

# Stedham Primary School

## Risk Assessment for National Lockdown (March 5<sup>th</sup> 2021)

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.

This document identifies the key risks associated with day to day school life and looks to take actions to mitigate these. It is important to recognise that, whilst it is not possible to completely eliminate risk, following the guidance in this document will ensure that risks are reduced as far as is practically possible. It will be kept under review and updated based on any further government guidance as it is released and following experiences in school from September.

### **System of controls**

This is the set of actions that we must take as set out in the government guidance. They are grouped into 'prevention' and 'response to any infection' and are directly linked in the risk assessment to the actions that will be taken to reduce the identified levels of risk.

#### **Prevention:**

- 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 in all schools, all 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*

This risk assessment is a working document and reflects practice at the time of publishing. Practices will be adapted on an ongoing basis and as further guidance is published. For document history see the last page.

## General

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
<b>Preventing viral spread - hygiene</b>	<ul style="list-style-type: none"> <li>Children and adults to wash hands with soap and water or to use hand sanitiser more regularly. At least:               <ul style="list-style-type: none"> <li>When entering the school at the start of the day</li> <li>After break time and lunchtime</li> <li>Before and after eating snack at break</li> <li>Before and after eating lunch</li> <li>When returning to the classroom from another location inside the school or within the school grounds</li> </ul> </li> <li>Ensure good respiratory hygiene – ‘Catch it, bin it, kill it’</li> <li>Ensure that rooms are well ventilated – <a href="#">Break &amp; lunchtimes to let fresh air in/then close doors &amp; windows to keep heat in</a></li> <li>Teach children the importance of good respiratory hygiene</li> <li>Ensure that ‘Stay Alert!’ posters are displayed in every classroom and around the school.</li> </ul>	<p>School processes updated to include daily check of classrooms, toilets, office spaces, Learning Hub (previously Owls class), staff rooms to ensure sufficient soap and/or hand sanitiser</p> <p><a href="#">RP to clean contact points in Hall, corridor, staff room staff toilets &amp; children’s toilets (flush handles/taps/push pads on doors &amp; light switches</a></p> <p>Staff to supervise the children washing hands/using hand sanitiser and to keep a daily record</p> <p><a href="#">Teachers monitor with handwashing tick lists and a laminated ‘Cleaning &amp; Hygiene Classroom Checklist Covid 19’</a></p> <p>School processes updated to include daily check of classrooms, shared spaces, Learning Hub to ensure sufficient supply of tissues</p>	<p><b>All staff to monitor.</b></p> <p><b>RD/HJ to monitor office spaces</b></p> <p><b>Visible tick list of classroom to show cleaning process. Teachers to sign it off.</b></p>	

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<b>Preventing viral spread – quarantine</b>	<ul style="list-style-type: none"> <li>Ensure that all staff and families understand the changes to taking families abroad and into UK lockdown areas; <ul style="list-style-type: none"> <li>It is essential that, if required, staff and families self-isolate for 10 days upon their return dependent on government advice at the time of return</li> <li>All families taking holidays in term time will be asked their destination</li> <li>When families enter England from abroad (except Ireland), they must follow the new requirements for quarantining and taking additional COVID-19 tests. If they have travelled from a country on the <a href="#">banned travel list</a> then they must <a href="#">quarantine in a hotel</a></li> </ul> </li> </ul>	Communicated to parents that <a href="#">face masks are not recommended in schools</a>		
<b>Preventing viral spread – face coverings</b>	<p>Note: Public Health England do not currently recommend the use of face coverings in schools. This will be kept under review and this risk assessment updated if further guidance is provided.</p> <ul style="list-style-type: none"> <li>Children will not be allowed to wear any face covering in class due to the increased risk of viral spread through children touching the front of the face covering when wearing or removing them</li> <li>If parents wish their child to wear one to and from school, the following will apply: <ul style="list-style-type: none"> <li>Parents will remove the child's face covering at the school gate and take it home with them</li> <li>If a child comes to school independently, they must not touch the front of the covering when removing it.</li> <li>They will remove their face covering at the school gate and place it in a plastic bag which will be stored in their school bag during the school day.</li> <li>Children must wash their hands immediately on arrival in school</li> <li>When leaving at the end of the day, face coverings must only be removed from children's bags and be put on outside of the school gate.</li> </ul> </li> </ul>	Communicated to parents that face masks are not recommended in schools by letter on January 8th		

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	<ul style="list-style-type: none"> <li>Office staff, Senco, HT, supply and PPA teacher to wear a face shield (or face mask) when entering different bubbles.</li> <li>All staff should wear face masks when mobile around the school.</li> <li>All staff (including those teaching in class) can now elect to wear face masks throughout the day if they choose to.</li> <li>“In primary schools and early years settings it is recommended that staff and visitors wear face coverings where social distancing cannot be maintained between adults. These measures will be in place until Easter. As with all measures, we will keep this under review and update guidance as needed” (DfE Guidance - 4th March)</li> </ul>			
Preventing viral spread – cleaning	<ul style="list-style-type: none"> <li>Review Seeclear’s cleaning schedule to ensure that all school rooms and locations are sufficiently cleaned</li> <li>Ensure more frequent cleaning of rooms and shared areas that are used by different groups: <ul style="list-style-type: none"> <li>School hall – cross over with mixed bubble (Foxes Intervention work &amp; Rabbits lunches) No touching surfaces, use own chairs, tables are wiped down after use/doors wiped down</li> <li>Learning Hub (previously Owls class)</li> <li>Classrooms</li> <li>Toilets, corridors and shared spaces</li> <li>Staff room</li> </ul> </li> <li>Ensure additional cleaning during the school day of frequently touched surfaces in classrooms and the above locations</li> <li>Ensure additional cleaning during the school day of toilets</li> <li>All classes have own PE equipment: <ul style="list-style-type: none"> <li>Foxes – PE equipment (Playground shed)</li> <li>Hedgehogs – Main PE shed (Muga)</li> <li>Rabbits – Own play equipment (back of school)</li> </ul> </li> <li>Class staff to ensure that laptops are cleaned at the end of each use</li> </ul>	<p>Regularly meet with Seeclear Cleaning staff to discuss risk assessment</p> <p>Allocate staff to carry out additional cleaning during the school day</p> <p>Disinfectant wipes</p>	<p>MM</p> <p>Seeclear Cleaning Services</p> <p>MM/JH/HJ/RD</p>	

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	<ul style="list-style-type: none"> <li>Where resources are needed to be used between class groups, they will be cleaned thoroughly and/or left for a minimum of 48 hours between uses between class groups</li> </ul> <p><b>Note: This section may be updated based on additional PHE guidance on cleaning of non-healthcare settings</b></p>			

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<b>Preventing Viral Spread amongst parents</b>	<ul style="list-style-type: none"> <li>Staggered and long window of time for arrival and collection times to avoid too many parents/children gathering at the school gate creating a bottle neck</li> <li>Encourage parents not to congregate at the school gates – just drop off and go</li> <li>Parents frequently reminded to social distance outside the gate (newsletters/emails)</li> <li>Only one parent to accompany their child to school</li> <li>No parents are to have access on to the school site <i>*except in exceptional circumstances</i> <ul style="list-style-type: none"> <li>e.g. a child who might need collecting who is suffering from anxiety or distress and might need the physical intervention from a parent.</li> </ul> </li> </ul> <p>ARRIVAL AT SCHOOL</p> <ul style="list-style-type: none"> <li>Children should arrive between 8:45 – 9:00am</li> <li>Teachers or TAs to welcome children from inside the gate and guide them to class</li> <li>Children to enter classrooms via outside classroom doors</li> <li>Children to wash hands on arrival</li> </ul>	<p>To ensure the processes are followed:</p> <ul style="list-style-type: none"> <li>i) Senior leaders will be present inside school gates; and</li> <li>ii) Teachers/TAs to be inside gates at both arrival and collection times</li> </ul> <p>A mobile white board will be set up outside with a notice written to remind parents of the revised ‘drop off’ and ‘pick up’ times for both key stages (7/9/20)</p> <p>A video explaining the new school set up and timings for the full</p>	<p>Teachers</p> <p>MM</p> <p>MM</p>	

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	<p>COLLECTION FROM SCHOOL</p> <ul style="list-style-type: none"> <li>• Rabbits collection window 3:00pm – 3:15pm</li> <li>• Hedgehogs and Foxes collection window 3:15pm – 3:30pm</li> <li>• All parents to wait outside of the school gate prior to collection using the painted lines</li> <li>• Teachers and/or TAs take children outside during collection window. They dismiss the child from inside the playground when the parent has been identified.</li> <li>• The child crosses the playground, through the gate and then joins their parent. They then leave immediately</li> <li>• With prior arrangements (i.e. parent permission) children in year 6 to be allowed to walk home independently</li> </ul>	reopening of the school shared with parents (sent on Teachers2Parents and put on the website)		
<b>Breakfast and after school clubs (Active8)</b>	<ul style="list-style-type: none"> <li>• Active8's own risk assessment to be on display and to be added to the website</li> <li>• Children will be separated into class group bubbles (sat at different tables) both in breakfast and after school clubs</li> <li>• Children will be registered and leaders will have access to school held medical information in relation to the children in attendance</li> <li>• Children will be in the hall or outside</li> <li>• Children will be collected by Active8 from playground at 3:05pm (Rabbits) and 3:20pm (Hedgehogs and Foxes)</li> <li>• Children to consistently use the same equipment.</li> <li>• Equipment will be thoroughly cleaned after each club session.</li> <li>• Resources will be rotated every Friday evening to ensure sufficient times between groups (</li> <li>• Children will be provided directly with food by a member of staff. All dishes to be washed in the dishwasher.</li> </ul>	<p>Active8's risk assessment added to the school website and displayed in the hall. (7/9)</p> <p>MM to meet with Aiden (Active8 lead staff member) 4/9, 7/9 and on 8/3/21</p>	<p>MM/RD</p> <p>MM/Aiden</p>	
<b>Registers</b>	<ul style="list-style-type: none"> <li>• No children to collect or deliver registers</li> <li>• All teachers to complete paper registers and will phone any absences through to the office</li> <li>• Office staff to update daily registers each day. Usual phone call home if unknown absence</li> </ul>	A weekly class register will be given to each class teacher at the beginning of each week	RD/HJ	

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	<ul style="list-style-type: none"> <li>Children reminded to bring in their own pencil cases and home learning books</li> <li>Office to provide class lists of lunch orders to class teachers at the start of each day</li> </ul>	5/3/21		
<b>Cloakrooms</b>	<ul style="list-style-type: none"> <li>All children will be encouraged to only bring essential items in to school</li> <li>Foxes will be sent in small groups to the cloakroom (no more than 5) with a TA present to ensure a speedy turn around</li> <li>All other classes will be sent in small groups to their cloakroom</li> </ul>	<p>Teachers to remind children what to bring to school (7/9)</p> <p>Letter detailing the new arrangements for a full reopening of the school shared with parents (1/9)</p>	<p>Class teachers</p> <p>MM</p>	
<b>Forest School</b>	<ul style="list-style-type: none"> <li>Forest school sessions will continue to be delivered with half the class getting lessons in the morning and the other half having lessons in the afternoon.</li> <li>The forest school lead will ensure that any hand tools/equipment is wiped down between use during the session.</li> <li>Plastic mugs that might be used to serve hot chocolate will be thoroughly washed before and after each session.</li> <li>The Teaching Assistant will ensure that the children wash their hands thoroughly before and after the forest school session.</li> </ul>	The new (updated risk assessment) is shared with all staff including the Forest school Leader	Forest school leader and the Teaching Assistant	
<b>Book banded books and school library</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>Each class to have a Returns Box for children to place books into</li> <li>All books in the Returns Box to be quarantined for 48 hours before being put back into circulation</li> </ul> <p><b>Book Banded books</b></p> <ul style="list-style-type: none"> <li>KS1 - Rabbits class to have a selection of appropriate book banded books and Bedtime Books for children to select from</li> <li>KS2 – Each class to have a selection of appropriate book banded books to select from</li> </ul>	<p>Returns box for each class and register to record return date and liberation date</p> <p>Laminated quarantine sheets</p>	SLT monitoring returning box system	

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	<ul style="list-style-type: none"> <li>Children to have washed their hands or used hand sanitiser before selecting new books</li> <li>Children to be encouraged to change books less frequently and to reread books to support the development of fluency and comprehension</li> </ul> <p><b>Library</b></p> <ul style="list-style-type: none"> <li>The school library will be open to children only when supervised by an adult</li> <li>1:1 reading sessions can still take place with careful consideration given to social distancing</li> <li>Staff will have the option of using a plastic screen to safely separate themselves from working 1:1 with a child or in a small group</li> <li>Small group reading sessions can take place with children sat side by side and with at least 1m distance from the adult</li> </ul>	<p>Sign reminding pupils to use sanitiser</p> <p>5/3/21</p>	<p>Office staff</p> <p>Bottle of sanitiser/wipes</p>	
<b>Movement in and around the school</b>	<ul style="list-style-type: none"> <li>Although our numbers are very small, children will be encouraged to keep to the left at all times. The only area for passing traffic is on the path outside of Foxes/Rabbits and the corridor leading to the toilets</li> <li>Wherever possible, children to be supervised by an adult when moving around the school</li> <li>Groups should be kept apart – large gatherings such as assemblies will not take place in the hall. These will take place in individual classrooms instead.</li> <li>Staff will wear face masks when mobile around the school</li> </ul>	Teachers to remind pupils to keep left when in corridors and restricted passageways (7/9)	Class teachers	
	<p><b>Locations and timings</b></p> <ul style="list-style-type: none"> <li>Rabbits – Back of school (part of continual provision). Outside playground (front of school) to have designated area for Rabbits to play in on occasion</li> <li>Hedgehogs – MUGA, play equipment and garden. / Playground (alternated with Foxes)</li> </ul>	<p>Letter detailing the new arrangements for a full reopening of the school shared with parents (1/9)</p> <p>Clipboard</p>	<p>MM</p> <p>MM</p>	



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<b>Break and lunchtime</b>	<ul style="list-style-type: none"> <li>• Foxes – Playground / MUGA, play equipment and garden (alternated with H'hogs)</li> <li>• Children should use their outside classroom doors to leave and enter the class at the start and end of break and lunchtime</li> <li>• Each class will be provided with a selection of playground equipment which will be cleaned after use and kept in their class after break and lunch times</li> <li>• Children should only play with other children from their own class</li> </ul>	Video shared with parents (on Teachers2Parents and on the website) explaining how break times would be organised		
<b>Lunch arrangements</b>	<ul style="list-style-type: none"> <li>• Rabbits class (KS1 and Early years) will be the only class to use the hall. They will get served hot meals assisted by class teacher and TA</li> <li>• KS2 -Hot meals will be placed on the 'double table' in the hall for teachers/TAs to collect to then take back to class to serve to individuals</li> <li>• KS2 – all children to have lunch in their classroom. Most will be eating from lunchboxes which will be collected from their bags in the cloakrooms in small groups</li> <li>• All desk surfaces to be sanitised before and after eating lunch</li> <li>• KS2 – Children can eat outside if the weather allows (fold away tables must be sanitised before and after lunch)</li> </ul>	<p>Meet with Chartwells (hot school meals provider) to discuss serving lunch with social distancing (4/9)</p> <p>Teachers /TAs to facilitate the serving of hot meals in the hall and in classrooms</p>	MM  Class teachers	
<b>Visitors to the school</b>	<b>All visitors will be kept to a minimum on the school site. If entering the school is unavoidable, all visitors must clean their hands when arriving and observe at least 2m distance from school staff at all times. They should wear a face mask when going around the school from the moment they enter the gate</b>			
<b>Visitors to the school</b>	<b>Parents</b> <ul style="list-style-type: none"> <li>• No meetings with parents will be held on the school site unless due to exceptional circumstances. Contact will be via telephone calls or through Class Dojo</li> <li>• Visits to the school office should be avoided.</li> </ul>	Parents have been informed by: <ul style="list-style-type: none"> <li>- Letter (1/9) and (5/3)</li> <li>- Video (6/9)</li> </ul>	MM	

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	<p><b>Outside Professionals working 1:1 with children</b></p> <ul style="list-style-type: none"> <li>Specific guidance for outside professionals such as therapists or education psychologists has been created (See Appendix 3)</li> </ul> <p><b>Supply teachers (including staff that provide leadership and PPA release)</b></p> <ul style="list-style-type: none"> <li>Wherever possible, supply teachers should only work with one group (class) of pupils per day to minimise spread across groups (see guidance in Appendix 3)</li> </ul> <p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>Where possible, contractors should visit outside of school hours</li> <li>(See further guidance in Appendix 3)</li> </ul> <p><b>Volunteers and Mentors</b></p> <ul style="list-style-type: none"> <li>Volunteers and mentors are still welcome in school but must be risk assessed on an individual basis (see guidance in Appendix 3)</li> </ul>			
<b>Interventions</b>	<ul style="list-style-type: none"> <li>All interventions and Pupil Premium sessions can take place adhering to the following principles: <ul style="list-style-type: none"> <li>Intervention locations to be as ventilated as possible – doors open as a minimum</li> <li>Intervention sessions lengths to be reduced to 15 minutes (whenever possible)</li> <li>TA/teacher running intervention session should avoid close contact with children from outside of their class bubble</li> <li>Intervention groups to be organised in class bubbles</li> <li>Intervention group sizes reduced to ensure distancing of at least 2m can be achieved</li> </ul> </li> </ul>	Arrangements for meetings (where, when, who and how) to be presented to SLT each week	Teachers/TAs/Senco	

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	<ul style="list-style-type: none"> <li>Staff will have the option of using a plastic screen to safely separate themselves from working 1:1 with a child or in a small group               <ul style="list-style-type: none"> <li></li> </ul> </li> </ul>			
<b>Interventions (continued)</b>	<ul style="list-style-type: none"> <li>Children to sit side by side as opposed to facing each other</li> <li>Staff to sit beside children as opposed to facing them</li> </ul>			
<b>Staff room use</b>	<p><b>Reducing contacts as much as possible is central to minimising the virus spread. We can achieve this by all members of staff maintaining distance from pupils and other staff as much as possible.</b></p> <ul style="list-style-type: none"> <li>At least 2m plus distance should be maintained at all times particularly when making drinks.</li> <li>Staff are discouraged from sitting inside or around the table in the staff room</li> <li>Staff are encouraged to use outside seating areas</li> <li>At break times, staff are encouraged to make drinks and then return to their bubble or outside space</li> <li>All cutlery and crockery must be put in the dishwasher or washed immediately after use</li> <li>Staffroom counter and other 'high-traffic' areas – e.g. door, drawer, handles, microwave controls, boiler tap – to be sprayed with detergent and cleaned at the end of every break and lunchtime</li> <li>No unnecessary items should be left in the staffroom</li> </ul>			
<b>PE &amp; Games</b>	<p><b>General arrangements</b></p> <ul style="list-style-type: none"> <li>All PE and outdoor games sessions will be taught outside</li> <li>Gymnastics and dance units will not, currently be taught</li> <li>Athletics will be taught outside</li> <li>Despite gyms and swimming pools now opening, swimming will not be taught as part of KS2 curriculum at the present time</li> <li>Children must wash their hands with soap and water or use hand sanitiser after PE and Outdoor sessions</li> </ul>			

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	<b>Outdoor Games</b> <ul style="list-style-type: none"> <li>Contact sports are not played</li> <li>Where team games form part of a year group's PE curriculum, small-sided or full size games must not be taught</li> </ul>			
<b>PE &amp; Games (continued)</b>	<ul style="list-style-type: none"> <li>Team game specific skills requiring no contact, e.g. sending and receiving, passing and shooting etc. may still be taught</li> </ul> <b>Use of equipment</b> <ul style="list-style-type: none"> <li>All equipment should be thoroughly cleaned between each use</li> <li>Where it is not possible to clean equipment, it should be quarantined for 48 hours before being used by another group</li> <li>Wherever possible, children within a single group should be provided with their own equipment</li> </ul>			
<b>Educational visits</b>	<ul style="list-style-type: none"> <li>Non overnight educational visits may take place but must be risk assessed on a case-by-case basis</li> <li>The benefits and rationale for any educational visit must be robust</li> <li>Wherever possible, staff supervising educational visits should not be drawn from multiple class groups</li> <li>Teacher: pupil ratios remain a minimum of 1:8 (KS1) and 1:10 (KS2)</li> </ul>			
<b>If a child is unwell</b>	<b>General illness</b> <ul style="list-style-type: none"> <li>If a child complains of feeling unwell, the usual procedures will be followed: contact parents, monitor the child</li> <li>If a child needs to go home because they are generally unwell, they should stay in the class bubble if possible. If this is not possible, they should be taken to reception (or sat outside reception) as usual</li> <li>Once collected, if they have waited in the reception area or on the chairs outside reception, the area should be cleaned</li> <li>Any members of staff that helped the child should wash their hands thoroughly for 20 seconds</li> </ul> <b>Physical sickness</b>			

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	<ul style="list-style-type: none"> <li>If a child is sick in class, the usual procedures should be followed: remove children from the area/classroom, use powder to cover and absorb the sick, clear and disinfect the area.</li> <li>The child should be taken to the school reception to be collected by their parent, as usual. Once collected, the reception area should be cleaned</li> <li>Any members of staff that helped the child should wash their hands thoroughly for 20 seconds</li> </ul>			
<b>If a child is unwell</b>	<p><b>Covid-19 symptoms</b> If a child displays any of the following symptoms, they must follow the procedures outlined in <a href="#">Appendix 3</a>:</p> <ul style="list-style-type: none"> <li>High temperature – the child feels hot to touch on their chest or back (guidance advises that it is not necessary to measure their temperature)</li> <li>New continuous cough – this means coughing a lot for more than an hour, or 3 more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>Loss or change to their sense of smell or taste – they cannot smell or taste anything, or things smell or taste different to normal</li> </ul>			
<b>If a member of staff is unwell</b>	<p><b>General illness</b></p> <ul style="list-style-type: none"> <li>Usual procedures will be followed – members of staff should contact the head teacher the night before or as early as possible in the morning to inform them of their illness</li> <li>Where it is expected that the illness will be short-term, where possible TAs will be asked to take responsibility for the class under direction from the Senior Teacher.</li> <li>If TA cover is not available, or where it is expected that the illness may be for a longer period of time, supply cover will be sought. This will be provided by the usual supply agency.</li> </ul>			

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
	<ul style="list-style-type: none"> <li>All supply teachers will be asked to follow the guidance for supply teachers (see Appendix 3)</li> <li>Wherever possible, supply teachers will only work with one class group to minimise spread across groups</li> </ul>			
<b>If a member of staff is unwell (continued)</b>	<p><b>Covid-19 symptoms</b> If a member of staff displays any of the following symptoms, they must follow the procedures outlined in Appendix 3:</p> <ul style="list-style-type: none"> <li>High temperature – the adult feels hot to touch on their chest or back (guidance advises that it is not necessary to measure their temperature)</li> <li>New continuous cough – this means coughing a lot for more than an hour, or 3 more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>Loss or change to their sense of smell or taste – they cannot smell or taste anything, or things smell or taste different to normal</li> </ul>			
<b>If the head teacher is unwell</b>	<p><b>General illness</b> (As with other staff members)</p> <ul style="list-style-type: none"> <li>Usual procedures will be followed – head teacher to should contact the assistant head teacher the night before or as early as possible in the morning to inform them of their illness.</li> <li>Unless there are important meetings, senior teacher to carry on teaching her class while overseeing the school.</li> <li>The head will be in constant contact with the school</li> <li>If there are significant meetings or planned events that cannot be moved, the senior teacher will organise a supply teacher for her class so she can lead in the meetings.</li> </ul>			
<b>If the head teacher is unwell</b>	<p><b>Covid-19 symptoms</b> If a member of staff displays any of the following symptoms, they must follow the procedures outlined in Appendix 3:</p>			

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
<b>(continued)</b>	<ul style="list-style-type: none"> <li>• High temperature – the adult feels hot to touch on their chest or back (guidance advises that it is not necessary to measure their temperature)</li> <li>• New continuous cough – this means coughing a lot for more than an hour, or 3 more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>• Loss or change to their sense of smell or taste – they cannot smell or taste</li> <li>• Senior teacher to lead the school while continuing to teach. If the head teacher is off for a lengthy period, the Senior teacher will organise a supply teacher to cover her class while she leads the school.</li> </ul>			
<b>If a positive test result is received by a member of the school community</b>	<p><b>A member of the SLT will contact Public Health England on 0344 225 3861 immediately and follow the advice on risk assessing and self-isolation</b></p> <ul style="list-style-type: none"> <li>• If someone tests positive, they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (covid-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</li> <li>• Parents to be advised to fully engage with NHS Test and Trace</li> <li>• <b>If two or more cases are confirmed within 10 days within the school, or there is an increase in sickness where Covid-19 is suspected, there may be an outbreak in the school. A member of the SLT will liaise with the local health protection team for advice regarding any additional actions required.</b></li> <li>• See 'Contingency Planning for Outbreaks' for guidance of educational support to be provided.</li> </ul>			

## Classrooms

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
<b>Social distancing</b>	<ul style="list-style-type: none"> <li>Whilst it is recognised that younger children are unlikely to be able to maintain social distancing, they should be encouraged to minimise physical contact between themselves, their peers and adults</li> <li>Older children should be encouraged to maintain distances of 1m or more between themselves, their peers and adults</li> </ul>			
<b>Seating arrangements</b>	<ul style="list-style-type: none"> <li>Classroom environments will be adapted to meet the needs of individual year groups</li> <li>Year R and 1 (and year 2 for the first half of Autumn term)               <ul style="list-style-type: none"> <li>Continuous provision will be maintained</li> <li>Chairs should be arranged so that, if sitting at a desk, children are not face to face</li> <li>Children are not to go into other classrooms</li> </ul> </li> <li>Year 2 to year 6               <ul style="list-style-type: none"> <li>Children should sit side by side and facing forwards, rather than face to face or side on as much as possible</li> <li>Where this is not possible or practicable, children should be at least 1m apart from each other, sitting side on. The time spent sitting like this should be no longer than 15 minutes</li> </ul> </li> <li>Whenever possible, staff should maintain at least 1m distance from children</li> <li>When supporting a child, staff should position themselves beside an individual child and limit the length of contact to * 15 minutes * (<i>whenever possible</i>)</li> <li>If supporting a larger group with children facing them, staff should position themselves at least 1m away from the</li> </ul>			



<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
	children and limit the length of contact to * 15 minutes (whenever possible)			
<b>Furniture and furnishings</b>	<ul style="list-style-type: none"> <li>• If required, furniture may be moved from classrooms to create sufficient space for preferred seating arrangements</li> <li>• Items that are hard to clean on a daily basis should be removed from the classroom</li> <li>• Enclosed areas such as book corners should be reviewed to ensure that the children using them can sit side-by-side. If children are required to sit face-to-face or side on, they must be able to sit more than 1m apart from each other and be limited to no more than * 15 minutes (whenever possible)</li> </ul>			
<b>Classroom resources</b>	<ul style="list-style-type: none"> <li>• Pupils will be asked to bring in their own stationery from the start of the Spring term. This stationery is not to be shared or loaned out.</li> <li>• Classroom based resources such as books and games can be used and shared within the class group. These should be cleaned frequently</li> <li>• Resources that are shared between class groups should be cleaned frequently and meticulously and always between bubbles. Where this is not possible, they should be quarantined for 48 hours before being reused.</li> </ul>	5/3/21		
<b>Cleaning routines</b>	<ul style="list-style-type: none"> <li>• Class teachers and TAs must ensure that frequently touched surfaces are cleaned at lunchtime and between groups in shared area</li> <li>• Resources which are shared between class groups must be thoroughly cleaned between uses (e.g. laptops/lpads)</li> <li>• Suitable cleaning options include; <ul style="list-style-type: none"> <li>○ Soaking in a disinfectant solution</li> <li>○ Spraying with disinfectant and wiping down</li> <li>○ Leaving for 48 hours</li> </ul> </li> </ul>			

## Safeguarding

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
<b>Fire alarm</b>	<ul style="list-style-type: none"> <li>Follow existing evacuation procedures and routes</li> <li>Office staff to take printed registers</li> <li>The school will continue to conduct fire drills during this lockdown period (January – March onwards) so that children and staff are fully aware of the procedures with reduced numbers in school.</li> <li>Class teachers and TAs to supervise children to maintain at least 1m distance from children in other bubbles</li> <li>Children to line up at usual assembly points keeping at least 1m distance from children in other bubbles</li> <li>A further fire drill will be actioned before the end of the Spring term now that we have all the children back in class again (Date TBC)</li> </ul>	Before the end of the Spring term		
<b>Intimate care</b>	<ul style="list-style-type: none"> <li>Where a child has routine intimate care needs that requires the use of PPE, PPE should continue to be used</li> </ul>			
<b>Pupil and staff wellbeing</b>	<ul style="list-style-type: none"> <li>Staff have been provided with lateral flow test kits and have been invited to test twice a week. Any tests that give a positive reading, will be followed up with a phone call to the</li> </ul>			

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
<b>and mental health</b>	<p>head teacher. The staff member will then follow the normal procedures indicated in their test pack information (get a PCR test and self-isolate)</p> <ul style="list-style-type: none"> <li>• The school has adopted its own version of track and trace to reduce risk. If any member of staff has contact with other adults/children outside of their bubble for 15 minutes or more, they are to complete a 'contact' form (held in the office)</li> <li>• Acknowledge and accept the feelings and responses that the past 6 months will have had on us all</li> <li>• Provide assemblies to explore and contextualise these feelings as being normal responses</li> <li>• Provide a pack of information about local and/or national support groups – include educational support 08000 562 561, MIND 0208 215 2243, Samaritans 116 123, details of the school, Midhurst food banks. MindEd learning platform for professionals (<a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a>)</li> <li>• Set up systems so that staff can talk to key members of staff if need to. Governor for staff pastoral care is Katie Nicholson.</li> <li>• Ensure that any governor visit includes a focus on staff wellbeing and mental health</li> </ul>			

## Appendix 1 - Guidance for visitors to the school

### Contractors, volunteers, supply and PPA teachers or other visitors working one-to-one with pupils, or with whole classes

- On entry to the school the visitor should wear a face mask. They should keep their face mask on when mobile around the school.
- Sign in as usual
- Wash hands / sanitise hands
- Provide contact details to the school office for use in the event that NHS Test and Trace require them. - **It is essential that contact details include a personal contact number.** These will be retained for 21 days before being securely disposed of in line with GDPR expectations.
- **Maintain 2m distance from all staff**
- **Maintain 2m distance from all pupils - where this is not possible, maintain at least 1m distance and use additional measures to reduce risk.**
  - Additional measures to reduce risk:
    - Minimum length of time spent in close proximity to pupils
    - Sit alongside pupils rather than opposite them
    - Supply, PPA and staff members (not in the bubble) must wear a face shield when teaching or working with that class or group
    - Where it is necessary to clearly see a child's face when working with them, e.g. during speech and language assessments, increase the distance from them or use additional resources
    - **Wear a face mask (preferable option) or a face visor (face shield)**
    - Keep mixing between groups to a minimum
- Work with children in a well-ventilated space with doors and windows open.
- Where privacy is required, e.g. social worker meetings with children, doors can be closed but the length of time spent with the child must be kept to no longer than 15 minutes.

**3rd party organisations using the school outside of usual school hours e.g. wrap around club - Active8 - must provide school with their own risk assessment to indicate how they intend to address the risk of spreading the coronavirus (Covid-19) at least 2 weeks before letting are due to commence. This risk assessment must follow all relevant government guidance.**

## **Appendix 2 – Working principles**

When working or meeting in the school, the following principles are expected to be followed by all children and adults present.

### **Moving around the school**

Keep left!

### **Ventilation**

Must be ventilated - Windows opened wherever possible and doors hooked or wedged open.

If it is not possible to ventilate space, consider whether an alternative location is available.

Where possible, making use of outdoor spaces for discussion and learning activities is the best solution.

### **Maintain 2m distance between all children and adults**

Where this is not possible, maintain at least 1m distance and put in place additional measures to reduce the risk of spreading the virus, e.g. minimising the length of time in close proximity and not being face-to-face with the other person.

### **Group work in class**

It is possible to work with children in groups so long as the following conditions are observed:

- Participants should not sit face-to-face as this is considered direct contact and will require all members of the group to self-isolate if a member of it develops coronavirus (Covid-19) symptoms.
- There must be sufficient space in locations used for group work to enable at least 1m distance to be maintained between all participants.
- Groups should be together for no longer than 15 minutes at a time.
- Locations used for group work must be well-ventilated.

### **Regularly wash hands**

### **Practice good respiratory hygiene - 'Catch it, bin it, kill it'**

Avoid touching your mouth, eyes and nose.

Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand.

Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use hand sanitiser.

### **Regularly clean all frequently touched surfaces.**

Including but not limited to:

- door handles
- handrails
- table tops
- play equipment
- toys
- electronic devices (such as iPads, laptops, and staff mobile phones if used during break times)

**Clean locations before and after using**

When moving to a new location in the school, please ensure that surfaces and chairs are sanitised before and after use.

When cleaning, use the usual products, such as detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.

**Meeting with Parents**

This is to be done over the phone or Class Dojo only.

## Appendix 3 - what happens if someone becomes unwell with a new, continuous cough or a high temperature

### Developing coronavirus (Covid-19) symptoms

- Pupils, staff and other adults MUST NOT come into the school if they have coronavirus (Covid-19) symptoms - *A new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell* – or [have booked a Covid test](#).
- Anyone developing these symptoms during the school day will be sent home and must follow the 'stay at home guidance for households with possible or confirmed coronavirus covid-19 infection', which sets out that they must:
  - Self-isolate for [14](#) days
  - Arrange to have a test to see if they have the coronavirus (Covid-19)
  - Have other members of their household (including any siblings) self-isolate for 14-days from when the symptomatic person first had symptoms

### Procedure for sending a child home

- A member of the office staff will call the child's parent, informing them that they have developed possible coronavirus (Covid-19) symptoms and ask them to collect their child immediately.
- When the parent collects the child, they must be provided with a copy of 'Actions to take after developing coronavirus symptoms' information sheet. Where it is believed, that there may be a barrier to a child being tested for the coronavirus (Covid-19), we will provide the parent with a home testing kit when they collect their child. We will, however, stress that testing site is a preferable option to using a home testing kit as it gets a quicker result.
- The child should be moved to Mr Meaby's office, with the door closed and the window open, with appropriate adult supervision. The member of staff supervising the child must maintain 2m distance from the child.
- If a distance of 2-m cannot be maintained while caring for the child, PPE (disposable apron, gloves and face mask) must be worn by the supervising member of staff while they await collection.
- If the child needs to go to the bathroom while waiting to be collected, they should use a staff toilet. After use, a 'Do not use sign' must be put on the main toilet door and the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (covid-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing infection on to other people. See the [Covid-19: cleaning of non-healthcare settings guidance](#).
- To dispose of waste from people with symptoms of coronavirus (covid-19), such as disposable cleaning cloths tissues and PPE:
  - Put it in a plastic rubbish bag and tie it when full

- Place the plastic bag in a second bin bag and tie it
- Put it in a suitable and secure place marked for storage for 72 hours
- This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.
- storing for 72 hrs saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.

### Document Version Control and History

Version	Date	Author	Approved by	Changes
V1	4 September 2020	Malcolm Meaby	The Head teacher (Malcolm Meaby) and the Chair of the Governors (Celia Billington)	<i>First version</i>
V2	12 <sup>th</sup> November 2020	Malcolm Meaby	The Head teacher (Malcolm Meaby), the Chair of Governors (Celia Billington) and the Health and Safety Governor (Katie Nicholson)	Text in <b>blue</b> font shows all new changes
V3	15 <sup>th</sup> February 2021	Malcolm Meaby	The Head teacher (Malcolm Meaby), the Chair of Governors (Celia Billington) and the Health and Safety Governor (Katie Nicholson)	Text in <b>green</b> font shows all new changes
V4	5 <sup>th</sup> March 2021	Malcolm Meaby	The Head teacher (Malcolm Meaby), the Chair of Governors (Celia Billington) and the Health and Safety Governor (Katie Nicholson)	Text in <b>red</b> font shows all new changes