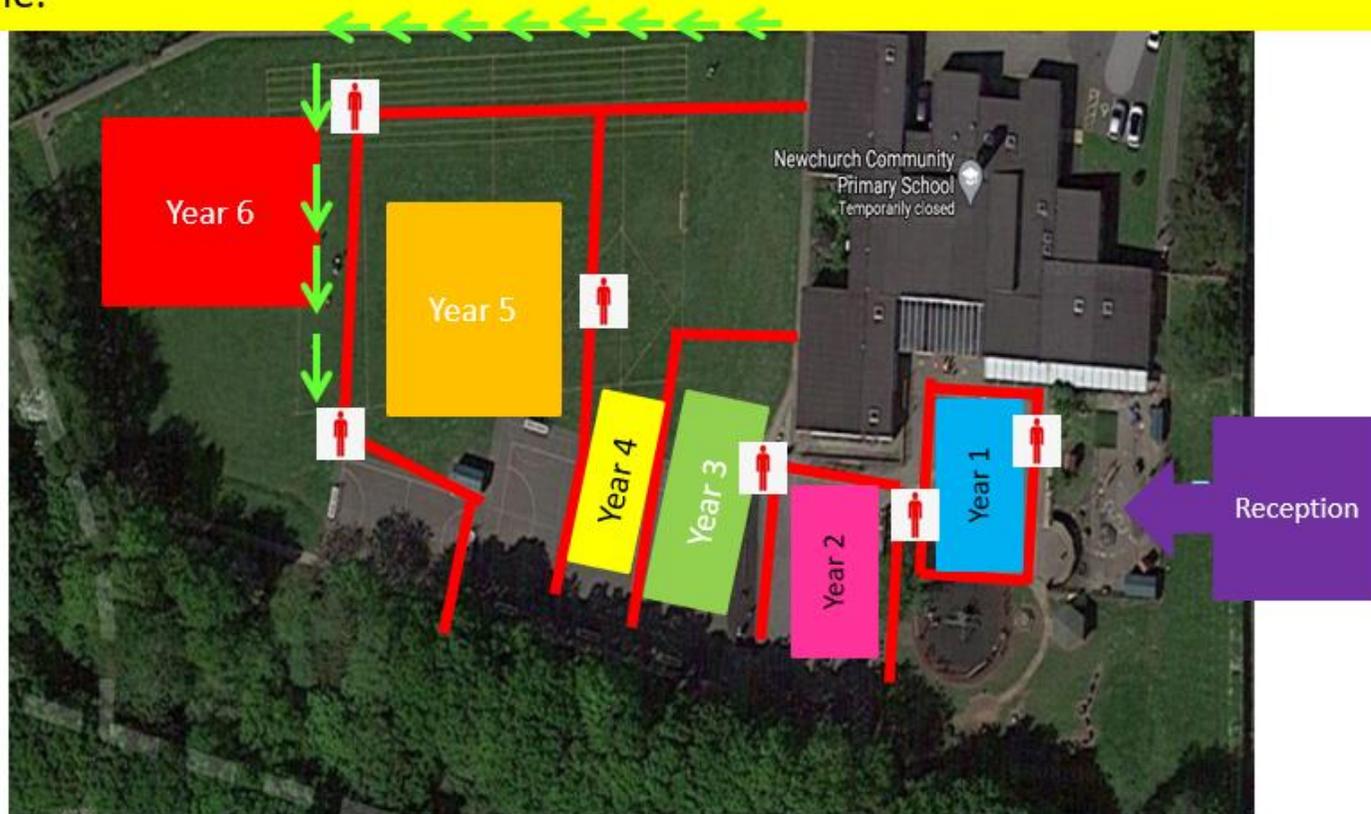
★ Year 4

★ Year 5

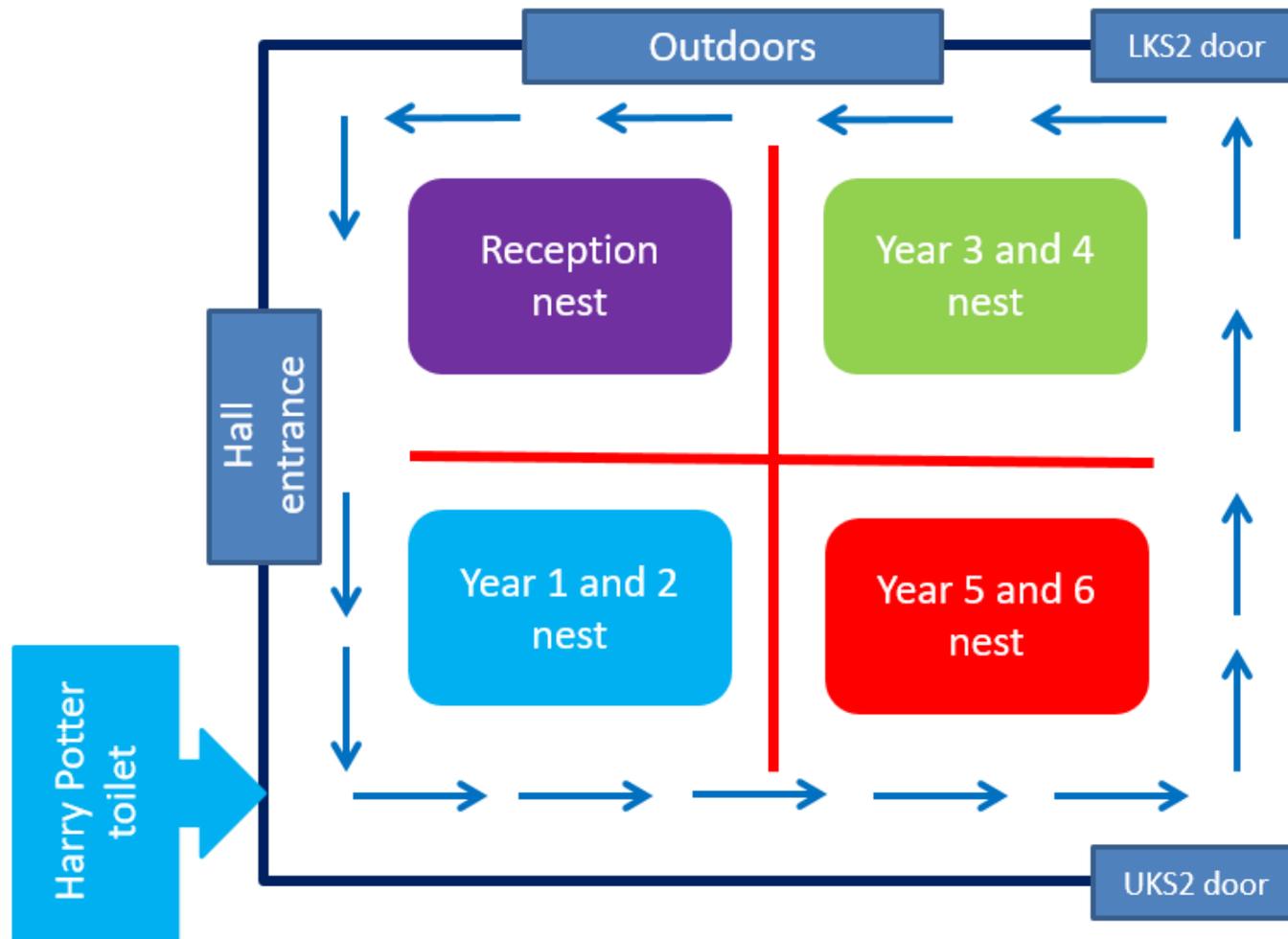
★ Year 6

Zoning of the outdoor space – all staggered times

Each nest will have their own set time for outdoor learning, lunchtimes or play time. A timetable  will be provided to support this. Shows the key position of a member of staff to avoid children moving into another nest's zone. The arrows show the movement to the zone.



Robins



→ One way system

Lunchtimes

