

# Holt House and Carterknowle Schools Federation

## School reopening 01/09/2020: risk assessment and control measures

Updated 14/09/2020; 07/11/2020; 15/12/2020; 04/01/2021; 08/01/2021

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This documents the risk control measures in place ahead of opening to all pupils in autumn term 2020. It covers the measures needed above and beyond the usual control measures normally in place, such as hygiene during food preparation or intimate care.

The example measures we list are based on current (as at 5 November 2020) government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Safe working in education settings](#)
- [Guidance on shielding and protecting extremely vulnerable persons](#)
- [National restrictions from 5 November](#)
- [Restricting attendance during the national lockdown: schools January 2021](#)

Consideration has been given to what needs to be done to make the measures workable in our schools additional ones have been added. It takes into account:

- The number of staff and pupils expected
- Any [risk assessments for individual staff](#), particularly for staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)
- Any reasonable adjustments that need to be made to enable everyone to follow the measures, including pupils with EHC plans (e.g. having visual signs, designing approaches to help children with communication and interaction needs who may struggle to follow the rules)
- The size and layout of the schools' premises
- The resources in stock or that are available to order (e.g. PPE, soap, cleaning products)

| HAZARD  | WHO MIGHT BE HARMED  | CONTROLS TO BE PUT IN PLACE  | WHO WILL BE RESPONSIBLE | WHEN THE CONTROLS NEED TO BE IN PLACE BY | ADDITIONAL NOTES  |
|---|--|--|-------------------------|--|---|
| Contact with someone suffering from coronavirus | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> | <ul style="list-style-type: none"> <li>• All adults and children will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</li> <li>• Only essential contractors, staff essential for curriculum delivery, or SEN provision will come on site and they should adhere to social distancing and hygiene requirements.</li> <li>• Deliveries should not be signed for, social distancing must be maintained and hands should be washed after handling all deliveries.</li> <li>• Office staff will sign visitors in and out</li> </ul> <p><b>Face Coverings</b><br/> In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering. It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on <a href="#">how to put on, remove, store and dispose of face coverings</a> in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.<br/> Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.<br/> On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible.</p> | Headteacher             | 03/09/2020                               | Posters to be up at keypoints in school.<br>Staff, children and parents reminded about and kept up to date with information.<br><br>Areas touched by contractors/delivery drivers to be cleaned afterwards.<br><br>Reception screens to remain closed.<br><br>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use.<br><br>Senior Leadership teams should continue to reinforce the importance of staff: <ul style="list-style-type: none"> <li>• <b>Maintaining social distancing at all times between each other</b> <ul style="list-style-type: none"> <li>▪ Regular washing of hands, good infection prevention control</li> <li>▪ Not sharing food or making drinks for one another</li> <li>▪ Not mixing with staff from another bubble where possible</li> <li>▪ Anyone with symptoms getting a test</li> <li>▪ Not car sharing with colleagues</li> </ul> </li> </ul> |



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|        |                     | <p>after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, <i>if</i> providing one will increase the likelihood of them getting tested.</p> <p>Staff will not take symptomatic children home themselves.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p><b>Positive Test Result</b></p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will swiftly contact the DfE helpline for COVID-19: 0800 046 8687 (option 1 for cases) available Monday- Friday 8 a.m. to 6 p.m. Saturday and Sunday from 10 a.m. – 4 p.m and Sheffield LA Public Health Team COVID – 19 STORM phone line 0114 2735334 (available Monday-Friday 9 a.m. – 5p.m.) <a href="mailto:PublicHealthC&amp;YP@sheffield.gov.uk">PublicHealthC&amp;YP@sheffield.gov.uk</a> (monitored 7 days a week)</p> <p>The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:</p> | Admin staff             |  | <p>Positive Test Result:</p> <p>A child or adult must stay off for at least 10 days from when symptoms started unless. All contacts and people who live in the same house must quarantine for <b>10 days</b>. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Contact with someone who is positive: Child or adult must quarantine for <b>10 days</b>.</p> <p>Symptomatic children or adults who have NOT come into contact with someone who is positive for Covid-19 may return to school straight away if their test result is negative test.</p> <p>Risk Assessments in place for individual staff as needed.</p> |





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|  |                     | <p><u>Carterknowle</u><br/>Lunchtime reduced to by 10mins to 60mins to mitigate against lost learning time.</p> <p>One parent or carer should accompany their child to school, if needed. All four gates will be used to enable social distancing. <u>Y3 and Y4</u> - parents must form socially distanced queues at the gates and <u>not</u> clusters. Children will only be taken from and released to the person at the front of the queue. Y3 parents should queue facing down Carterknowle Road and Y4 parents should queue facing up Carterknowle Road.</p> <p><u>Y5 and Y6</u> – Parents to consider arranging a point a short way from the gates at which to leave their child and meet them at the end of the day, or let their child walk to and from school by themselves. Y6 pupils should not arrive before 9am, but when they do arrive they should come in and stand on the school yard, not wait on the pavement. If parents and carers do come to the gates, then they should queue at the Bannerdale Road gate from the Fossdale Road side and, at the Y5 gate, facing down Fossdale Road.</p> <p><u>All year groups</u> – People should not linger. Once parents have dropped off or collected their child then they must immediately move right away from the school site. If parents come to the school gates, then it is strongly suggested that they wear a face covering.</p> <p>Parents should not enter the building unless they have a pre-arranged appointment.</p> |                         | 04/01/2021                               | Y5: Fossdale Road field gate<br>Y6TC: lower gate on Y3/4 yard<br>Y6AD: bottom gate on Y5/6 yard |
| Spreading infection due to touch, sneezes and coughs |                     | <p>Handwashing facilities will be provided.</p> <p>At Holt House all children will arrive through the main entrance where the washbasins are situated and will use them or hand sanitiser on arrival and through the day. Hand sanitizers are available through school and in the dining area. There is soap, water, tissues and lidded bins in every classroom. Pre-School</p>   | Headteacher             | 03/09/2020                               |   |



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|  |                     | <p>tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues will be emptied throughout the day.</p>  | Site staff              | ongoing                                  | adjustments to control measures, as they get to know their new children.  |
| Spreading infection through contact with coronavirus on surfaces |                     | <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Toilet facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture, especially table tops</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Admin resources eg Telephones</li> <li>• Wrap around care rooms and equipment</li> <li>• Indoor and outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These will be used by the same 'bubble' of children and rotated so they are out of use for 48 hours.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials: coat, lunch box (if used), water bottle, book bag. Drinking fountains will be out of use.</p> <p>Areas of the school that are used by pupils will be cleaned</p> | Site staff              | 03/09/2020                               | <p>Additional cleaning hours to be purchased (3.5 hours a day for each site).</p> <div data-bbox="1800 611 2007 743" style="border: 1px solid gray; padding: 5px; text-align: center;"> <br/>           Cleaning Guidance for Schools.docx         </div> <p><b>Dressing Up Clothes:</b> The use of these is advised against. These involve sharing and children getting in and out of items of clothing, placing some over their heads etc.</p> |

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|        |                     | <p>thoroughly at the end of the day, particularly any shared areas: eg toilets, classrooms, staff room, hall, with particular attention to frequently touched surfaces.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared resources and therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>All national curriculum subjects will be taught + RE + PSHE, with appropriate infection control in place. For further information on how to deliver design &amp; technology, cooking, art etc. visit the <a href="#">CLEAPPS</a> website. In order to download the practical guidance schools and settings will need to log in with the below details:<br/>Username is: <b>mars</b><br/>Password is: <b>rover20</b><br/><i>Activities requiring close adult support will be kept to the minimum.</i></p> |                         | 04/01/2021                               | <p>No non-essential things to be brought eg pencil cases, 'show and tell' items. Children with complex needs may bring a transitional object by agreement with the SENCO. School uniform will be worn.</p> <p><b>Play Dough:</b> Any use of play dough must involve each child having their own allocated play dough and no sharing.</p> <p><b>Soft Furnishing/Rugs in the classroom/Carpets:</b> Where soft furnishing/cushions have been in classrooms etc. it is recommended that these remain not in use. Pupils can still use carpets if within their bubbles.</p> <p><b>Indoor water/outdoor water play:</b> Whilst the use of soapy water reduces Covid risk, when doing water play children must be stood side by side not facing each other.</p> <p><b>Indoor sand:</b> Only children from the same bubble can use sand. Once used by a bubble the sand must not be shared between classes. During sand play if more than one child is playing with the sand, they must be stood side by side and not face to face.</p> <p><b>Outside sandpits:</b> Only children from the same bubble can use the</p> |

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|  |                     | <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> <p>Cash payments will be discouraged and the ParentPay system will be rolled out in both schools.</p> <p>Sharing of desks, phones and physical resources will be kept to a minimum. Papers should be emailed, with confidential information encrypted or password protected.</p> <p>Outdoor sports will be prioritised wherever possible. Outdoor playground equipment will be more frequently cleaned.</p> |   |  | <p>sandpit. If more than one child is accessing the sandpit, they should be positioned side by side and not face to face. If the sandpit is to be used by another bubble during the academic year the sandpit will need all sand removed, the sandpit cleaned, and new sand put in its place.</p> |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p> |                     | <p>F1: There will be a maximum of 32 fte places. Children will be kept in consistent groups within the setting, based on their ages, stages and patterns of attendance. Usual staffing ratios (1:8) will be kept.</p> <p>F2, KS1 and KS2: Pupils will be organised into class groups of no more than 30 pupils. Each year group will have two groups. Each class will have one teacher and designated support staff to supervise break, lunch and PPA time. The number of class groups staff work with will be kept to the minimum possible in order to provide a full educational offer.</p> <p>Supervision ratios at break and lunch will be a maximum of 1:30.</p>  | <p>Headteacher + senior leaders<br/>Caretaker/site manager<br/>Teachers<br/>Support staff</p> | <p>03/09/2020</p>                        | <p>Everything possible must be done to minimise contacts and mixing. The overarching objective is to reduce the number of contacts between pupils/students and staff. If staff share cars then the passenger should sit in the back, with the window open, wearing a face covering.</p>           |



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|--|----------------------|--|--|---|--|-----------------|----------------------|-----------------|----------------------|-----------------|----------------------|-----------------|----------------------|--|----------------------|--|----------------------|--|----------------------|--|----------------------|
|  |                      | <p>the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. They may wear face coverings.</p> <p>1:1 music lessons may continue with visiting staff maintaining social distancing and adhering to hygiene protocols.</p>   |  |   | <p>and named</p> <ul style="list-style-type: none"> <li>• Children are reminded not to use others instruments</li> <li>• Children remain in their protective groups</li> <li>• Instruments are played in in well-ventilated areas with children positioned side by side or back to back in an area of appropriate size.</li> </ul>   |                 |                      |                 |                      |                 |                      |                 |                      |  |                      |  |                      |  |                      |  |                      |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p> |                      | <p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups, however this will not be an all or nothing approach. <b>Mixing for specialist teaching/catch up programmes (interventions) will be kept to a minimum.</b> Staff will keep lists of children and their attendance at interventions.</p> <p><b>In F2 children from both classes will stay separate from each other in the outdoor area.</b></p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times to avoid too many pupils being in one place at the same time. <b>Assemblies will be held in class groups only.</b></p> <p>Movement around the school site will be kept to a minimum. F1 will stay in their own self contained area.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed via the shortest possible route and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them.</p> | <p>Headteacher</p> <p>EYFS leader</p> <p>Headteacher</p> <p>Pre-School Leader</p> <p>All staff</p> | <p>03/09/2020</p> <p>04/01/2021</p> <p>04/01/2021</p> <p>03/09/2020</p> <p>04/01/2021</p> <p>03/09/2020</p> <p>03/09/2020</p> | <p>Start and finish times as above.</p> <p><b>Break times</b> (yards zoned)</p> <p>Holt House:</p> <p>F2: 10.00 - 10.15<br/>Y1: 10.20 - 10.35<br/>Y2: 10.40 - 10.55</p> <p>Carterknowle:</p> <table border="0"> <tr> <td>Y3: 10.10-10.25</td> <td>3NH: Upper Y3/4 yard</td> </tr> <tr> <td>Y4: 10.30-10.45</td> <td>3MB: Lower Y3/4 yard</td> </tr> <tr> <td>Y5: 10.10-10.25</td> <td>4AT: Upper Y3/4 yard</td> </tr> <tr> <td>Y6: 10.30-10.45</td> <td>4EH: Lower Y3/4 yard</td> </tr> <tr> <td></td> <td>5LB: Upper Y5/6 yard</td> </tr> <tr> <td></td> <td>5CW: Lower Y5/6 yard</td> </tr> <tr> <td></td> <td>6AD: Upper Y5/6 yard</td> </tr> <tr> <td></td> <td>6TC: Lower Y5/6 yard</td> </tr> </table> <p><b>Lunch times</b> (yards zoned)</p> <p>Holt House:</p> <p>F2: 11.30-12.15<br/>Y1: 12.00-12.45<br/>Y2: 12.30-1.15</p> <p>Carterknowle:</p> <p>Y3: 11.30-12.30<br/>11.30-12.00-eating<br/>12.00-12.30 - playing<br/>Y4: 12.00-1.00<br/>12.00-12.30- eating<br/>12.30-1.00 - playing<br/>Y5: 12.30 – 1.30<br/>12.30-1.00- eating<br/>1.00-1.30 - playing</p> | Y3: 10.10-10.25 | 3NH: Upper Y3/4 yard | Y4: 10.30-10.45 | 3MB: Lower Y3/4 yard | Y5: 10.10-10.25 | 4AT: Upper Y3/4 yard | Y6: 10.30-10.45 | 4EH: Lower Y3/4 yard |  | 5LB: Upper Y5/6 yard |  | 5CW: Lower Y5/6 yard |  | 6AD: Upper Y5/6 yard |  | 6TC: Lower Y5/6 yard |
| Y3: 10.10-10.25  | 3NH: Upper Y3/4 yard |  |  |   |  |                 |                      |                 |                      |                 |                      |                 |                      |  |                      |  |                      |  |                      |  |                      |
| Y4: 10.30-10.45  | 3MB: Lower Y3/4 yard |  |  |   |  |                 |                      |                 |                      |                 |                      |                 |                      |  |                      |  |                      |  |                      |  |                      |
| Y5: 10.10-10.25  | 4AT: Upper Y3/4 yard |  |  |   |  |                 |                      |                 |                      |                 |                      |                 |                      |  |                      |  |                      |  |                      |  |                      |
| Y6: 10.30-10.45  | 4EH: Lower Y3/4 yard |  |  |   |  |                 |                      |                 |                      |                 |                      |                 |                      |  |                      |  |                      |  |                      |  |                      |
|  | 5LB: Upper Y5/6 yard |  |  |   |  |                 |                      |                 |                      |                 |                      |                 |                      |  |                      |  |                      |  |                      |  |                      |
|  | 5CW: Lower Y5/6 yard |  |  |   |  |                 |                      |                 |                      |                 |                      |                 |                      |  |                      |  |                      |  |                      |  |                      |
|  | 6AD: Upper Y5/6 yard |  |  |   |  |                 |                      |                 |                      |                 |                      |                 |                      |  |                      |  |                      |  |                      |  |                      |
|  | 6TC: Lower Y5/6 yard |  |  |   |  |                 |                      |                 |                      |                 |                      |                 |                      |  |                      |  |                      |  |                      |  |                      |

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|        |                     | <p>They will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding through the use of staggered breaks and by teachers only sending one child at a time in lessons. There will be additional supervision.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Food will not be shared.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. They should wear a face mask while in the building. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p><u>Wrap Around Care</u><br/>Smart Kids breakfast and after school clubs will operate at a maximum of 24. Year groups will be kept in separate ‘bubbles’ within the room in maximum group sizes of six. Accurate attendance lists will be maintained. Rooms and resources will be cleaned as above. All food items are taken to the pupils seating area by a member of staff. All food items and utensils are collected by staff. F1 provision will begin in Autumn 2 once they have settled into pre-school, can manage their own self-care and keep to their designated area. <i>Staff should not engage directly with children, but supervise them at a distance wherever possible.</i></p> <p>Three, weekly after school activities will be organised in each school from Autumn 2 onwards where social distancing is more likely to be adhered to e.g. gymnastics and yoga. These will</p> | <p>Reception staff</p> <p>Year group leaders</p> <p>Business manager</p> | <p>03/09/2020</p> <p>03/09/2020</p> <p>03/09/2020</p> <p>04/01/2021</p> | <p>Y6: 12.30-1.30<br/>12.30 – 1.00 - playing<br/>1.0-1.30 - eating<br/>Each class at HHI &amp; CKJ has their own designated area of the dining room. Children may bring a healthy break time snack.</p> <p>Pupil progress meetings with parents will be held on the telephone.<br/>SEN/MAST/safeguarding meetings will be held using a zoom type app where possible.</p> <p>In the Autumn term 2020 only local trips within walking distance will be take place.</p> <p>Children of parents who work in the universal services will be prioritised.</p> <p>Flexible working for school employees with children at either school who need wrap around care, if there are no spaces.</p> <p>Clubs and activities will continue from 5 November as out of school activities</p> |



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|   |                     | <p>and the date their symptoms started.</p> <ul style="list-style-type: none"> <li>• If your child tests positive for coronavirus (COVID-19), having developed symptoms <b>more than</b> 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.</li> <li>• For all positive cases from day 7 after teaching ends parents and carers should follow contact tracing instructions provided by NHS Test and Trace.</li> </ul> <p>The positive case inboxes will be monitored at a fixed time every day for the first six days and any necessary action taken.<br/>Staff should contact the headteacher via text message if they have tested positive having developed symptoms within 48 hours of since being in school.</p> |                         |  |                  |
| Spreading infection due to the school environment |                     | <p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with social distancing between groups in place.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>  | Site staff              | 01/09/2020                               |                  |
| Spreading infection due to                        |                     | Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff,   | All staff               | 01/09/2020                               |                  |

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|---|---------------------|--|---------------------------------------|--|--|
| excessive contact and mixing in meetings                                  |                     | <p>parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>PPA will be done in separate rooms.</p>  |                                       | 04/01/2021                               |  |
| Spreading infection due to giving first aid, medication or intimate care. |                     | <p>If social distancing cannot be maintained when administering medicine or first aid, PPE appropriate to the circumstances will be worn and good hygiene practice observed.</p> <p>For each child requiring intimate care or long term medication, a revised care plan will be put in place, agreed with all concerned and training will be given to staff. This will happen before the child comes to school.</p> <p>If a child requires intimate care on a one off basis either parents will be called or PPE will be worn by staff eg disposable gloves, disposable apron, sessional surgical facemask (include eye protection if client is coughing or sneezing).</p> <p>Training in donning and doffing and the safe disposal of PPE will be given.</p> <p>Close adherence to hand and respiratory hygiene protocols is essential.</p> | First Aiders<br>Personal care workers | 03/09/2020                               | <p>First aid waste and PPE will be disposed of by double bagging and put in external waste.</p> <p>Children on short term medication will be asked to stay at home until they have finished the course.</p> <div data-bbox="1800 775 2007 906" style="text-align: center;"> <br/>       First Aid<br/>       Administration of Mec     </div> |
| Individuals vulnerable to serious infection coming into school            |                     | <p>The school will continue to follow any shielding guidance in place to for adults and children to decide who should come into school. Appropriate remote education provision or working from home arrangements will be made where needed.</p> <p>Risk Assessments in place for individual staff will be put in place as needed for vulnerable staff and children who are attending; these will be updated as guidance is updated.</p> <p>Click here for <a href="#">government guidance</a>.</p> <p>Click here for <a href="#">national restrictions from 5 November</a>.</p>  | Headteacher                           | 01/09/2020                               | <p>The risk of transmission between children and adults is likely to be low. Adults should take care to socially distance from other adults.</p>   |

| HAZARD   | WHO MIGHT BE HARMED   | CONTROLS TO BE PUT IN PLACE  | WHO WILL BE RESPONSIBLE  | WHEN THE CONTROLS NEED TO BE IN PLACE BY | ADDITIONAL NOTES   |
|--|---|--|--|--|--|
|  |   | Individual risk assessments will be put in place for pregnant staff in line with <u>occupational health advice for employers and pregnant women</u> .  |  |  |  |
| Negative impact on mental health and wellbeing | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> | <p>Support will be in place children who may, for a variety of reasons, find it difficult to settle back into school, including bereavement or exposure to DV/DA, to help pupils feel settled, safe, and ready to learn</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Predictability - providing as much familiarity as possible</li> <li>• Welcoming environment - communicating social distancing messages in a friendly manner and a way that all pupils, parents / carers can understand.</li> <li>• Inclusion strategies eg visual timetable, sensory breaks</li> <li>• Consistency -clear, high expectations which are firmly but gently communicated</li> <li>• Transition support</li> <li>• Clear, positive behaviour management</li> <li>• Personalisation - understanding the strengths and needs of the pupils and making adaptations as required</li> </ul> <p>Pastoral phone calls will be made to families as needed.</p> <p>Staff will not restrain pupils unless there is danger to life. In such circumstances there will not be time to don PPE so the member of staff should wash their hands straight away and then go home to shower and change.</p> <p>Staff workload agreements will be observed, including the normal provision of break and lunch times, with email and communication policies reinstated. Out of hours working will be discouraged.</p> <p>PPA re-calculated to take staggered times into account, so that all staff have at least the minimum entitlement. Appropriate</p> | <p>Headteacher<br/>Deputy DSLs</p> <p>Office staff</p> <p>Deputy DSL/<br/>classteachers</p> <p>Headteacher</p> | 03/09/2020                               | Behaviour, Attendance, Safeguarding and child protection policies and procedures will be revised and applied as appropriate. |





