

# JMAT Risk Assessment Preparation v3 (July 2020)

## Document – Covid 19

## September 2020 onwards



All schools must continue to produce and update a risk assessment identifying the risks to pupils and staff during the Covid-19 pandemic.

Under The Management of Health and Safety at Work Regulations schools have to carry out suitable and sufficient assessment of risks to:

- Identify what could cause injury or illness (hazards)

- Decide how likely it is someone could be harmed and how seriously (Likelihood)

- Take action to eliminate the hazard, or if this is not possible, control or minimise the risk to an acceptable level (risk)

Covid-19 clearly remains a hazard and continues to pose a significant risk of harm to some people – particularly in those people considered to be clinically vulnerable. Schools must continue to do what is reasonably practicable.

As the government guidance is revised, schools may need to apply revisions of this risk assessment(s) in light of potential changes.

As a Trust it is likely that we will need to be flexible in our delivery of education from September. We will seek to open for all children if national and local decision makers allow this to happen. However this position may change if and when local restrictions change.

As such the following risk assessment preparation will enable a full school opening under a class bubble scenario. Consideration at this stage must also be given to a partial lockdown, where schools will operate within a rota basis of half the children in for a block (week?) followed by the other half. The Trust will implement the plans should a full lockdown be instructed.

### **An Understanding of:**

**Transmission** – At time of writing transmission rates for SARS-CoV-2 (Covid-19) are below 1 (UK) with transmission in children aged <18 = 2% of Global positive tests.

**Reduced Mobility** – Closure and Part Closure of schools during the pandemic has helped to reduce mobility in the UK supporting the success of non-pharmaceutical interventions in reducing the transmission levels.

**Test and Trace** – Anyone with symptoms of coronavirus, however mild can now be tested. The tracing of that individual's recent mobility (on a positive test) will identify those who need to isolate for 7 or 14 days. (see infection control policy)

**Bubble Integrity** – Maintaining minimised cross contamination of areas outside of a bubble for staff and pupils and providing individual pupil learning resources and increased hygiene measures.

**Social Distancing Measures** – The relaxing of social distancing measures – where it is not possible to stay two meters apart, guidance will allow people to keep a social distance of one metre + . This means staying 1m apart, plus use of other mitigations which reduce the risk of transmission.

**Other Mitigations** - Covid Secure Measures which were imposed into our setting from at least 1/06/2020 in readiness for wider opening of schools.

**Partial Lockdown – 2nd Spike** – If infection rate rises Partial Lockdown means reverting to a limited number of pupils in each bubble (15), following specific targeted Year Gp attendance as determined by the Government and limiting the mobility of staff and pupils in setting to protect bubble integrity.

**Tried and Tested** – Partial Lockdown has been operated in our setting(s) since 23/03/2020. We now know how this operates and will take lessons learned into any potential 2<sup>nd</sup> wave. This includes remaining in individual settings.

**COVID SECURE MEASURES are:**

The hierarchy of control measures in our Covid-19 defence remain:-

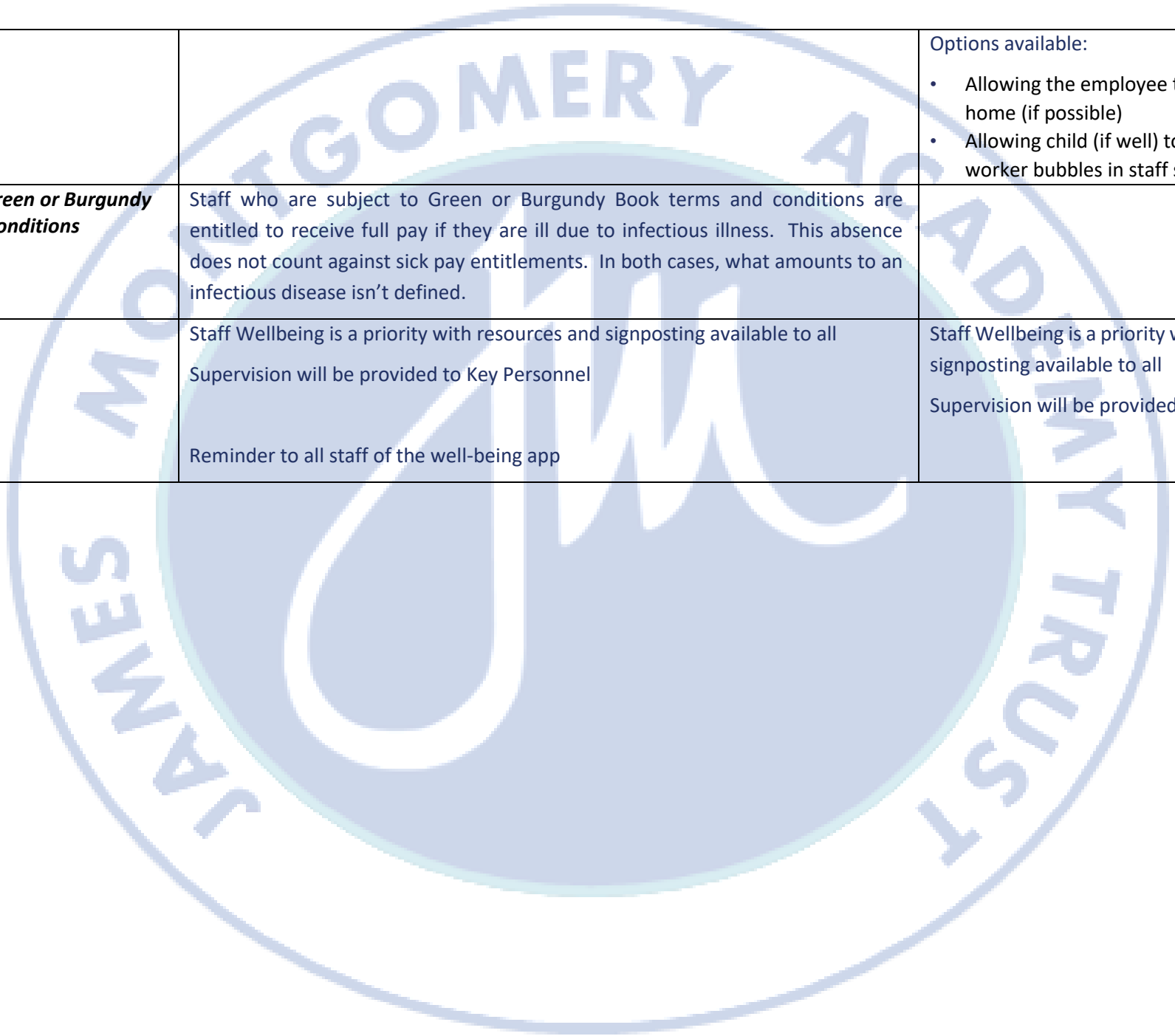
1. Hand Hygiene
2. Increased Hygiene Regime in setting (additional cleaning)
3. Bubble integrity and minimising access to communal areas
4. Adult deployment limited in setting to reduce cross contamination
5. Observing appropriate social distancing etiquette where necessary
6. Minimising additional visitors in setting.
7. Use of PPE.

While ever we are operating with a threat level from SARS-CoV-2 (Covid-19) we must continue to assess levels of risk of transmission in our schools and the impact thereof. This is the new hazard we are mitigating against. Measuring the success of limiting transmission in our settings cannot be achieved against monitoring positive cases. This is difficult due to the unquantifiable values and complexities involved.

STAFF	WHOLE CLASS BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2 <sup>nd</sup> SPIKE Leicester Model/ JMAT Model
<p><b>Shielding Advice</b></p>	<p>With effect from 1/8/2020 <u>shielding</u> in England has been suspended. Staff who are deemed to be <u>extremely clinically vulnerable</u> can come to work. They should carefully follow all the guidance set out in the updated document including: keeping their social interactions low, washing hands as frequently as possible, maintaining good social distance.</p>	<p>If <u>extremely clinically vulnerable</u> staff are required to resume shielding they <b>must</b> remain at home.</p> <p>School will ask to see a copy of the letter taking note of any end date documented.</p> <p>If they are well, and work adjustments can be made, they should work from home.</p>
<p><b>Vulnerable staff (excluding those who are pregnant – see below)</b> Clinically Vulnerable: This group have not been formally instructed to shield. However, the government had advised that they needed to be ‘particularly stringent’ in following risk assessment guidance. Staff need to identify themselves if they fall into this category and they should provide their employer with documented evidence confirming their advice to do so from OH/GP.</p>	<p>The government will update a <a href="#">list of people who are at high risk</a> if they catch Covid-19.</p> <p>Clinically Vulnerable staff will be expected to attend work, unless directly stipulated by a GP. The school must seek to</p> <ul style="list-style-type: none"> <li>• Provide appropriate (where necessary) adjustments in relation to work commitment(s)</li> <li>• Make reasonable steps to support any additional need</li> <li>• Support staff in understanding the Covid Secure measures in setting</li> <li>• Inform staff of need to apply for unpaid leave.</li> <li>• Ensure appropriate assessment has been made of BAME staff and additional underlying conditions – Individual RA.</li> </ul>	<p>The government will update a <a href="#">list of people who are at high risk</a> if they catch Covid-19.</p> <p>Clinically Vulnerable staff will be risk assessed in relation to expectation to attend work setting. The school must seek to</p> <ul style="list-style-type: none"> <li>• Support working from home where possible.</li> <li>• Provide appropriate (where necessary) adjustments in relation to work commitment(s)</li> <li>• Make reasonable steps to support any additional need</li> <li>• For those who wish to remain in setting - Support staff in understanding the Covid Secure measures and conduct individual RA – signed by Staff member.</li> </ul>
<p><b>Pregnant women</b> Pregnant women are included in the list of vulnerable adults and although it is not yet fully understood to what extent pregnant women are at greater risk from</p>	<p>Once a member of staff has told you they are pregnant, you should carry out a specific risk assessment as per normal practice.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Collaboratively adjust their work to avoid unnecessary stress and strain.</li> </ul>	<p>Once a member of staff has informed school they are pregnant, a specific risk assessment will be carried out as per normal practice.</p>

<p>Covid-19, in the third trimester (after 28 weeks) they are believed to be at greater risk of becoming seriously unwell if they become infected.</p>	<ul style="list-style-type: none"> <li>• Adjust work to minimise contact with other adults - Where that's not possible, you should offer her suitable alternative work on terms that are not 'substantially less favourable' which allow for favourable protective measures to be in place</li> <li>• Where suitable alternative work is not available, or the employee reasonably refuses it, you must suspend her on full pay.</li> <li>• During third trimester revisit levels of risk to determine whether home working should be supported</li> </ul>	<p>During third trimester, those identified as pregnant will be supported to be removed from setting.</p> <p>Adjustments where possible will be made so that she can work from home.</p> <p><b>Note: A pregnant woman cannot be asked to start her maternity leave early unless she is absent from work with a pregnancy related illness which starts (or continues) after the beginning of the fourth week before her expected week of childbirth.</b></p>
<p><b>Staff who are living in the same household as someone who is shielding or is otherwise vulnerable</b></p>	<p><a href="#">Government guidance</a> says that anyone living with someone who is shielding doesn't have to shield themselves. These staff will be expected to attend work, unless directly stipulated by a GP. The school must seek to</p> <ul style="list-style-type: none"> <li>• Adjust where necessary a work commitment</li> <li>• Support staff in understanding the Covid Secure measures in setting</li> <li>• Undertake individual RA (where necessary)</li> </ul>	<p>Those previously supporting a shielding family member will be assessed against the guidance and level of risk. The school should seek to</p> <ul style="list-style-type: none"> <li>• Adjust where necessary a work commitment</li> <li>• Where possible support the working from home</li> <li>• Ensure Government Guidance is followed re reversal of relaxation of shielding measures.</li> </ul> <p><i>This may mean that those shielding other members in the household work from home.</i></p>
<p><b>Staff who are afraid to return to work</b></p> <p><i>Members of staff who don't have any underlying medical conditions or are living with anyone who may still be worried about returning to work. You should take their concerns seriously and try and alleviate these by exploring why they are worried and whether this relates to travelling to work, the work they are going to do or both.</i></p> <p>Employees are protected against being subjected to a detriment (such as being disciplined) or being</p>	<p><b>Specific Risk Assessment</b></p> <p>If an employee cannot be persuaded to return to work, they may be allowed to take unpaid leave (Please note: Statutory Sick Pay (SSP) is not available.)</p> <p>Any member of staff with depression/mental health issues or disability may feel particularly anxious. A specific Risk Assessment will be undertaken with each of these individuals. If they have a disability, we will consider reasonable adjustments to help them to return to work.</p> <p>The school will seek to</p>	<p><b>Specific Risk Assessment</b></p> <p>If an employee cannot be persuaded to remain in work -</p> <p>Any member of staff with depression/mental health issues or disability may feel particularly anxious. School must undertake a specific Risk Assessment with each of these individuals. If they have a disability, you will</p>

<p>dismissed if they refuse to attend work because they reasonably believe there is a serious and imminent risk to their health. See section on section 44 ERA above in the section about vulnerable staff.</p> <p>Section 44 Employment Rights Act 1996 (“ERA”), protects employees who are “in circumstances of danger which the employee reasonably believed to be serious and imminent and which they could not reasonably have been expected to avert, they left (or proposed to leave) or (while the danger persisted) refused to return to their place of work or any dangerous part of their place of work” and “in circumstances of danger which the employee reasonably believed to be serious and imminent, they took (or proposed to take) appropriate steps to protect themselves or other persons from the danger.”</p>	<ul style="list-style-type: none"> <li>• Support staff in understanding the Covid Secure measures in setting</li> <li>• Signpost the member of staff to appropriate support agency</li> <li>• Inform staff of need to apply for unpaid leave.</li> </ul>	<p>need to consider reasonable adjustments to help them to return to work before the start of the new term.</p> <p>The school will seek to</p> <ul style="list-style-type: none"> <li>• Support staff in understanding the Covid Secure measures in setting</li> <li>• Consider alternative deployment in setting</li> <li>• Consider home working where possible</li> <li>• Signpost the member of staff to appropriate support agency</li> </ul>
<p><b>Staff who are self-isolating</b> <b>See infection control policy</b></p> <p>Government <a href="#">guidance</a> remains that those who have symptoms of coronavirus must be tested. If found positive they will need to self-isolate. If they have been in a bubble at school direction will be taken from the NHS Health Protection Team in terms of who else needs to isolate in association with Test and Trace.</p> <p><b>CONTACT JMAT to discuss in further detail if necessary.</b></p>	<p>Staff identifying with symptoms of the virus will be tested. The bubble they have had contact will only be closed on Health Protection Team instruction.</p> <p>Schools should conduct a reactive clean in addition to the closure of the area (bubble) Only the instructed individuals should isolate.</p> <p>JMAT should be informed of all positive tests in each setting. <b>All staff isolating will receive full pay and those well enough to work will do so from home. This will have no effect on their SSP.</b></p>	<p>If working with Health Protection Team during local lockdown – guidance will be followed locally. Staff identifying with symptoms of the virus must be tested. The bubble they have had contact in should be closed on a positive test only, returning to setting 14 days from last point of contact with the positive case. (the same applies to pupils)</p> <p>Schools should conduct a reactive clean</p> <p>JMAT should be informed of all positive tests in each setting. <b>All staff isolating will receive full pay and those well enough to work will do so from home. This will have no effect on their SSP.</b></p>
<p><b>Staff who are unable to return to work because of caring responsibilities</b></p> <p><i>School age children will be expected to attend their usual setting.</i></p>	<p>Staff with children may need to adjust their hours if they need to drop off their own children at school (i.e with no wrap around care) We will communicate and agree adapted hours with these staff.</p>	<p>Some members of staff may not be able to remain in work because they are responsible for caring for their children. This may be because their child is self-isolating or linked to targeted Yr Gp closure.</p>



		<p>Options available:</p> <ul style="list-style-type: none"><li>• Allowing the employee to work from home (if possible)</li><li>• Allowing child (if well) to access Key worker bubbles in staff setting.</li></ul>
<b><i>Staff subject to Green or Burgundy Book terms and conditions</i></b>	<p>Staff who are subject to Green or Burgundy Book terms and conditions are entitled to receive full pay if they are ill due to infectious illness. This absence does not count against sick pay entitlements. In both cases, what amounts to an infectious disease isn't defined.</p>	
<b><i>Wellbeing</i></b>	<p>Staff Wellbeing is a priority with resources and signposting available to all</p> <p>Supervision will be provided to Key Personnel</p> <p>Reminder to all staff of the well-being app</p>	<p>Staff Wellbeing is a priority with resources and signposting available to all</p> <p>Supervision will be provided to Key Personnel</p>

PRACTICAL APPLICATION	WHOLE YEAR GROUP BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2 <sup>nd</sup> SPIKE
<p><b><u>Preparing to welcome children into school</u></b></p> <p>How will you ensure a safe arrival and exit for children, staff and parents?</p> <p>Schools must consider where possible operating a one way system for access and egress to site.</p> <p>Schools should consider</p> <ul style="list-style-type: none"> <li>• Number of gates in use to open or close</li> <li>• Staffing the gates to safeguard children</li> <li>• Limiting the time parents/carers are on site</li> <li>• Controlling bottle necks by implementing</li> <li>• Staggered arrival and departure times – reducing in day breaks to minimise need to extend school day.</li> <li>• flexible approach to Late Mark</li> <li>• Siblings in differing Yr Gp arriving at one specific time.</li> </ul> <p><b>Communication re closure to Pupils on Friday PM – Phase 1 = Autumn Term 1 for cleaning.</b></p>	<p>Home learning packs will be delivered to parents. These packs will include a newsletter explaining school is compulsory and will include information regarding how to enter and move around school, entrances parents can use, which parents can enter the site, social distancing arrangements, staggered start and finish times and arrangements for families with multiple siblings. Photographs will be used where needed to help with clarity – <b>See parent information pack which will hand delivered on Tuesday 1<sup>st</sup> September as part of the INSET day.</b></p> <p>Staff entering the building will be asked to sign in using their own pen or a pen that they must then put in the used pen container.</p> <p>Next - wash their hands in the staff room / use hand sanitiser before moving further into school.</p> <p><b>(See September Protocols - entering school) –</b></p> <p>Selected specific pick up points identified around school for all year groups to ensure safeguarding of all children at the most hazardous time.</p> <p>Parents advised which children to pick up first.</p> <p><b>(see parent information pack)</b></p> <p><b>See September Protocols - ‘dropping off’</b></p> <p><b>See September Protocols - ‘Picking up’</b> for staff roles to be run through with individual year group bubbles on Tuesday 1<sup>st</sup> September.</p> <p>Walk Site manager round with protocols including photographs</p> <p>Lines and arrows to be sprayed in x2 colours (yellow/blue) – one for each class in their year group bubbles – to be completed week ending 28/8/20 weather permitting</p> <p>Information delivered to parents in advance</p> <p>There will be a member of SLT present at each gate to greet children and a member of staff present at the classroom door to observe children handwashing as they enter the building. If many children arrive at the same time they will be asked to wait, socially distanced until it is their turn to enter the building. There</p>	<p>Schools must consider where possible operating a one way system for access and egress to site.</p> <p>Schools should consider</p> <ul style="list-style-type: none"> <li>• Number of gates in use to open or close</li> <li>• Staffing the gates to safeguard children</li> <li>• Limiting the time parents/carers are on site</li> <li>• Controlling bottle necks by implementing;</li> </ul> <p>Staggered arrival and departure times</p> <p>1M – 2M observations in the arrival zones</p> <p>Communicating rota information</p>

<p>How will you ensure there is effective communication about these systems so they are adhered to?</p> <p><b><u>Moving in and around school</u></b></p> <p>There will be a need to minimise the movement around school for everyone's safety. Consider:</p> <ul style="list-style-type: none"> <li>- Routes into and out of each classroom or space being used.</li> <li>- Travel on corridors e.g. single file, one way, markings on the floor</li> </ul> <p>Staggering of entry and exit times for breaks and lunch.</p>	<p>will be clear markings in the playgrounds and on gates to indicate where parents stand to ensure social distancing. Parents with children in EYFS will drop their children at the classroom door and then exit the site via St Stephen's Road creating a one-way system where the route is narrow.</p> <p>We ask that <u>if possible</u> <b>only one parent to drop off children</b> in each family. Parents will not come into the school building unless for a pre-arranged meeting. Parents can phone the school or discuss things (socially distanced) with the member of staff on the door at the start or end of the day.</p> <p>The importance of bringing their children on a Friday will need to be made high profile. Be flexible with late attenders, especially when there are multiple siblings. The key information will be sent out regularly in a letter to parents/carers. We are promoting the use of our new Parents Hub app with all parents we contact. Information will be regularly sent out via the app. We will send out an information pack to all children prior to them returning to school from w/c 13<sup>th</sup> July.</p> <p>Home visits – Tuesday 1<sup>st</sup> September. Information sheets (to include entrances, exits, start/finish times, new web site info)</p> <p>Key messages will be communicated to children through class teachers in each bubble – new school name, badge,/uniform, web site.</p> <p>Internal markings on floor indicate which way children should travel on main corridors. School doors will be open from 8:30am and the start times differ slightly within each key stage.</p> <p>There will be marked entry and exit points where rooms have more than one exit. Signage indicates where only one person is permitted in a space at any given time.</p> <p>Break times and lunchtimes will be staggered. FS will have a rota for use of the outdoor area.</p> <p>Only 1 child will go to the toilet at a time. Regular handwashing will be done with only 1 child per sink. Youngest children will be supervised washing their hands at regular points through the day.</p>	
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<p><b>Classrooms</b></p> <p>Each class to operate as class bubble wherever possible</p> <p>There will be not a need to ensure social distancing</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>- How to organise the day to ensure minimised movement around school</li> <li>- How to staff bubbles with stability</li> <li>- A timetable for staff deployment</li> <li>- How will you facilitate regular cleaning routines for surfaces?</li> <li>- How will you facilitate regular hygiene sessions e.g. hand washing?</li> <li>- Refreshing emergency evacuation procedures</li> <li>- Review Accessibility Plan</li> </ul>	<p>Y2- Y6 classrooms have been set up with desks facing the front with two children at each individual desk and the desks/ groups of desks, spaced out to utilise each space to ensure safe and adequate room for adults to move freely.</p> <p>Individual mats are available for each child to sit on when using the IWB for a specific small group</p> <p>The following measures are in place for the youngest children:</p> <ul style="list-style-type: none"> <li>-remain in their bubbles</li> <li>-resources to be stripped back and closely linked to what children are learning</li> <li>-removal of soft furnishing and resources which are hard to clean</li> <li>-resources to either be individual to the child, cleaned frequently or rotated frequently and always before being shared between bubbles using disinfectant or Milton solution</li> <li>-spaces allocated for the decontamination of resources or disinfecting of resources which children cannot access</li> <li>-timetables in place to ensure the spaces each bubbles use remain separate</li> <li>-planning of the provision to be completed a week ahead and to state which resources will be required so that adequate time is given to managing resources</li> <li>-Central stock cupboards to be reorganised, tidied and maintained.</li> <li>-Phase leaders to check resources are being stored and used in accordance with this.</li> </ul> <p>Additional cleaning supplies to be given to each class (spray, wipes, cloths, hand sanitizer).</p> <p>Additional cleaning hours will be given to the site manager and TAs/ cleaners who want to work extra hours – focusing on toilets and kitchen areas.</p> <p>Additional staffing within each room will ensure resources and surfaces are cleaned regularly. Resources will always be cleaned before being shared with another set of children. School has had a thorough clean whilst the building has been closed. If there is a case of Covid19 in school we will close that area and deep cleaning will commence.</p> <p>As well as having direct access to their own toilet facilities with sinks, each of the rooms has a classroom sink that can be used for handwashing facilities at a level appropriate for the age of the children. Regular handwashing ‘sessions’ will be</p>	<p>Schools will be expected to revert back to a limited number in setting (&lt;15) per bubble. During partial lockdown social distancing will be stringent in setting controlled by reduced staff in setting. ROTA 1/3</p> <p>Schools should further consider</p> <ul style="list-style-type: none"> <li>• How will you organise the day to ensure minimised movement around school</li> </ul> <p>How to staff bubbles with stability <b><i>Ensure a timetable is created for staff deployment – this will aid Health Protection Team to identify cases for isolation.</i></b></p> <ul style="list-style-type: none"> <li>• How will you facilitate regular cleaning routines for surfaces? - documented</li> <li>• How will you facilitate regular hygiene sessions e.g. hand washing</li> <li>• Adjustments to Emergency Evacuation procedures to accommodate staffing changes/pupil attendance</li> </ul> <p>Maximum occupancy signs to be displayed to communal and shared other rooms</p>
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	<p>timetabled into the routine of the group, including a range of songs being used to make the process more engaging. Children will also be encouraged to take part in further handwashing if they move between activities or from outside to inside</p> <p>Maximum occupancy signs for each room to be reviewed.</p> <p>Classroom Rubric to be communicated – one side health and safety related, other school policy. Feedback to be given prior to the INSET day to ensure consistency of safety procedures and key actions highlighted to be completed prior to opening.</p> <p>Phase leaders to check with SLT member prior to closing Tuesday pm.</p> <p>I.T Suite – this will be used predominantly by Y2 in the mornings as an extra teaching space and will only need the following equipment/ resources cleaned if they have been used;  Keyboard/mouse/ work station at each pod  Cleaning materials will be stored in the I.T suite.  Year group bubbles are timetabled for the afternoon.  Therefore cleaners will undertake this clean before the following day.</p>	
<p><b>Toilets</b>  Consider:  Will you need additional cleaning time to make these more regular</p> <p>How many toilet facilities do you have? How many of these can be safely used? How will you organise use and will this be supervised? How will you ensure used paper towels are disposed of regularly and not left in waste baskets?</p>	<p>Site manager and additional cleaner to provide additional cleaning at during the extended dinner break.</p> <p>Reactive cleaning and self-sanitisation are essential</p> <p>1 toilet 1 bubble where possible</p> <p>Supervision for younger pupils</p> <p>Children will only be allowed to go to the toilet one at a time. Staff will supervise this.</p> <p>Children to sanitise hands before entering and wash afterwards.</p> <p>Children use hand dryers in the toilets. Paper towels are used in the classroom. These will be deposited in lined bins specifically designated for this purpose.</p>	<p>Toilets should be assigned where possible to an individual bubble setting. Consideration should be given to</p> <ul style="list-style-type: none"> <li>• Proximity of bubble to available WC</li> <li>• Allocation of 1 toilet to 1 bubble where necessary with access to a basin</li> <li>• Reactive cleaning and self sanitisation is essential. Monitoring will be essential.</li> </ul> <p>Supervision for younger pupils</p>

	<ul style="list-style-type: none"> <li>• Bins will be clearly labelled and tied up and disposed of, alongside any used tissues, at the end of each day. Additional refuse sacks will be available in class to be used if bins get full during the day. The site manager will clean all staff toilets and those attached to classrooms being used half way through the day. Paper towels go in the normal bin.</li> </ul> <p>Disabled toilet – Please see the intimate care policy</p> <p>In early years- Intimate care may need to be provided for younger children. This should take place in line with the intimate care policy. Phase leader to monitor that this is been done daily. Tick sheets with dates and signatures to be completed and displayed prominently.</p>	
<p><b>Lunchtimes</b></p> <p>There will be a need to minimise the number of children gathered in one location.</p>	<p>A full lunchtime service will be in operation.</p> <p>The organisation will be as follows:</p> <ul style="list-style-type: none"> <li>• Staggered lunch times over 2 sittings – FS/KS1 in Brown Hall, KS2 in Central area.</li> <li>• Each year group will be kept separate. Areas to be cleaned prior to second sitting commencing.</li> <li>• Both hot and cold choices will be available including halal options.</li> <li>• Hot lunches will now be served on trays, from hot food trolleys, with both main and dessert served at once to minimise movement around the dining halls.</li> <li>• Where numbers of children choosing a hot option exceed hall capacity trays will be taken into classrooms and eaten with the sandwich options.</li> <li>• Pick-a-Picnic bags will be served in classrooms (supervised). Staff from each class will pick these up from outside the school kitchen and disposed of by the children when they have finished.</li> <li>• Sandwich lunches can be taken outside if weather permits.</li> </ul> <p>See Plan – which includes SMSA/TA supervision ratios both inside and outside of the school building.</p> <p>No staff lunches will be available in September – but this will be reviewed on an on-going basis.</p>	<p>A reduced lunchtime service can be provided with Grab bags made available upon request for FSM not on site.</p> <p>Schools should consider</p> <ul style="list-style-type: none"> <li>• Staggered lunch times unique to bubbles</li> <li>• Available dining areas</li> <li>• Flexible approach to lunch – which can be taken outside if weather permits.</li> <li>• Reactive clean by SMSA or other between sittings</li> <li>• FSM Vouchers</li> <li>• FSM Vouchers across holiday periods</li> </ul>

	<p>As school is closing at 12.00 on Friday children entitled to FSM or accessing Universal FSM will be given a grab bag to take home. Staff from each class will pick these up from outside the school kitchen.</p> <p>First Aid pouches will be taken outside by staff supervising on the playgrounds (usual practice). Where children have an injury that requires a higher level of support they will be accompanied by a member of staff into school and parents called.</p> <p>All classes will have sufficient staffing to ensure that each member of staff within the class bubble has a lunch break. Dinner staff will clean down surfaces in communal areas, support staff wipe down classroom tables before children take an outdoor break.</p> <p>Staff lunch breaks will be staggered and will be taken within the staff rest areas that will have been set up in such a way as to be able to manage social distancing.</p>	
<p><b><u>Outside Playtimes</u></b></p> <p>There will be a need to minimise the number of children gathered together. How will you organise this?</p> <ul style="list-style-type: none"> <li>- Can the outdoor space be divided safely?</li> <li>- How will activities be organised?</li> <li>- How will you timetable the space if needed?</li> </ul> <p>Transmission rates outdoors and from pupil to pupil are low and severity of condition remains low to non-vulnerable groups. Therefore outdoor play and learning is encouraged.</p> <p>Consider;</p>	<p>The school is very well placed for social distancing outside due to the large school ground both grassed and hard standing. All classrooms have direct access to outdoor areas. Each of the three outdoor spaces (EYFS/Infant yard/KS2 yard) is already divided safely from each other. However, should it be required, barrier tape will be used to ensure that groups are able to maintain strict social distancing.</p> <p>Breaks will be staggered to ensure enough space for social distancing. Each year group will be sufficiently staffed to ensure the children are supervised at break times by the adults in their groups.</p> <p>Phase Leaders to liaise with each other to agree timings of mid-morning breaks. Playground, field and pirate ship to be timetabled when weather permits.</p> <p>As inside the classrooms, equipment and activities will be restricted to those that are appropriate to the age and stage of the children, equipment will be used that is made of materials that can be easily cleaned.</p> <p>Despite carrying out additional surface cleaning and regular deeper cleans, the equipment will not be shared between groups at any time. Dave Allen to supervise use of equipment and ensure each year group has a set of various</p>	<p>Transmission rates outdoors and from pupil to pupil are low and severity of condition remains low to non-vulnerable groups. Therefore outdoor play and learning is encouraged.</p> <p>However schools should consider</p> <ul style="list-style-type: none"> <li>• Staggered access to outdoor space to minimise gatherings</li> <li>• Supervision in areas with shared resource i.e. trim trail</li> <li>• Cleaning of equipment between play – allocating bundles to bubbles</li> </ul> <p>ZONING/SUPERVISION/ORGANISATION</p>

<p>Staggered access to outdoor areas Supervision in the shared resources areas e.g. trim trail/pirate ship Cleaning of equipment between play</p>	<p>activity's equipment stored in a box/bag and kept in the classroom for cleaning and replenishing.</p> <p>A timetable of the staggered breaks and areas to be produced taking into account the use of the blue hall too. (See Lunchtime Plan)</p> <p>The Pirate Ship will be allocated for use by one year group each week. The weekend break will allow sufficient time between groups to negate the need for cleaning.</p> <p>Foundation play area to be timetabled to each bubble on a weekly basis.</p>	
<p><b><u>First Aid / Intimate Care</u></b></p> <p>There will be a need to minimise direct contact with children.</p> <p>How will used resources be disposed of? <b>See First Aid Policy and Intimate Care Policy</b></p>	<p>Aprons, Gloves, Baby Wipes, Liquid Soap, Hand Sanitiser, Disposable face masks, Visors, Instant ice packs, Adhesive barrier tape, Non-adhesive barrier tape.</p> <p>Although stocks will be checked at regular intervals by the Admin Team in all areas across school, staff using the PPE should make the SBM and or SLT aware if any items of PPE are running low.</p> <p>For intimate care guidance please see the Intimate Care / Nappy Changing Policy. Staff <b>must</b> wear the following PPE if administering First Aid or Intimate Care;</p> <ul style="list-style-type: none"> <li>• Face mask</li> <li>• Gloves</li> <li>• Apron</li> </ul> <p>Staff must know how to don and doff the PPE and dispose of it appropriately</p> <p>There will be an individual PPE pack in each classroom for ease of access. Disposal of PPE will be placed in hazardous waste (yellow) bags and disposed in designated outdoor bins.</p> <p>All protocols for administering medication must be followed by staff in order to protect themselves, for example social distancing and hygiene practices such as handwashing, etc. When staff are administering medication to pupils, they must use PPE to protect themselves and the child. This includes gloves, aprons and face mask. If a child is displaying symptoms of coronavirus and is isolated awaiting pick up by parent, no further medication must be administered. Only prescribed medication will be administered to children. Calpol and other non-prescribed medication will not be administered without a prescription. No member of staff, under any circumstances should administer medicine to a child in school or offsite such as on offsite visits/residential trips, unless trained to do so. Over the counter (OTC) medicines such as:</p>	<p>Typical response to First Aid requirements remains.</p> <p>You must provide PPE for staff to use when dealing with Intimate Care of a pupil. This includes, Mask, Apron, Gloves and Visor.</p> <p>Schools must ensure</p> <ul style="list-style-type: none"> <li>• Staff dealing with suspected Covid-19 cases must wear full complement of PPE</li> <li>• Staff must know how to don and doff the PPE and dispose of it appropriately.</li> <li>• Isolation area must be determined. Consider allocating a ventilated space (not necessarily a whole room) for this provision</li> <li>• Arrangements for isolation and collection if a child shows symptoms whilst in school is communicated to all parents/carers.</li> </ul> <p>All other non-topical First Aid requirements will continue in typical fashion.</p> <p>Staff may chose not to wear PPE for this task at their will.</p>

	<ul style="list-style-type: none"> <li>• Eye drops</li> <li>• Calpol/aspirin/ibuprofen</li> <li>• Travel sickness medication</li> <li>• Topical creams</li> <li>• Cough medicine</li> <li>• Antihistamine/hay fever products</li> <li>• Homeopathic remedies.</li> </ul> <p>Where a child has been prescribed medication such as antibiotics, it is the parent/carers responsibility to administer it to their child. Therefore we advise and encourage parents to ask their child's doctor to prescribe medicines which can be administered outside of school hours. If this is not possible (for example, antibiotics prescribed four times daily) then a medication administration form must be completed by the parent/carer prior to staff members administering the prescribed medicines.</p> <p>Have staff who experienced this recently followed the risk assessment?</p> <p>PPE/ cleaning materials stored in class stockrooms (Part of the Rubric)</p> <p>All other non-topical First Aid requirements will continue in typical fashion. Reminders of arrangements for all of the other illness procedures Staff may chose not to wear PPE for this task at their will.  <b>PPE should only be worn for First Aid, Intimate Care and Cleaning.</b></p> <p>Agree, update and circulate the new protocol for isolation and communicate arrangements to parents/carers.</p>	
<p><b><u>Positive Test</u></b></p>	<p>The school will follow the Infection control policy and advise JMAT of any positive cases including taking advice from Health Protection Team. Where children are displaying Covid19 symptoms the school entrance bay will be used as a sick bay (see protocol for sick child / adult).</p>	<p>Schools will follow the Infection Control Policy at all times and advise the JMAT of positive cases including taking advice from Health Protection Team</p>
<p><b><u>Educational Visits</u></b></p>	<p>No educational visits for the Autumn term – alternative solutions need to be sought - this limits the control and spread of transmission and the increase risk of using transport.</p> <p>Visitors into school and internal site educational visits can be organised.</p> <p>Any visitor into school must have a suitable learning area booked out and keep a register of which children they have interacted with a time and date.</p>	<p>All Educational Visits will cease.</p>

	Planning for visits in the Spring term can begin.	
<b><u>Pupils</u></b>	Welfare and well-being will be the first priority in the Autumn term and Safeguarding concerns will be monitored in the usual manner DSL/First aider, including Paediatric trained in Early Years, on site at all times.	Welfare and wellbeing will be the main priority with wellbeing checks applied to those not in setting.
<b><u>Behaviour and Expectations</u></b>	A reconnection curriculum has been created to support this.  Review behaviour policy (LR/SB) to account for any cases that would compromise the H&S of staff members and to ensure consistency of approach across school.	A DSL and First Aider to be on site at all times included in each rota basis - Autumn 2+ FRI PM – DSL and First Aider (to be on site – enrichment) Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&S of staff.

COMMUNICATION	WHOLE CLASS BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2 <sup>nd</sup> SPIKE
SLT – Trust	<ul style="list-style-type: none"> <li>TRUST - Half termly HT meetings will be determined</li> </ul>	Fortnightly virtual HT meetings will be determined Updates will be disseminated to school from one point of contact and limited to weekly where possible.
<b>SLT School</b>	Weekly SLT meetings (4 people) 2 per half term Wider SLT meetings (9 people) Weekly staff meetings will commence – formats to be agreed (Whole staff in classrooms via link/ Phase meetings in one class with or without link/ phase or year group meetings with gap tasks/ time allocation for own decision on individual training time Any communal area used for a meeting will need to be identified to Paul and the cleaning staff notified.	SLT meetings will be held virtually regularly and staff meetings will be conducted periodically (monthly) virtually
<b><u>Staff Communication</u></b> <b>Staff (teachers, support staff and non-teaching staff)</b> Decide content and timing of staff communication(s) including if	All Staff will return to school prior to the summer break in order to become familiar with the school environment, unless they have a doctor's note. The opening of school, on Wednesday 2 <sup>nd</sup> September will enable a strategy for engaging and communicating with parents can be implemented on the INSET Day, on Tuesday 1 <sup>st</sup> September.	Policies and Procedures including Risk Assessments should be communicated using Safeguard as must reads and or paper copies circulated to those without access

<p>bringing staff in in advance of pupils returning is necessary.</p> <p><b>Policies and procedures, including the risk assessment, should be communicated and circulated with staff</b></p> <p>Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers). Agree any flexible working arrangements needed to support any changes to your usual patterns (for example, staggered start/end times).</p> <p>Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make (for example, risk management, curriculum, behaviour, safeguarding).</p> <p>Put in place measures to check on staff wellbeing (including for leaders).</p>	<p>Staff will know the arrangements for the INSET day before they break up via the Staff Update. And also the dates and times of the days school is open during the summer break</p> <p>School has high number of staff who are first aid and safeguarding trained. Check this against the newly formed bubbles.</p> <p>All new and amended policies to be sent to staff Checklist sent out for staff to sign</p> <p>Rotas for playground duty to be organised in class bubbles. Dinner duties organised by SLT- <a href="#">see lunchtime plan</a></p> <p>Protocols updated and cascaded to staff on INSET day, feedback gathered from staff and amended accordingly on a daily basis to begin with.</p> <p>Decide who takes over each class bubble in the case of any staff absence. Extra staff (HLTAs/ teaching staff) to be allocated to each year group bubble (<a href="#">see staffing structure in SDP</a>)</p> <p>Staff with children will need to adjust their hours if they need to drop off their own children at school (i.e with no wrap around care) Communicate and agree adapted hours with these staff</p> <p>CPD for the autumn term –What needs to be done in disaggregated time? What can be done in year group bubbles or phases with gap tasks. Timetable to be agreed from the SDP with SLT and communicated with all staff. Meet Maths/Literacy leads for autumn CPD priorities. (Curriculum? NQT development? Early years development?)</p> <p>Staff allowed in school building from 7-4.45 pm</p> <p>The Headteachers have an open door policy and staff are welcome to (and regularly do) share any concerns they have. All SLT will have a positive presence around school.</p>	<ul style="list-style-type: none"> <li>• Changes to rota's should be shared with all staff regularly and reminders issued</li> <li>• Contact with staff not on site should be maintained by HT or other nominated personnel</li> </ul>
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	<p>Questionnaire to be circulated and results analysed prior to new academic year. Any clear worries or difficulties that have arisen need to be acknowledged in the Risk Assessment or with individual colleagues when required. Collect and analyse questionnaires</p> <p>Governors to have weekly calls to Head teachers to ascertain Heads' well-being.</p>	
<b><u>Parents/pupils</u></b>	<p>Information will be published on the current school web site and The new school web site for the launch of the new school.</p> <p>Parent Questionnaire circulated and analysed in the final weeks of the summer term</p> <p>Welcome to your new classroom, introducing new bubbles names and staffing to be included in both home learning packs and parent packs delivered September. Parents asked to bring parent pack sheet to school to aid with communicating directions to their new classrooms.</p> <p>New uniform arrangements to be promoted – new badge for first day and a new sweatshirt and badge for joining up to Parent hub and Parent pay. Photos to be produced of new badge and web site updated.</p> <p>Reading folders to be given to each child. New school badges to be added.</p>	<p>Information should be shared with Parents in sufficient time to make necessary childcare arrangements</p> <ul style="list-style-type: none"> <li>• Schools should consider layers of communication</li> <li>• Issuing reminders to Yr Groups and prepare Home Learning for those not in setting</li> </ul> <p>Plan to implement a home/ school platform to share/ upload learning in case of another lockdown (like seesaw) – audit the capacity of IT/Technology in each household to support families in need.</p> <p>Posted Learning packs being the very last resort.</p>
<b><u>Governance</u></b>	<p>Governors will be communicated with regularly. Chairs of governors are involved in key decisions on reopening with LA and DfE informed of all plan at Trust level</p> <p>School will ensure Governors are kept up to date – <b>Chair of Governor should disseminate information to whole LGB</b></p> <p>Autumn term 1 meetings will be delayed to late October but held in person where possible.</p>	<p>Governors will be communicated with regularly. Chairs of governors are involved in key decisions on partial opening/closure with LA and DfE informed of all plan at Trust level</p> <p>Schools must ensure Governors are kept up to date – Chair of Governor should disseminate information to whole LGB</p> <p>Governing body meetings will revert to remote with circulation of documentation Zoom where 1 item agendas are needed</p>