

THE VAYNOR FIRST SCHOOL

Worcestershire Recovery Planning: Supporting the Implementation of Return to School September 2020 in Covid19 conditions

Risk Assessment tool

Please be aware that this document has been designed to support assessment and decision making for schools when considering their plans for the different phases of recovery. Reference to the latest DfE government guidance should be made when considering the prompts.

Background

This document has been developed for education settings in Worcestershire and has drawn upon a range of examples from other local areas in the West Midlands and further afield along with including Worcestershire context and design.

Principles

This document is based upon the principles of:

- Any phased recovery plan nationally will be determined by the governmental five tests which need to be met and sustained;
 - Making sure the NHS can cope
 - A 'sustained and consistent' fall in the daily death rate
 - Rate of infection decreasing to 'manageable levels'
 - Ensuring supply of tests and PPE can meet future demand
 - Being confident any adjustments would not risk a second peak
- The prompts in this document aim to provide consistency by principle, rather than consistency by provision as actions will need to be assessed and implemented contextually at a school level.
- 1st June should be seen as a starting point for expansion. We acknowledge and appreciate the phasing of a gradual and phased recovery.

The Worcestershire Education Incident Planning Group for COVID-19 have agreed a set of basic principles some of which have been in place throughout this COVID response period and some relate to the basis of working towards recovery.

- The highest priority and consideration is the safety and wellbeing of Worcestershire children, young people, families and staff
- Reducing the risk of infection and following PHE/DFE guidance is key to any risk assessment and related actions
- We want to support a collaborative approach across Worcestershire schools and settings, governors and trust boards, Worcestershire County Council, Worcestershire Children First, DfE, Trade Unions and other key stakeholders
- We want to support a sustainable and progressive approach to wider reopening
- Increasing the attendance for vulnerable children along with children of critical workers will continue to be a priority
- The re-opening and inclusion for all children in Reception, year 1 and year 6 will be risk assessed and decisions about phasing, timing and management made, based on the outcomes of risk assessments
- An inclusive and therapeutic approach to reintegration will be taken, and particularly for those children and young people who may find a return to school or setting challenging
- Schools and settings will assess building capacity and spaces and utilising protective measures decide on group sizes up to 15 pupils in the first instance
- Schools and settings will work with partners to support children and their families, for example health services, Here2Help and social care
- We will continue to reflect, assess, learn and share with our schools, settings and from other examples

Risk Assessment

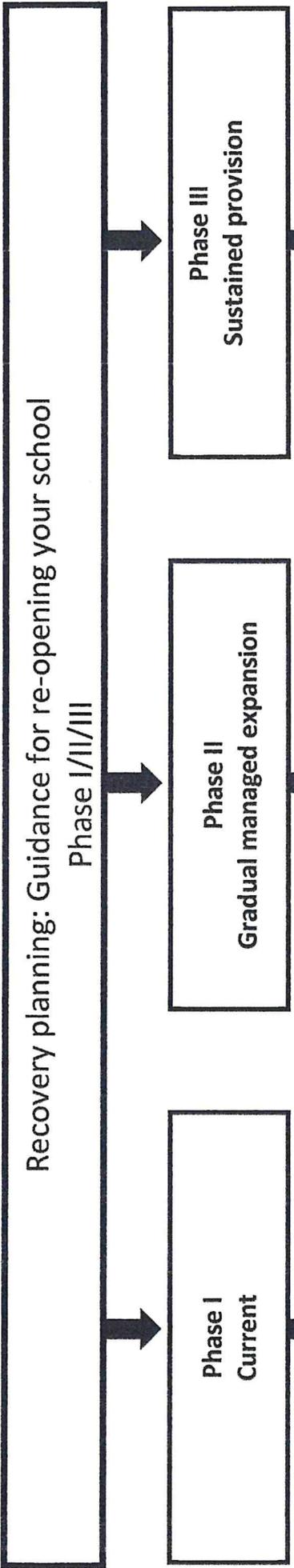
The following Probability and Impact Matrix uses the combination of probability and impact scores of individual risks and ranks them for easy handling of the risks. Each Theme and area of consideration should be RAG scored using the probability and impact matrix to help to determine which risks need detailed risk response plans.

		Impact				
		Trivial	Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Low	Medium	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Moderate	Low	Medium	Medium	Medium	High
	Likely	Medium	Medium	Medium	High	High
	Very likely	Medium	Medium	High	High	High

Where you identify key issues or risks that you feel need support in addressing please contact us at support@worcschildrenfirst.org.uk with your request and we will be in touch with you. If you are an academy school please contact your DfE link also.

	THEME	RAG RATING	PERSON LEADING
THEME 1:	Protective measures and hygiene	LOW	Head supported on Site by Deputy & Caretaker
THEME 2:	Accommodation / site usage	LOW	Sallyanne Dunstan
THEME 3:	Safeguarding	LOW	Sallyanne Dunstan - DSL
THEME 4:	Staffing	LOW	Sallyanne Dunstan DSL
THEME 5	Governance	LOW	Directors (NW CEO for updating in line across the Trust), Chair & Head
THEME 6:	Communication	LOW	Headteacher
THEME 7:	Pupil and staff well-being	LOW	Head for Staff & Deputy for Pupils
THEME 8:	Learning – in school and online	LOW	Assistant Head
THEME 9:	Vulnerable learners	LOW	Inclusion Manager
THEME 10:	Suppliers	LOW	Caretaker & Office Lead
THEME 11:	Transport	LOW	Headteacher
THEME 12:	Costs associated with expanded opening	LOW	Becky Ford CFO

The following guidance is a series of checklists with a range of questions leaders may want to consider when thinking about the process of re-opening their school. Leaders can use this as a basis for their thinking, planning and their discussions with senior leaders, staff, pupils, families and governors, adding/deleting as appropriate for their own school.
If a maintained school, we would strongly advise that you utilise your School Improvement Advisor to support you in the planning process.
The following considerations can be applied and adapted to primary (including nursery where applicable), secondary, all-through and special schools.



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|--|---|---|
| <p>Theme 1: Protective measures and hygiene</p> <p>Theme 2: Accommodation / site usage</p> <p>Theme 3: Safeguarding</p> <p>Theme 4: Staffing</p> | <p>Theme 5: Governance</p> <p>Theme 6: Communication</p> <p>Theme 7: Pupil and staff well-being</p> <p>Theme 8: Learning – in school and online</p> | <p>Theme 9: Vulnerable learners</p> <p>Theme 10: Suppliers</p> <p>Theme 11: Transport</p> <p>Theme 12: Costs associated with expanded opening</p> |
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Amendment History

Version Number	Date	Reason for Amendment
V14.0	22.05.2020	Additional links to Worcestershire guidance – Published on webpage
V13.0	21.05.2020	Additional links to Worcestershire guidance – Published on webpage
V11.0	18.05.2020	Published on webpage



General guidance and links for reference:

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- A detailed Theme and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Preparing for the wider opening of schools from 1 June <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>
- Actions for schools during the coronavirus outbreak <https://www.gov.uk/government/publications/covid-19-school-closures>
- Actions for early years and childcare providers during the coronavirus outbreak <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>
- Worcestershire Covid 19 Education Bulletins: http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools

Theme 1: PROTECTIVE MEASURES AND HYGIENE

PREVENTION:

The DfE System of controls outlines a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
 - 2) clean hands thoroughly more often than usual
 - 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 - 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
 - 5) minimise contact between individuals and maintain social distancing wherever possible
 - 6) where necessary, wear appropriate personal protective equipment (PPE)
- Numbers 1 to 4 must be in place all of the time.
- Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.
- Number 6 applies in specific circumstances.

RESPONSE TO ANY INFECTION:

- 7) engage with the NHS Test and Trace process
 - 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
 - 9) contain any outbreak by following local health protection team advice
- Numbers 7 to 9 must be followed in every case where they are relevant.

1.1 POLICIES

Key Issues	Actions Taken to Mitigate Risk	Resources, To Do List & Relevant Links
<p>Ensuring school is operating to the most up to date guidance from DfE & PHE.</p> <p>How have leaders added to/adapted the health and safety policy and other associated policies to include aspects linked to COVID-19 management?</p>	<p>Risk assessment reviewed and updated by leaders on a weekly basis and as DfE, PHE guidance dictates need. This will be version controlled and shared with all staff electronically.</p> <p>School Health & Safety Policy and other associated policies will updated to include a COVID-19 management section as relevant.</p> <p>The school cook in conjunction with the CFO are responsible for ensuring that the specific kitchen RA is revised for Covid-19 is in place and that FSA guidance on good hygiene practices are adhered to: https://www.food.gov.uk/business-guidance/industry-guides-to-good-food-hygiene https://www.food.gov.uk/business-guidance/hazard-analysis-and-critical-control-point-haccp https://www.food.gov.uk/business-guidance/personal-hygiene</p> <p>Fire Evacuation: teachers to ensure a weekly talk through of evacuation procedure on a Wednesday when the maximum number of staff are on site and the fire test bell is sounded.</p>	<p>Risk assessment reviewed on Tuesday mornings at 10am by SLT. SD is responsible for updating the RA and ensuring actions and measures are adhered to.</p> <p>BF to provide guidance on which H&S related policies require updating to include Covid-19 Management.</p> <p>The school cook will review this on a weekly basis with the CFO and ensure any actions needed are undertaken.</p> <p>Cleaning of the kitchen will adhere to the revised guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>
		<p>Year group bubble walk through of evacuation procedure week beginning 14th September for Years 1-4 & 21st September for Reception.</p>

<p>Have you ensured that all health and safety compliance checks have been undertaken before opening? Premises and utilities have been health and safety checked and building is compliant.</p>	<p>Internal fire doors within the building are propped open to assist with ventilation and minimise the continuing touching of door handles. It is the responsibility of the caretaker to close these doors in the event of an emergency and the main leader on site in his absence.</p> <p>First Aid: Whilst the guidance from DFE regarding the use of PPE for first aid has been lifted, staff will continue to wear PPE if they are in close proximity of less than 1m with a child for what is likely to be a duration of longer than 15 minutes.</p> <p>Training provided to First Aiders on CPR & resuscitation during Covid-19 incorporated into first aid policy and training on this for first aiders.</p> <p>Flowcharts for the management of covid-19 cases and local outbreaks have been updated by WCF and recirculated to leaders on site. This will need amending in the Covid-19 handbook.</p> <p>Please see page 10 of this RA for the cleaning protocol where there has been a symptomatic person and waste disposal.</p> <p>Caretaker to ensure that all legislative premises & utilities health and safety checks are completed and are fully recorded.</p> <p>Covid-19 policy for contractors established to allow regular servicing & maintenance to continue whilst all social distancing regulations are adhered to.</p>	<p>HC to add Covid-19 appendix to First Aid policy following guidance from: <u>Resuscitation Council UK-Statement on COVID-19 in relation to CPR and Resuscitation in first aid and community settings</u> and provide training to First Aiders.</p>	<p>Reopening Council Buildings Checklist 120520 http://www.worcestershire.gov.uk/recoveryschools</p>
<p>1.2 PREVENTION CONTROL MEASURE AWARENESS:</p>			
<p>These measures have been revised and adapted by the DfE from the systems of controls from the summer term. They are:</p> <ol style="list-style-type: none"> A requirement that people who are ill stay at home. Robust hand and respiratory hygiene Enhanced cleaning arrangements Active engagement with NHS Test & Trace Formal consideration of how to reduce contacts and maximise distance between those in school wherever possible and minimise potential for contamination as much as is reasonably practicable. <p>COVID19 Prevention Control https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/updates-to-the-infection-prevention-and-control-guidance-for-covid-19</p>			
<p>SYSTEM OF CONTROL 7,8 & 9: RESPONSE TO ANY INFECTION</p> <ol style="list-style-type: none"> engage with the NHS Test & Trace Process manage confirmed cases of coronavirus (COVID-19) amongst the school community Contain any outbreak by following local health protection team advice 			

<p>PREVENTION DfE Guidance Control Measure 1- MINIMISE CONTACT WITH INDIVIDUALS WHO ARE UNWELL BY ENSURING THAT THOSE WHO HAVE CORONAVIRUS (COVID-19) SYMPTOMS, OR WHO HAVE SOMEONE IN THEIR HOUSEHOLD DOES, DO NOT ATTEND SCHOOL.</p> <p>1.2a) A requirement that people who are ill stay at home.</p> <p>Are staff, parents and pupils aware of the key COVID-19 prevention control measures?</p> <p>SEE ALSO THEME 1 OF RISK ASSESSMENT ADDENDUM (pages 10 & 11)</p>	<p>Staff, Parents & Visitors: issued with revised national guidance about signs, symptoms, how to prevent transmission of Covid-19 and the changes to the stay at home guidance for households with possible or confirmed cases of Covid-19 infection. This can be found on pages 5 – 9 of the Covid staff handbook.</p> <p>Staff & pupils who report the following symptoms remain at home:</p> <ul style="list-style-type: none"> • a high temperature – <i>this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</i> • a new, continuous cough – <i>this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</i> • a loss or change to your sense of smell or taste – <i>this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</i> <p>Anyone who experiences any coronavirus (COVID-19) symptoms can access a test at a testing site or at home using the online booking portal. This includes all pupils, teachers, and staff.</p> <p>STAY AT HOME PUBLIC HEALTH GUIDANCE</p> <p>If a child or member of staff tests positive they now have to self-isolate for at least 10 days even if they feel well.</p> <p>If they are NOI a known contact of a confirmed case they can return if the result is negative, provided they feel well AND HAVE NOT HAD A FEVER FOR 48 HOURS.</p> <p>If they are a contact of a confirmed case, they must stay off school for the 14 day isolation period, even if they test negative.</p> <p>The school will follow the Covid-19 Standard Operating Procedures for Worcestershire for management of suspected cases & confirmed cases. This is based upon PHE endorsed 'system of controls'.</p> <p>PUPILS: Where appropriate, this information will be built into the curriculum to be shared with pupils to prevent the spread of misinformation.</p> <p>TESTING OPTIONS: When advising the need for a pupil to get tested they will be advised of the following points:</p> <ol style="list-style-type: none"> 1. BOOKING A FREE CORONAVIRUS (COVID-19) TEST is done through the online booking portal. This will then give you a range of testing options available in your local area. These will usually be: 2. TEST CENTRE – booking a test at a drive-in test centre is likely to be the fastest way to get a test – our local test centre is Worcester Warriors, Sixways 	<p>Waynor's COVID19 Staff Handbook outlines Prevention Control for staff on pages 3 & 4</p> <p>Handbook revised in light of the changes to 'Stay at home Guidance':</p> <p>www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>http://www.worcestershire.gov.uk/info/20774/coronavirus-covid-19-advice-and-guidance-for-schools-early-years-and-education-settings/2257/coronavirus-covid-19-public-health-guidance-for-settings-and-schools</p>
<p>Advising the community on testing options.</p>		

<p>Have you put in place actions to prevent and minimise contact with individuals who have COVID-19 symptoms?</p> <p>SEE ALSO THEME 1 OF RISK ASSESSMENT ADDENDUM (pages 10 & 11)</p>	<p>3. HOME TEST KIT – staff, parents or carers can order a home test kit for themselves or up to 3 members of their household.</p> <p>If a parent or carer or staff member does not have internet access, kits can also be ordered by calling 119. 119 can also be contacted for support at any point throughout the testing journey. 119 are able to provide support in up to 650 languages.</p> <p>Parents, carers and staff members should inform school immediately of the results of a test.</p> <p>Management of a suspected case:</p> <p>If a child or staff member is unable to attend school due to COVID-19 symptoms, or whose household member develops symptoms, they should immediately self-isolate.</p> <p>They should not attend the school and should notify the setting/school of their absence by phone (this will be recorded and a minimum dataset kept.)</p> <p>You will be directed to the Stay at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance and will be required to isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days.</p> <p>The school will then to contact WCC Local Outbreak Response Team (LORT) and provide details. LORT will then provide advice and agree any precautionary measures with the school.</p> <p>WCC LORT will contact parent/carer or staff member to advise and arrange appropriate rapid local testing. If out of hours, school will advise tested via NHS UK or by contacting NHS 119 via telephone.</p> <p>This would also apply to any parent or household member who develops symptoms. If a staff member or a member of their household develops symptoms, they can apply for a test via https://www.gov.uk/apply-coronavirus-test-essentialworkers.</p> <p>What to do if someone falls ill while at school:</p> <p>If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible. If a child is awaiting collection, they should be moved to the office attached to the medical room. Children will be isolated behind a closed door, if possible, alternatively where necessary they will be accompanied in the room by a first aider wearing PPE. A sign will be placed on the door to ensure there is no entry or risk of cross contamination until the room has been resanitised.</p> <p>For adults the first aider will wear PPE & will observe through the glass panel unless deemed necessary to enter the room. There is a telephone within this room, where a leader can be contacted for staff needing to isolate until collected (handbook page 9).</p>	<p>If you or your child have symptoms of coronavirus, you can ask for a test to check if you have the virus.</p> <p>https://www.nhs.uk/ask-for-a-coronavirus-test</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>Absence protocol revised for parents & staff notifying school of absence if a suspected or positive case and ensure isolation procedures are adhered to. Resend information as parent help sheet/booklet.</p>
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The window in this room will be opened for ventilation and the door remain closed.

If needing to go to the bathroom while waiting to be collected this should be limited to the disabled toilet until the member of staff or pupil has left the site and sealed until deep cleaning has taken place. Sign will be placed on the door to ensure there is no entry or risk of cross contamination until the room has been resanitised.

Staff who become unwell know who they should inform directly and that they should go home immediately (handbook page 9)

Room attached to medical room identified & disabled toilet to be deep cleaned by 1st Aider in attendance, following use.

The following PPE should be worn by the supervising staff member:

- Disposable gloves
- Disposable plastic apron
- Fluid-resistant face mask
- Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting

A record and details of the incident will be made and **the school will contact WCC Local Outbreak Response Team** and provide details or complete on-line notification form. LORT will provide advice and agree any local precautionary measures

WCC LORT will contact parent/carer or staff member to advise and arrange appropriate rapid local testing.

Test, Track & Trace: If there is a suspected outbreak we will work with Public Health England, who will support us with communication to families. Cases of COVID-19 must be reported to the Health Protection Team in Public Health England using the online reporting system or by telephone to 0344 225 3560 (option 0, option 2).

Suspected cases can also be reported in this way e.g. if a staff member or parent calls to record non-attendance with any of the symptoms or if a staff member of a child is sent home with any of the symptoms i.e. temperature, new persistent cough or loss of taste or smell.

Contractors & suppliers are advised to not attend school if they or any member of their household has symptoms or has been identified as a positive case. Site guidance on social distancing measures and hygiene will be explained prior to and upon arrival. Record of all visitors to the site is kept.

<p>COVID -19 Home Testing Kits for Schools</p>	<p>There is a system in place for the management of deliveries (a quarantine box in the office for daily mail) and a designated, curtained area at the back of the school hall for larger deliveries. This will be accessed by the hall's external side door.</p> <p>Home test kits will only be offered in exceptional circumstances to children who have developed symptoms while at school where as a school we believe an individual may have barriers to accessing testing elsewhere (kits are suitable for people of all ages over the age of one and parents and carers will be required to administer the test to those under 11.</p> <p>Parents will need to be asked to share the results with school to pass on to Public Health as the system does not link these test results to a school for Public Health or Test & Trace purposes.</p>	<p>Coronavirus (COVID-19): home test kits for schools and FE providers: https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p> <p>Replenishment of Test Kits: we are still awaiting guidance on replenishment of kits There will be a cap on how many and how frequently orders can be placed, based on pupil numbers for our school.</p> <p>Storage of Test Kits: Kits should be stored securely at ambient room temperature (5-22°C).</p> <p>From 1 September, if schools have not received their test kits by the start of their term, they should contact the Test and Trace helpdesk on 119.</p>
<p>1.2c) Active engagement with NHS Test & Trace</p> <p>SEE ALSO THEME 1 OF RISK ASSESSMENT ADDENDUM (pages 10 & 11)</p>	<p>NHS TEST & TRACE</p> <p>Make staff & parents aware that anyone who displays symptoms of coronavirus (Covid-19) can AND SHOULD get a test. These can be booked via the NHS testing and tracing for coronavirus website: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ or ordered by telephone via NHS 119.</p> <p>Parents/carers and staff members must be ready & willing to:</p> <ol style="list-style-type: none"> 1. Book a test: https://www.gov.uk/get-coronavirus-test 2. Provide details of anyone they or their child have been in close contact with if they were to test positive for Covid-19 or if asked by NHS Test & Trace 3. Self-isolate following stay at home guidance, if they have been in close contact with someone who tests positive for Covid-19, or if anyone in their household develops symptoms of Covid-19. <p>Parents and staff should inform school immediately of the results of a test.</p> <p>IF A NEGATIVE TEST RESULT: if feeling well and no longer having symptoms similar to Covid-19 they can stop self-isolating. Other members of the family can also stop self-isolating.</p> <p>IF A POSITIVE TEST RESULT: they should isolate for at least 10 days from the onset of their symptoms and the household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following gov 'Stay at home' guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	<p>Links to testing to be added to handbook page 6.</p> <p>Guidance on NHS Test and Trace & how it works: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#essential-workers</p>

<p>How will staff keep themselves safe and be kept safe? Coronavirus (COVID-19): home test kits for schools and FE providers</p>	<p>The management of confirmed cases will be in line with the Worcestershire Local Outbreak Response Team and determine the appropriate response and provide definitive advice on who must be sent home.</p> <p>HOME TESTING KITS: These will be limited. Therefore, once made available the most senior onsite leader will authorise the approval of this being issued to the parent/carer. Official advice will be provided with this at the point of distribution.</p> <p>Risk assessment shared with staff and opportunity given for regular feedback on the effectiveness of these control measures. Giving all staff the opportunity to share suggestions and identify any concerns as they arise.</p>	<p>Covid Handbook produced to support staff.</p>
<p>1.2b) Robust hand and respiratory hygiene</p> <p>Have you put in place opportunities for pupils and staff to clean their hands more often?</p> <p>Have you implemented good respiratory hygiene practices in the setting?</p> <p>SEE ALSO THEME 1 OF RISK ASSESSMENT ADDENDUM (pages 3 & 4)</p>	<p>All classrooms have a sink and hand washing facilities. Hand sanitiser dispensers are also available in each room. Wall mounted hand sanitisers are located in main entrance points to the building.</p> <p>Child friendly 'step ups' have been purchased and are in place in classrooms to enable Reception & Y1 children to access the sinks in classrooms.</p> <p>Regular hand washing opportunities are built into daily routines & on display in each classroom, which includes on arrival at the setting, before and after eating, and after sneezing or coughing, before leaving site, after touching face and when changing rooms.</p> <p>Use of e-Bug hygiene practice resources recommended by the DfE used to support children's understanding of hand and respiratory hygiene.</p> <p>Windows in all rooms will be opened by teachers at the start of the day & closed by cleaners at the end of the day to ensure rooms are well ventilated.</p> <p>HYGIENE: Posters included in the adjacent column are on display in all classrooms. Aspects of focus in these posters will be referenced in the curriculum section of this risk assessment</p> <p>Timetable of handwashing routines as part of the daily routine established and shared with children & staff and can be found on page 11 of Staff Covid 19 handbook</p> <p>Catch it kill it bin it promoted on the site including coughing & sneezing into sleeve if unable to catch it in a tissue. Bin to be emptied at twice a day to dispose of disposable table wiping equipment and tissues to ensure effective infection control. This has been built into the midday cleaning rotas.</p>	<p>Social distancing guidance & handwashing procedures as part of staff handbook page 14 & 15 or 11?</p> <p>Link to DfE resources:</p> <ul style="list-style-type: none"> • Horrid hands • Super sneezes • Hand hygiene • Respiratory hygiene <p>Posters displayed in school:</p>  <p>Picture cards to point to & songs taught to encourage children not to touch their mouth, eyes and nose.</p> <p>Catch it kill it bin it for each classroom https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p>

PREVENTION DfE Guidance Control Measure 4 – INTRODUCE ENHANCED CLEANING

1.2c) Enhance cleaning arrangements

Have you identified how you will clean schools regularly and thoroughly and regularly clean surfaces that are frequently touched?

Has the capacity and availability of cleaning staff been considered to meet the increased need for cleanliness and hygiene of the premises?

How will you check to ensure higher than normal levels of essential supplies are in stock to meet increased cleaning requirements, including a 'deeper' clean?

Covid-19 Cleaning Procedures: All cleaning protocols have been updated with the revised guidance issued 15th July 2020. When cleaning surfaces the principle of 'one site, one wipe, in one direction' will be deployed.

- Areas are to remain clutter free.
- Difficult to clean items have been removed.
- Frequently touched surfaces are wiped down at the end of each day and again as part of the midday cleaning routines, including bathrooms and the staff kitchen.
- Although PPE is not a requirement, staff are advised to wear gloves when cleaning and using the disinfectant solutions provided.

Pupils to clean was hands directly before using IT equipment (esp. keyboards) with anti-bacterial wipes after use.

Teachers advised to leave site as soon as practically possible at the end of the school day, make use of rooms available within their bubble to vacate their room and enable the cleaners to fully access each classroom in order to undertake cleaning routines without interruption and maximise the cleaning time available.

Start of day checklist established for caretaker to check that all areas have disinfectant, hand sanitiser, wipes, gloves and aprons topped up for the day and that all areas are up to the required standard.

Additional 2 hours a day midday cleaning hours by LSA's allocated from school budget to endure effective cleaning protocols in place.

Rooms are cleaned on a daily basis, with touch point at midday. Each class remains within their allocated room each day, including lunchtime for those children in Y3 & 4 having sandwiches.

Cleaners may be required to extend their hours & work more flexibly if other cleaners are absent.

Caretaker has been directed to keep high stocks of cleaning products and has completed bulk order of high need products e.g. *disinfectant, paper towels, hand sanitiser, disposable cloths, toilet rolls and anti-bacterial wipes, bleach, soap for dispensers for classrooms and bodily fluid spillage kits.*

Cleaning regime revised in line with

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Checklists are in place for each cleaning zone and each midday touch point clean for LSA's assigned to it. Checklists are signed and handed in to leader for lunchtime cleaning team and Caretaker for end of day cleaning regimes.

Cleaners sign off to state cleaning tasks undertaken.

Stock orders placed to factor in an increase based on product usage based on 6 weeks estimate for 160 children and increase to 440+

PREVENTION DfE Guidance Control Measure 5 – MINIMISE CONTACT BETWEEN INDIVIDUALS & MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE

PPE

<p>What are the PPE needs for the staff at school? Consider contact and risk assess?</p>	<p>According to Government guidance PPE is not required. However, following individual risk assessments, PPE will be provided to staff who may in certain circumstances not be able to socially distance.</p> <p>Whilst guidance for use of PPE for first aiders has been lifted, staff will still be advised to wear a face mask and apron in addition to the pre-requisite disposable gloves if in a distance of less than a meter for an extended period of 15 minutes.</p> <p>PPE grab bags have been established and situated in key areas for, staff with children with intimate care needs, leaders & first aiders to access.</p> <p>Cleaning systems & waste disposal on display in room attached to medical room & disabled toilet.</p>	<p>Brief staff on changes to guidance regarding use of PPE.</p> <p>Safe removal and disposal posters for PPE displayed in all first aid areas.</p>
<p>Has appropriate use and supply of PPE been identified? <i>PPE is only needed in a very small number of cases:</i></p> <ul style="list-style-type: none"> • children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms 	<p>PPE is in place to cover the schools basic needs & requirements</p> <p>SENCo to identify new intake pupils whose care routinely already involves the use of PPE due to their intimate care needs and undertake a risk assessment for any PPE requirements & training needs required for staff supporting those pupils.</p> <p>Relevant staff will be trained, where appropriate, on how to minimise the risk of infection and how to use appropriate PPE.</p> <p>Procedure in place for dealing with waste of PPE and from cleaning of possible symptomatic cases (see handbook pg 9). The outdoor tunnel with lockable door has been allocated for the storage of this material once named and dated.</p>	<p>An additional PPE pack is being provided to schools in September.</p> <p>Children identified staff ittrained.</p> <p>Handbook pg 10 Intimate care staff training needs identified.</p>

SOCIAL DISTANCING – ORGANISATION & TIMETABLING

1.2e) Formal consideration of how to reduce contacts and maximise distance between those in school wherever possible and minimise potential for contamination as much as is reasonably practicable.

Minimising contact and mixing (social distancing) by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)?

What physical changes and adaptations will leaders need to think about to ensure a safe entry and safe exit to the school for all?

BEGINNING & END OF DAY ROUTINES:

Only essential staff can enter the school building therefore parents and carers will not be allowed into the building unless by prior appointment.

Due to the size of our setting and number of sibling links, drop of and collections will be staggered according to alphabetical order by surname (please note that where siblings have different surnames, they will come in at the earliest of the given time slots according to their surname). This enables control of pedestrian traffic around the site and ensures that families don't have to wait around unnecessarily.

TIME ALLOCATIONS:

SURNAMES BEGINNING	DROP OFF TIME	PICK UP TIME
A - G	8.30 am	2.45 pm
H - O	8.45 am	3.00 pm
P - Z	9.00 am	3.15 pm

Each year group has been allocated an to access, drop of and pick up point which must be adhered to:

CLASS	TEACHER	ACCESS TO AND FROM SITE	DROP OFF & PICK UP POINT
RJD	Mrs Downing	TENNYSON ROAD GATE	Reception Playground External Classroom Door
RSD	Mrs Deane		
RRJ	Mrs Joynes		
YEAR 1			
1CF	Miss Foxley	FECKENHAM ROAD LOWER GATE	Key Stage 1 Playground External Classroom Door
1CC	Miss Cresswell		
1AH	Miss Heath		
YEAR 2			
2LS	Miss Sparkes	FECKENHAM ROAD LOWER GATE	Key Stage 1 Playground External Classroom Door
2JW	Mr Walker		
2DW	Mrs Williams		
YEAR 3			
3JW	Mr Wood	FECKENHAM ROAD TOP GATE	Key Stage 2 Playground Main Door
3WR	Mrs Rhodes		
3KD	Miss Dudding		
YEAR 4			
4KJ	Miss Joshi	FECKENHAM ROAD TOP GATE	Key Stage 2 Playground Hall Door
4ST	Miss Thomas		
4HO	Mrs Hughes & Mrs Oakley		

Timings on gates have been changed to accommodate staggered drop off & collection times.

<p>How will the entry and exit be supervised and labelled/marked out including appropriate signage?</p>	<p>Parents' drop-off & pick up protocol to minimise adult to adult contact and drop reduce movement and contact with other groupings. Only one parent/carer is permitted to accompany the child on the school premises. All access to classroom doors will have 2m distancing markers, which parents will be expected to adhere to as no parent/carer will be allowed access to the building without a prior appointment at these times. 2m barriers set up to external classroom doors, which parents are not permitted to cross. Parents/children who arrive late to drop their children off or are late arriving to collect their children will have wait outside the school office until there is a member of staff available to assist them. Whilst queuing they must maintain social distancing. To prevent person to person passing of items, a specific table identifies as the 'drop off & collection table' has been placed outside the main school office in view of the main office window. Items will follow the 48 & 72 hour quarantine rules. The staffing and organisational logistics of the school day have been restructured to minimise the number of contacts that the pupil and staff have during the school day. Therefore, staff will have PPA separately to reduce the risk of transmission for staff covering PPA & leadership.</p>	<p>Parents' drop-off and pick-up protocols incorporated into parent's family agreement to ensure that adult to adult contact is minimised. Drop and go signs in place on playgrounds.</p>
<p>NON CONTACT DROP OFF ZONES</p>		
<p>PPA COVER ARRANGEMENTS</p>		<p>PPA & leadership timetable</p>
<p>Worcestershire supporting tools and resources:</p> <ul style="list-style-type: none"> • Safe working including use of PPE: Bulletin CV35 http://www.worcestershire.gov.uk/downloads/file/12524/education_and_early_help_bulletin_covid-19_update_35_15_may_2020 • Covid19 Testing for education staff: Bulletin CV28 and CV25 http://www.worcestershire.gov.uk/downloads/file/12479/education_and_early_help_bulletin_covid-19_update_25_-_24_april_2020 • If you are unable to access essential supplies please contact: CV19Logistics@worcestershire.gov.uk where someone will contact you to discuss your requirements and provide any support possible. 		
<p>DfE guidance:</p> <ul style="list-style-type: none"> • Prevention and control- https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 • PPE: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Information testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Social distancing: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing • Safe working in education, childcare and children's social care: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care 		

Theme 2: Accommodation / site usage		
Key Issues	Actions Taken to Mitigate Risk	Resources, To Do List & Relevant Links
With social distancing in mind, how many pupils can be safely taught in each classroom area?	<p>Class sizes will return to a maximum of 30 children in line with Government guidance.</p> <p>Children will now be in year group bubbles. However, they will remain taught in their individual classes by their class teacher, year group TA and PPA cover provider.</p> <p>Small group interventions will take place in line with guidance in the shared areas and will follow strict clean down protocols.</p> <p>Classes will remain being taught in their own classroom bases other than for PE, which will be outside where possible or in the school hall.</p> <p>Year group bubble systems will be in place for lunchtime rotas to operate effectively.</p>	Classroom table plans with numbered tabled & names of children assigned to each table
<p>CLASSROOMS</p> <p>How will each classroom be set out to ensure all pupils can follow social distancing effectively?</p>	<p>Tables will be spaced as far apart as possible within each room, each child will share a desk in pairs, which will be forward facing.</p> <p>There can be a maximum of 2 different seating & grouping arrangements. English & Maths groupings would be advised.</p> <p>A full surface clean down of table and chairs should take place after a seating change and children should ensure that they take their stationary pack from one seating to the other with them.</p> <p>All staff have a checklist of measures, systems and processes to support Covid classroom protocols and organisation.</p> <p>Windows opened as soon as bubble leaders arrive on site and remain open all day. Cleaners to close at the end of the day. Classroom doors propped open.</p>	<p>Classroom layout plans for a maximum of 2 different groupings to be on display by the teacher's desk. Tables are to be numbered and children named.</p> <p>Equipment packs in place for individual pupils and housed in a polypocket on their table</p> <p>Covid-19 classroom checklist - handbook (page 13)</p>
Do you have a full up-to-date list of all eligible key workers, including those who have not taken up the offer yet, but do qualify?	<p>Should there be a lockdown, parents identified as critical worker prior to lockdown, will revert back to their critical worker provision places for their child.</p> <p>Any new parents requiring provision will need to provide evidence from their employer to this fact.</p>	<p>Revised critical worker to be sent out at point of lockdown.</p> <p>List established via MyEd app for ease of communication.</p>
<p>USE OF OUTDOOR SPACE</p> <p>How will leaders stagger start/finish times/playtimes</p>	<p>Whilst year groups have been designated as bubbles, outdoor space remains divided into 3 zoned areas for each class for playtime. The outdoor</p>	<p>Circulation routes are included on layout plans.</p>

<p>and lunchtimes to support social distancing measures?</p>	<p>area is also timetabled for one class to be out at a time for Reception children.</p> <p>Timetables are in place for each year group bubble to access to outdoor play, lunchtimes.</p> <p>Wherever possible a one-way circulation route has been established around the school for children to access the outdoor area.</p> <p>1 playtime has been scheduled for each KS2 class per day and 2 for KS1.</p> <p>As PE will be mostly outdoors (weather permitting) year groups can sign up for additional outdoor slots as the time table allows.</p>	<p>Assistant head to oversee timetable arrangements for playtimes and additional outdoor time slots.</p>
<p>How could you adapt the timetable to allow for more socially distant activities (E.g. outdoor learning/use of hall?)</p>	<p>Display clear signage around the school to indicate movement in corridors/communal areas.</p>	
<p>What implications will social distancing changes have on movement around the school?</p>	<p>Our one letting will remain stopped, nature of letting would not allow for social distancing as it is a martial art provider.</p> <p>Financial implication is minimal.</p>	
<p>Have leaders looked at premises use for lettings to make decisions about whether these will remain stopped/restart/fully operational again? (Consider financial implications as well as in 'normal' times, care for pupils for working parents)</p>	<p>Wrap around care is provided by Funzone & Windmill, who are private providers. Although considered, there is no capacity within the school to meet this requirement.</p>	
<p>Has the demand for wrap around care been ascertained and logistics considered?</p>		
<p>Worcestershire supporting tools and resources:</p>		
<ul style="list-style-type: none"> • Covid 19 Schools Phased return space planning considerations http://www.worcestershire.gov.uk/phasedschoolsreopening 		
<p>Reopening Council Buildings Checklist 120520 http://www.worcestershire.gov.uk/recoveryschools</p>		
<p>DfE guidance:</p>		
<ul style="list-style-type: none"> • Premises: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak • Managing school premises during the coronavirus outbreak: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak • A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak • Social distancing: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings 		