

Rawmarsh Ryecroft Infant School Risk Assessment for Full Opening of Schools commencing November 2020.

(Adaptations made linked to national changes and Jan 2021 lockdown are in purple)

(Adaptations linked to government recommendation and wider school re-opening – March 2021 are in turquoise)

Covid 19 confirmed cases – Local Authority (LA) notification template (2nd November 2020 revised version)

*** Please note – this document will be used for monitoring and reporting purposes

School/Setting to notify LA of confirmed cases only by completing this form and sending it to:

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Date	Name of School/Setting	No. of confirmed cases - Staff	No. of confirmed cases - Pupils	Year Group	Covid Test Date	No. of Students asked to isolate	Action Taken following contact with:
							DfE COVID helpline: 0800 046 8687 (for 1 case) Public Health England (Health Protection Team) Tel: 0113 386 0300 (for 2 or more cases) * out-of-hours number: 0151 909 1219

What should Headteachers do if staff do not want to come into school?

The guidance on implementing protective measures explains who should and shouldn't attend education and childcare settings and sets out the measures that should be followed for staff that are either clinically vulnerable or clinically extremely vulnerable, or who live with someone in either of these groups.

Whilst other staff should be able to come into school, it is natural that some employees will be worried about doing so even if the risks for them are very low. In agreeing the best approaches for their schools, Headteachers and school leaders should work closely with employees and unions, where appropriate. School leaders will be in the best position, knowing their staff and school circumstances, to decide how to proceed in individual cases. We are working in an unprecedented context, and more reassurance and discussion than usual may be required. It is always best, if at all possible, to work out a sensible way forward in individual cases that acknowledges any specific anxieties, but which also enables the school's responsibilities to be effectively discharged. [See Section 10 of the government guidance for further information.](#)

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness.

Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk-based approach to support staff in their roles. Therefore: -

- Avoid contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene
- Regular cleaning of settings
- Minimising contact and mixing

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- PPE should be used in line with DfE Guidance and your own Risk Assessment.
- **PPE does not negate the need for social distancing and hand and respiratory hygiene.**

The national guidance and response require that where possible we: **Stay Alert and Stay Safe**

Factors to Consider

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Covid-19	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/ - When pupils arrive at School, they must clean their hands for at least 20 seconds with warm soapy water on entry - Each class has a basic cleaning box with masks, aprons, kitchen rolls, antibacterial wipes and a 'sanitation station' with antibacterial gel/ foam. Dispose of wipes & PPE by double bagging and put in the external waste - School follow Government guidance - those who have symptoms of coronavirus must stay at home from the date of their symptoms for at least seven days and longer if they still have a high temperature. - Those who live with someone with symptoms must self-isolate for 10 days from the day when the first person became ill.	Allow staff time to read the guidance and voice any concerns they have. Regularly send updates to staff on any changes to the guidance PPE is generally not recommended outside of the clinical setting. The majority of staff in educational settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. For guidance on the appropriate use of PPE in educational settings, see the guidance on safe working in education, childcare and children's social care. It is advised that deep cleaning post COVID exposure (known or suspected) should be undertaken with chlorine-based cleaning solutions with a concentration of 1000 parts per million (ppm) of available chlorine. The area will be closed following this for 72 hours. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
Staff using public transport to get to and from the school site.	Transmission of the virus – leading to potential ill health & fatality	Staff	- Staff should be encouraged to walk or cycle to work where safe and possible - Where staff use public transport, they must maintain social distancing at all times and avoid contact with hard surfaces (where possible) - Face coverings should be worn when using public transport - Staff should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face - When staff arrive at their workplace, they must clean their hands for at least 20 seconds with warm soapy water before entering any of the office, kitchen areas etc.	Further information is available on the government website https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
School Crossing Patrol			- The School crossing patrol person will ensure where possible that social distancing measures are implemented when allowing pupils and parents to cross the road - Pupils and parents will wait (maintaining 2 metres distancing where possible) in an orderly queue before they are can cross the road safely with the School crossing patrol person	Schools to write to parents about the crossing patrol and social distancing measures

Visitors / parents and pupils accessing the site dropping off / collecting pupils	Transmission of the virus – leading to potential ill health & fatality	Staff, parents, pupils, visitors etc.	- Health and hygiene rules will be established by Facility Services for operatives. - No one should visit/ enter the School premises if they are displaying symptoms of Covid-19 e.g. staff, parents, pupils, contractors etc. - External visitors to the school site will be limited to necessary persons only, following school's visitor 'sign in' procedures. As advised, where possible visitors 'sign in' at reception will be carried out by office staff and no pens will be visible - They will also be required to leave contact details for future reference so that 'Track and Trace' systems can be followed. - Schools should limit the external visitors to the school during school hours - Parents should only enter school buildings when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required). - Any such meetings should take place at a safe distance - A clear demarcation line is in place around the reception areas so that 2 metre social distancing where possible can be maintained - A visual screen / barrier/ stable door is in place to protect office staff - Introduce staggered start and finish times to reduce congestion and contact at all times - Y2-start time 8.30 am, finish 2.45 pm - Y1 -start time 8.45 am, finish 3.00 pm - FS2- start time 9.00 am, finish 3.15 pm 8.30 – 3pm For all children in lock down with 3 points of entry 1 for each bubble – ENDED 5th March 2021 (Special arrangements for siblings/lunchtime will also be in place.) - Children to be accompanied to school site by one adult only. - Manage external site access points to enable social distancing where possible - Allow plenty of space (where possible two metres) between people waiting to enter site - Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. - Regularly clean staplers, hole punchers, "touch screen" photocopiers, marker pens & whiteboards The handling of cash is discouraged from parents and where possible online / contactless payments are made	- School to inform all staff and parents – not to enter the School premises if they are exhibiting symptoms of covid-19 - Signage to be displayed in the main entrance reinforcing the message to not enter the School if they are symptomatic - Use signage to guide parents and carers about where and when they should drop off and pick up their children. This should happen at the school gate. - A queuing system and process should be in place for staff to greet each child, ensure they wash their hands immediately on arrival and then go straight to their classroom - Parents are asked to wear masks/ face coverings when dropping or collecting children from school site or if have to visit for any reason. - Parents are reminded not park in the school car park and adhere to parking sensibly to avoid conflict with local residents - Systems are in place to monitor how many people are on site at any one time - Systems are in place to monitor which staff and children are on the "essential" list. - Reminders to families to leave the area promptly after pick up/drop off. - Systems in place to deal with those arriving at school who are not supposed to be there - Where possible one-way systems/ using left or right side of corridors to be use in the building - Antibacterial wipes to be made available at the side of the "signing in" system, photocopiers, marker pens and to wipe down areas etc. - Sanitation stations are in place throughout the building. - Signage displayed in the reception area to inform parents, pupils and visitors to keep 2 metres apart - Hand sanitisers / gels and wipes are available on reception for parents, pupils and visitors to use - Appropriate cleaning products are available for staff to clean all hard surfaces on a regular basis. (Each class base has a designated 'cleaning box' with requisite materials.) - All used wipes and cloths to be doubled bagged and put in the external waste bin - Information to be sent to all parents explaining that no cash will be handled by the office staff (school cashless system in place) https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#workforce
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Vulnerable Groups			Staff and young people who are clinically extremely vulnerable are at high risk of getting seriously ill from coronavirus (COVID-19). They should have received a letter advising them to shield or have been told by their GP or hospital clinician. If staff and young people have been told that they are clinically extremely vulnerable, they should follow the government guidance 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	Identify staff and young people who are clinically extremely vulnerable and contact them on a regular basis to check on their wellbeing. (Currently no-one known to fall into this category, but advice will be followed if required.) One member of staff and one child within this category – staff working from home and the child is to receive home learning and staff contact weekly
Cloakroom Areas	Transmission of the virus – leading to potential ill health & fatality	Staff, Parents & Pupils	Staff to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the school day to ensure social distancing is maintained where possible	Parents will not enter the school site at the start of the school day (except during FS2 transition period only). Children will enter/ leave the school site via the following entry and exit points-at times above-class 1 back gate off Main Street, class 2 front gate off South Street, class 3 back gate off Main Street and down main school corridor, class 4 front gate off South Street, class 5, back gate off Main Street and class 6 front gate off South Street. Parents only allowed onto school site only when strictly necessary and by appointment and one parent only. All parents informed that once they have dropped their child off at school, they must leave the area as soon as possible. Support for staff has been signposted. SLT team will continue to be vigilant to the possible impact of the Covid 19 pandemic on staff and pupils alike. Mental Health and Emotional Wellbeing is a school priority for the academic year 2020-21. Opportunities for discussion and reassurance will be regularly provided Staff have been/ will be allocated agreed PPA time and arrangements are in place to cover this with known staff who have been allocated to support within a set year group.
Staff availability		Staff and pupils	- Staff may need to work with different groups of children (but the same group on a daily basis) - Some staff may be prepared to undertake different roles, work different times on a temporary basis. - As far as possible staffing arrangements will be consistent. - Where cover is needed as far as possible this will be consistent to limit contacts Lockdown staffing remains in bubbles 3 staff allocated a different year group due to numbers with 6 days between contact with staff and children – FINISHED 5th MARCH 2021	Support for staff has been signposted. SLT team will continue to be vigilant to the possible impact of the Covid 19 pandemic on staff and pupils alike. Mental Health and Emotional Wellbeing is a school priority for the academic year 2020-21. Opportunities for discussion and reassurance will be regularly provided Staff have been/ will be allocated agreed PPA time and arrangements are in place to cover this with known staff who have been allocated to support within a set year group.
Attendance reporting		Staff and pupils	- Prepare to resume the attendance reporting and continue to complete the daily data returns using the DofE portal - The school will not be held account for your attendance figures during this time	Taking the attendance register resumed in September 2020. The school follow their normal attendance procedures checking on reasons for absence and recording these following guidance on completing the attendance register, along with which codes to use, is available.

Planning what to teach and how		- You should encourage parents whose children have been invited in to call you each day if they are not coming as normal so you understand and can discuss it with them if needed - You should continue monitor the welfare of vulnerable children who are not attending school, and other pupils they might wish to keep in touch with, for safeguarding purposes. Further information is set out in the <u>vulnerable children guidance</u>. - The full National Curriculum will be taught for all pupils. - Resources for child-initiated learning, should not be shared and considered for their use - Resources for such activities as painting sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use. - For Y1, schools should ascertain where children have fallen behind and or progressed further than the school's curriculum. - Re-teach and practice this material where necessary - School will provide opportunities for children to discuss their concerns about transition and missed activities <u>Re-assessment of children's individual needs with Focus and Action Session prior to Easter to plan curriculum changes or interventions for gaps in learning</u>	Schools should also continue to submit the <u>Educational Setting Status form</u> via the online portal to report whether they are open and how many children and staff are in school. <u>New format Jan 2021</u> Refer to DfE Guidance. Arrangements will be in place for regular cleaning of shared resources and relevant additional Risk Assessments will also be in place. Activities, targeted interventions and specific teaching will be put into place to address 'gaps in learning'. These will be identified through teacher assessment and relevant support provided. – <u>See amended Catch Up Funding Action Plan</u>	Schools should also give consideration to the mental health and wellbeing of staff and the need to implement flexible working practices in ways that promote good work life balance for teachers and leaders Bereavement counselling / support to be offered to staff and pupils where necessary Staff have access to confidential support, counselling and advice via Human Resources All colleagues have been provided with Rotherham Education Psychology Service training materials to support emotional wellbeing and transition back to work. All colleagues have the opportunity for 1:1 support and advice from SLT whenever necessary.
Managing mental health of staff & pupils	Staff and pupils	- Whilst getting back to normal is important staff may need to consider how they support children for whom the long period at home hard to manage, those who have developed anxieties in relation to the virus, and those who may make safeguarding disclosures once they are back in school - Some children may have experienced bereavements or had increased/new caring responsibilities - Staff may wish to provide opportunities for children to talk about their experiences, one to one conversations with trusted adults, refocused lessons on relevant topics, pastoral activity and other enriching activities.	All children will have missed the routine of school, seeing friends, and being supported by their teachers. The different experiences of all pupils will play a part in how easily they adapt to school and its routines Schools should also give consideration to the mental health and wellbeing of staff and the need to implement flexible working practices in ways that promote good work life balance for teachers and leaders Bereavement counselling / support to be offered to staff and pupils where necessary Staff have access to confidential support, counselling and advice via Human Resources All colleagues have been provided with Rotherham Education Psychology Service training materials to support emotional wellbeing and transition back to work. All colleagues have the opportunity for 1:1 support and advice from SLT whenever necessary.	

Uniform			- There is no need for further advice re uniform other than personal hygiene and washing of clothes following a day at school. - Uniform that cannot be machine washed should be avoided	Consider leeway for any child who has grown out of parts of their uniform since December but whose parents cannot currently replace it – provide support as required
Circulatory Areas / staircases	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	- Movement between classrooms / on corridors should be done in a phased way to maintain social distancing where possible - Where possible one way up / down rules should be implemented, and carried out in a “phased way” – one class at a time to ensure social distancing where possible	Staff to regularly reinforce the rules on corridors and in toilets to all pupils Signage/ staff reinforcement to be in place identifying the flow of movement and direction of travel https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools All staff to wear masks in all communal areas and when moving around the building
Teaching & Learning in the Classroom environment	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	- The group (protective social bubble) should remain the same in terms of children within it and staff. Each group should consist of a maximum of approx 30- pupils/children (standard class group size) (if social distancing allows for these numbers). - When entering / leaving the classroom this should be on a phased “one person at a time” basis - Where possible Staff are to maintain a safe distance between each other (2 metres where possible) - Pupils must be encouraged to do the same - Limit the number of persons in each room/area to enable individuals/pupils to follow social distancing guidance where possible. - All persons are to wash their hands upon entering classrooms using warm soapy water Strict hygiene rules to be implemented, all staff and pupils to be asked to do the following: - Wash hands on entry - Use alcohol-based hand sanitiser - Wash hands every regularly - Wash hands if face is touched - All hand contact surfaces to be cleaned throughout the day - All pupils to have their own pen, pencil, rubber, ruler etc. that is personal to them and should not be shared with any other pupil - All shared resources, equipment etc. should be cleaned on a daily basis with an antibacterial cleaning product - All soft items should be cleaned with an antibacterial spray daily - Tissues should be provided in classrooms and pupils encouraged to use them and put them in the lidded waste bin - Discourage any activities where social distancing cannot be maintained e.g. cooking / baking / drama / sports clubs, etc. - Ensure that all educational visits and cancelled currently and parents evenings are done virtually.	Signage to be displayed in each classroom stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved where possible Refer to guidance on Establishing protective social bubbles  Establishing Protective Social Bubbles  Establishing Protective Social Bubbles in secondary schools A seating plan should be displayed on the classroom door and inside the classroom – so all pupils know where they must sit Ensure that hand gels and sanitisers and wipes are available for staff and pupils to regularly use Encourage staff and pupils to regularly wash their hands thoroughly with soap and water for at least 20 seconds https://www.who.int/gpsc/clean_hands_protection/en/ Ensure antibacterial wipes / cleaning products are available to clean hard surfaces regularly throughout the day. All cleaning products should be stored out of the reach of children. All cloths and wipes should be doubled bagged and put in the external waste Staff to supply pupils with a pack of stationary that is kept in their own drawer/ on their own table when not in use. Pupils regularly reminded not to share stationary.

Foundations Stage pupils – including free flow play	Transmission of the virus – leading to potential ill health & fatality	Staff & Pupils	• All Computers / ICT equipment should be cleaned after every session with an antibacterial spray / wipe • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • Prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, this must be taken into account. • It is still important to reduce contact between people as much as possible. To achieve this and reduce transmission risk settings are asked to ensure that children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups. This is termed 'cohorting' and achieves a protective bubble meaning that pupils minimise contact • All resources in Foundation Units / Nurseries are cleaned after each session and where necessary items are disposed in the waste bin. • All soft toys to be removed from all areas of the School site • Free flow is phased so that its "one in and one out" and this is managed effectively by staff • Encourage parents to send their child in clothing that is easy for them to manoeuvre e.g. elasticated waste trousers for when using the toilets • Encourage social distancing at all times • When small children are distressed / upset – staff are encouraged to refrain from close contact • Supervision is key at all times • Any artwork etc. produced by pupils is not to be taken home and must remain in the setting	Ensure that staff / cleaners use gloves when cleaning down all resources, toys, equipment etc. Bins (where possible to have a lid on) that contain used tissues, paper towels etc. must be regularly emptied Pupils should be encouraged to hand wash regularly or use antibacterial gel Hand washing should be undertaken when pupils change location and use toilets Inform all parents that all clubs are postponed until the foreseeable future, but that breakfast club continues within it's allocated bubble provision. Foundation Stage bubble in the library, year 1 and year 2 pupils in the hall at opposite ends with own resources/ allocated staff and a physical 'table' barrier to separate them. Signage to be displayed in the Foundation Units / Nursery classrooms stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved where possible Remind small children – using the correct format that it's not safe to hug / kiss / be in close contact with other children Parents are encouraged to reinforce social distancing rules at home Send letters to parents to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes / trainers, any clothing that doesn't require adult supervision Parents are reminded via a letter, newsletter etc. that they child is not allowed to take toys from home into the setting For the purpose of free flow - where possible one door should be used to allow the young children out and another door should be used for letting children back into the setting, these should be clearly signed "In and out" No additional PPE is required for changing nappies unless a child is symptomatic PPE should be disposed of by double bagging and put in the external waste
Educating pupils on the risks of covid-19		Pupils	• There is a concern that different age groups of pupils will interpret the information differently on the risks of covid-19. Therefore: - • Staff should consider delivering the information in different formats pitched at the right level for the age groups	Ensure all government advice and resources are provided in the correct format to the different year groups Encourage parents to explain the rationale in their own home surroundings e.g. using their own personal circumstances.

Pupils Toilets	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff, Cleaners	- It is very difficult to explain the need to social distance to very young children as they will not understand the meaning and rationale behind this - ensure that help is available for children and young people who have trouble cleaning their hands independently - Consider how to encourage young children to learn and practise these habits through games, songs and repetition - Ensure access to hot running water - All toilets are cleaned on a daily basis with an antibacterial spray, paying particular attention to the toilet seat, taps, flush, door handles, sinks etc. - Hand washing frequently with soap and in hot water where possible - Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time - Noting that some children and young people will need additional support to follow these measures (for example, social stories to support them in understanding how to follow route around school and rules) - Staff to wear appropriate PPE if dealing with body fluids including vomit.	Pupils regularly reminded about staggered toilet times and the need to wash their hands more regularly and after every time they have used the toilet When cleaning vomit from toilets ensure that gloves and face masks are provided to staff and cleaners. Pupils to use their designated toilets within class/ year group bubbles at all times throughout the school day including at lunchtime. Class 1 -toilets within their own class mobile (Y2) All Y2 – End 5.3.21 Class 2-toilets within their own class mobile (Y2) Class 3 -toilets on main school corridor (Y1) Class 4 -toilets on main school corridor (Y1) All Y1 – End 5.3.21 Class 5-toilets off class 6 classroom (FS2) Class 6 -toilets off class 6 classroom (FS2) – End 5.3.21 All FS2 (Short -term amendments will be made as required and information shared as necessary.) Staff to use staff and visitors' toilets. Children working in Nurture room may also have access to these toilets. Staff to clean the toilet using wipes/ spray provided after use so that it is clean for other staff. Wipes if used to be disposed of in lined bins.
Assemblies	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff, Cleaners	- Assemblies should not be held in large groups/protective social bubbles should not be mixed and brought together for assembly due to the potential for the number of pupils and staff in close proximity - Assemblies can take place in individual groups in their allocated classroom spaces rather than bringing children together in one hall or large space.	Year group or class assemblies will be held maintaining social distancing. – Zoom to be used for whole school assembly No whole school or Y1 and Y2 joint gatherings. Special arrangements will be made so that special Christmas events may be held remotely / within year group or class bubbles and either outside or in large well-ventilated space such as the hall.
Break times	Transmission of the virus – leading to potential ill health & fatality	Staff & Pupils	- At break times ensure pupils are allowed out in small numbers so that social distancing can be maintained where possible - Restrict the number of pupils accessing the toilets at any one time - Restrict the use of play / climbing equipment (equipment to be allocated to each class bubble) - Restrict contact sports. - Adequate controls for the use of play equipment.	Staggered break times to avoid congestion on the playground/ staffroom Adequate controls for the use and supervision of play equipment. Staff requested not to sit in staff room only with their bubble, use alternative spaces to eat as required and only to enter to make a drink and leave when at all possible All staff to wear masks in all communal areas.

Dining Room – lunch times	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Kitchen staff	- All persons should be required to stay on site once they have entered the School premises - When staff take their lunch breaks, they need to ensure that they adhere to social distancing at all times and wash their hands before entering back into the classroom - Lunchtimes to be staggered to avoid congestion and at one time see below re children mixing with other groups. - Lunchtime Supervisors must stay in the protective bubble with the same group of children - Food and drink should only be consumed in dedicated areas - Hand cleaning facilities or hand sanitiser should be available at the entrance of the dining room where people eat and should be used by all persons when entering and leaving the area - Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home - Where catering is provided on site, it should provide pre-prepared food only and where possible crockery, eating utensils, cups etc. should not be used - All catering staff should wear gloves when passing pupils utensils, cups etc. - All food displays should be protected against contamination by coughing, sneezing, etc.) - Tables and chairs should be cleaned between each use. - All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles - Parents must inform any changes to their child's dietary requirements via email to the Headteacher – if parents don't have access to email / a telephone conversation / virtual call to be arranged	Allocated lunch breaks for staff to allow for social distancing within the staff room / eating areas The School may need to consider employing additional lunchtime supervisors If you use a catering contractor ensure that you have seen their risk assessments and safe systems of work on how to keep themselves, staff and pupils safe from transmission of the virus - Further advice can be obtained from the Local Authority School Meals Service All kitchen waste should be doubled bagged and put in the external waste Children should not mix with other groups. This may mean having several lunch sittings or serving lunch in more than one location including a classroom. Plastic screens should be made available to protect the food. Further advice can be obtained from your catering contractor and the Local Authority School Meals Service All tables and chairs should be cleaned after sitting with an antibacterial spray Headteacher to liaise with the catering staff on any changes to a pupils' dietary requirement	
Breakfast and after School clubs	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	- The number of pupils attending the clubs is limited so that social distancing is maintained, where possible - Entering and existing the club is done in a phased way "one in one out" - All food items are taken to the pupils seating area by a member of staff - All food items and utensils are collected by staff and handed over to the catering staff - All tables, chairs, hard surfaces etc. are cleaned with an antibacterial spray after use No BC during lock down – Beginning again 8th March	Breakfast club will be organised in year group bubbles with these pupils seated together maintaining social distancing. Breakfast club will open daily from 8 am Children will be escorted from breakfast club (or collected) by staff at their year group start time.	
Physical Education	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	- Physical education lessons may continue (if deemed appropriate) provided they are non-contact and do not involve more than any one temporary group - Where possible Staff are to maintain a safe distance between each other (2 metres where possible). - Pupils must be encouraged to do the same where possible - Limit the number of persons in the Gym to follow social distancing guidance where possible	Signage to be displayed in the gym and changing rooms stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved where possible	

				• Ensure hand sanitisers / gels are made available for staff and pupils • All P.E. equipment is wiped down after each session • Ensure that contact sports are not undertaken • Social distancing measures must be implemented in changing rooms where possible •		Relevant visitors will be invited to wear a face mask while they conduct the work they are required to do if they wish.
Governors Meetings, SEN meetings with parents etc.	Transmission of the virus – leading to potential ill health & fatality	Staff		• Where possible Staff are to maintain a safe distance between each other (2 metres) in the meeting room / office environment • Arrange virtual conference calls • Other online conference call facilities • Meetings with parents should be pre-arranged in a setting where social distancing can be maintained. If this is not possible then the meeting can take place over the telephone or via virtual etc.		
Conflict management between pupils and parents	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils		• Staff are discouraged from physical intervention if pupils are fighting • De-escalation techniques should be used to try and calm situations • if the situation escalates then staff must wear the PPE if restraint is required • Restraint should only be undertaken as a last resort by a qualified Team Teach trained member of staff • Parents are regularly reminded of their responsibilities and behaviours on the School site		Regular information sent out to parents via email, letter, newsletter etc.
Staff marking homework from pupils	Transmission of the virus – leading to potential ill health & fatality			• Where appropriate, homework should be submitted online to avoid the use of handling books etc. • If homework cannot be submitted online, then the school should consider limiting the number of shared resources. • When marking pupils work, staff should wash their hands and surfaces after handling books. •		
Administering First Aid	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils		• Children, young people or learners who require first aid should continue to receive care in the same way • No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms • Wash hands and ensure the affected area is cleaned upon completion • All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste		For further information on administering first aid and PPE visit the government below https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care See also School First aid/ Risk Assessments, medical information etc
Administering Medication	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils		• Children, young people or learners who require administration of medicines should continue to receive care in the same way		if a child's care plan requires updating a virtual meeting should be arranged where possible with a member of school staff, parents and a professional health worker, school nurse etc. to address any issues relating to the care plan

Providing intimate care	Transmission of the virus – leading to potential ill health & fatality	Employee, pupils, agency staff, member of the public	- No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms - Staggered times of administration of medicines should be considered - Wash hands and ensure the affected area is cleaned upon completion - All waste and PPE should be disposed of by double bagging and put in the external waste	Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE PPE pack available in school.
Fire Drills / Activation of the fire alarm	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Cleaners, Catering staff etc.	- The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on social distancing, handwashing and other hygiene measures, and cleaning of surfaces. - If you are not providing intimate care to someone, PPE is not needed. - Children, young people and students 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 - When undertaking a fire drill social distancing should be maintained at all times where possible - Markers should be displayed at the assembly area / muster point to avoid congestion - A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing - Washing of hands etc. still required on entry back into the building	Ensure a fire drill plan is produced highlighting where each year group will be positioned Years 1 and 2 will muster on the main school playground near to their entrances and exits, FS2 pupils will muster in their outdoor area behind the main school building off Main Street. Class 5 at the top end of the area and Class 6 at the bottom end of the area. See plans. Children to be suitably 'socially distanced'. You may have to use one or more external areas of the School to achieve social distancing where possible A member of SLT/ other nominated person will be in charge to co-ordinate the fire drill and communicate with others who might be using other areas of the site. You may need one more fire marshal to achieve this. A debrief must be undertaken to share any lessons learnt Ensure the fire drill is recorded in the fire precautions logbook Ensure that the fire alarm is regularly serviced / maintained to reduce the risk of false activations
Cleaning	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Cleaners, visitors etc.	A cleaning schedule must be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.	To meet the cleaning regimes and conform to government guidance on maintaining the standard required to reduce the risk of contamination – you may need to consider increasing resources and extending the hours cleaning staff operate

			Cleaning protocol is as follows: • Hard surfaces to be cleaned prior to disinfecting • A combined detergent disinfectant solution or chlorine-based cleaner is to be used • Extra attention is to be given to frequently “touched” areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, keyboards, whiteboards etc. • Hand towels and hand wash area to be checked and replaced as needed by the Cleaning and Caretaking staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used • Bin liners should be used in all bins	For further information on cleaning visit the governments advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning It is advised that deep cleaning post COVID exposure (known or suspected) should be undertaken with chlorine-based cleaning solutions with a concentration of 1000 parts per million (ppm) of available chlorine Ensure that all COSHH assessments are carried out for all cleaning products Staff are trained in the safe use of cleaning products Ensure that all cleaning products are stored safely and out of the reach of pupils The correct PPE should be worn at all times by the Cleaning staff and disposed of by double bagging and put in the external waste	• Home visits should be pre-planned, and risk assessed which may result in staff member maintaining social distancing by remaining outside the premises. • If staff are concerned over a pupil's welfare this must be reported immediately to the Headteacher
Home Visits to be undertaken by staff	Transmission of the virus – leading to potential ill health & fatality	Staff	• Home visits should only be undertaken if absolutely necessary • Staff should use their own vehicle to get to the visit • Once they arrive, they must knock on the door and step back to maintain social distancing • It may be possible to have a conversation with parents and pupils via an open window		

Deliveries	Transmission of the virus – leading to potential ill health & fatality	Staff, pupils & delivery drivers	• Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School • When placing orders for delivery ensure that you inform the company of the Schools protocol for accepting deliveries • If practicable drivers should wash or clean their hands before unloading goods and materials • Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance • Staff should not sign for deliveries • Hands are to be thoroughly washed after handling all deliveries • Keep deliveries to a minimum with essential items only	All deliveries to School (including milk and fruit) should be left at the main entrance and sanitised with wipes before taking them inside the School premises
Contractors / essential repair work	Transmission of the virus – leading to potential ill health & fatality	Staff, pupil, Contractors etc.	• Only contractors carrying out essential maintenance work are to be allowed on the School site • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash their hands upon entering the site Strict hygiene rules to be implemented, all contractors are to be asked to do the following: • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. • Site inductions are to be carried out following social distancing principles (2m separation). • Contractors completing necessary work may be allocated a work area which is not accessed by staff on site and will be thoroughly cleaned prior to re-use. Special toilet facilities will be allocated and cleaning materials -wipes etc made available for use as required.	The contractor is to notify the Headteacher / Senior manager of all areas visited, in order that these can then be thoroughly cleaned
Information to Staff, pupils & parents		Staff, pupils, parents etc.	• Posters to displayed in the main entrance, staff room and in suitable places around the School site • Regular meetings with staff will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available • Regular updated information will be shared with parents via a letter, Class Dojo, email, newsletter, school website etc.	Staff encouraged to regularly visit the government website for updated information https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/
Suspected case of covid-19 on the School site	Transmission of the virus – leading to potential ill health & fatality	Staff, pupils, cleaners, contractors etc.	• If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance. • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.	What happens if there is a confirmed case of coronavirus in a setting? 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

			• Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.	See top of this document for how to report a positive case to the LA/ DfE advice line. Support will be sought as necessary. See Resource Pack and Yorkshire and Humber Poster on Rotherham website and also previously distributed to all schools. Protocols as advised on this document and by professionals to be followed. If a child is awaiting collection, they s will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find guidance on cleaning in non-healthcare settings: (Following handwashing etc above staff will be offered the opportunity to leave site and have a shower/ change clothes etc at home should they wish to do so.) In a situation such as above, staff will have access to PPE including face visors and disposable gloves and aprons. Guidance will be followed-see above with regards to cleaning and disposal of materials etc. Items would to be replaced as required. Specific procedures in place throughout the pandemic must be followed. All staff are fully aware of these. See Initial Risk Assessment.
Personal Protective Equipment			PPE is only needed in a very small number of cases: • where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained • where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used	All PPE to be used in accordance with the manufacturer's instructions and disposed of by double bagging and put in the external waste. See posters below.

			- Gloves, aprons, face masks, eye protection should be made available to all staff, if momentary / intimate care is required - Staff should be trained in the use of PPE	
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November 2020 Updates

- If pupils have been absent due to colds and other virus' not those associated with Coronavirus Covid 19, on their return to school as an additional precaution their temperature will be taken and recorded. If parents have a negative test, proof if offered will be checked and recorded within the school's own systems.
- Students visiting the school site to complete placements will have their own individual Risk Assessments in place. Clear information re what to do if they are ill, come into contact with anyone exhibiting symptoms or who test positive will be provided. Any relevant information from the school setting will also be shared.
- Only 3 adults allowed in the main school office at any one time. PPA must be conducted in own class base, library, Headteacher's office or in the staffroom.
- 12.11.20 Re-organisation of staffing. All staff will work only within one year group bubble.
- Deep clean of school site has been arranged.
- From 23.11.20 all staff will be requested to wear face masks in communal areas. Additional drinks station for staff in secure area has been organised.

January 2021 Update

- Staff to be aware of the use of the carpark entrance for collection and drop off of Y1 children. Carpark to not be used between 8.20 and 8.45am or 2.50 and 3.15pm and parents reminded that children must be supervised at all times

February 2020 Update

- All staff invited to take part in Lateral Flow Testing on a bi-weekly basis to highlight any possible non-symptomatic case. – See Additional Lateral Flow Device Risk Assessment

March 2021 Update

- Staff to ensure masks are worn in all communal areas and when moving around the building
- 2m distance to be maintained from other adults whenever possible even within the Year Group bubble



Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.

- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.

- 3 Put on your eye protection if there is a risk of splashing.

- 4 Put on non-sterile nitrile gloves.

- 5 You are now ready to enter the patient area.


Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.

- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.

- 3 Snap or unfasten apron ties the neck and allow to fall forward.

- 4 Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.

- 6 Remove surgical mask.

- 7 Now wash your hands with soap and water.


Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

i	Hand washing protocol	Attached at appendix 1 below https://www.who.int/gpsc/clean_hands_protection/en/
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged, or uncomfortable. https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6
v	Prolonged / Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. Guidance at appendix 3. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures https://www.youtube.com/watch?v=-GncQ_ed-9w
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Shielded person	Definition at appendix 2.
ix	Single use	Refers to disposal of PPE after each client interaction.
x	PHE Covid-19 IPC	https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate