

Lowton West Primary School

Full re-opening of school in September Risk Assessment/Action Plan

Risk assessment - Revised 01.11.202 and 01.12.2020: Refer to Sections 63 and 64 (new ventilation controls/ ECV staff to shield during second national lockdown)

Risk assessment - Revised January 8th 2021 (following the government announcement for schools to close with the exception of provision for key worker pupils and vulnerable pupils). Refer to any amendments in red text and to Section 65.

Risk assessment – Revised January 25th 2021 (the most updated guidance in relation to what constitutes a ‘close contact’; Lateral Flow Device (LFD) testing kits for staff to be administered as from week commencing 25.01.2021; use of photocopier – section 3.11).

Risk assessment – Revised 24th February 2021 (in line with latest guidance February 2021: for the return of all pupils to school as from 8th March 2021 following the government announcement on 22.02.2021. Refer to all amendments in blue text throughout and refer to Section 68 to 71).

At Lowton West, we want to be able to get children back into education as soon possible. This can only be done once we are assured that educational settings are as safe as they possibly can be for children and staff. We will work with Local Authorities, school staff and unions to support our schools in working towards, and planning for, a safe re-opening of school for children, families and staff.

Our school will:

- Follow the latest government guidance
- Work alongside Wigan LA H&S Department to ensure that risk assessments are carried out fully and used to create safe working environments for staff and pupils.
- Use the risk assessments to **plan** what measures need to be put in place to ensure safety of pupils, staff and families.
- Engage fully with staff, unions and Governors to ensure that all are consulted about the risk assessments and have contributed to the planning.
- Monitor and review the risk assessments on a Daily and weekly basis – making adjustments where necessary to further improve the systems within school.

Hazards	Risk	Actions/Control Measures	Who?
1. Prevention: Minimise contact between individuals and maintain social distancing wherever possible	M	<p>1.1 Children will remain in their year group bubbles (Revised 08.01.2021: with a reduced number of pupils in school and the majority of pupils accessing their curriculum through remote home learning from January 2021).</p> <p>Revised 24.02.2021: All pupils to return to school from 8th March 2021.</p> <p>1.2 Implement government guidance – limiting mixing of bubbles through limited staff and limited movement around school</p> <p>1.3 Plan lunchtime supervision/ PPA</p> <p>1.4 Record which staff and pupils mix in bubbles/ visitors to school (who they work with)/ PPA staff covering classes (record via PPA timetable)/ midday staff covering (record any changes to the lunchtime plan).</p>	<p>All staff, Gobs, visitors to school, supply staff</p> <p>Cleaning staff (ISS)</p> <p>Kitchen staff (Metrofresh)</p>

1.5 The overarching principle we will apply will be reducing the number of contacts between children and staff. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help.

Revised 08.01.2021: Bubble sizes will be reduced in order to maintain a 2 metre distance from the teachers work space to the children in class and to maintain at least a 1 metre distance for all pupils (although the government recognise that this is not always possible all of the time with the youngest children).

Revised 24.02.2021: As from 8th March 2021, all pupils will return to the classroom and a distance of 1m will not be able to be maintained between desks. However, with the exception of the youngest children, pupils will be seated at desks facing forwards and will be sat side by side again.

1.7 How we will group children:

The consistent groups (bubbles) will help reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. This provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

1.8 In the government guidance for schools for the autumn term, maintaining consistent groups remains important, but given the **increase** in the prevalence of coronavirus (COVID-19) and the **recent government announcement**, we have now decreased the size of these groups.

Revised 08.01.2021: As from 05.01.2021, we have reduced number of pupils in school (limiting places to key worker and vulnerable pupils only) and the majority of pupils will be accessing their curriculum through remote home learning (following the government announcement on 04.01.2021).

Revised 24.02.2021: As from 8th March 2021, all pupils will return to the classroom. Class or year group bubbles will continue to be in operation in order to minimise staff and pupils' contact with each other.

1.9 The bubbles will be kept apart from other groups where possible and all children, particularly the older pupils, will be encouraged to keep their distance within groups.

1.10 We will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. **Revised 08.01.2021:** We recognise that younger children struggle to maintain social distancing, therefore staff will plan activities and adapt the learning environment to support this.

		<p>1.11 School understands the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Revised 08.01.2021: As a school, we will keep children in their class groups during the classroom time, but remove the mixing into wider groups for specialist teaching (e.g. phonics; EYFS) until the prevalence of the coronavirus in the local community decreases significantly. Siblings will be in different groups. We will endeavour to keep the same person entering the bubble for PPA cover and the PPA staff will be asked to social distance in the few bubbles that they cover.</p> <p>Revised 24.02.2021: School may keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for:</p> <ul style="list-style-type: none"> • specialist teaching • wraparound care • transport <p>1.12 As a school we understand that, in line with government guidance, teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. We will continue to limit this movement wherever possible. However, this may be the case for some midday cover supervision and PPA cover in other instances where deemed necessary to ensure the effective and safe running of the school (Revised 08.01.2021).</p> <p>Revised 24.02.2021: All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. We will try to minimise the number of interactions or changes wherever possible.</p>	
<p>2 Prevention: Measures within the classroom</p> <p>Prevention: Measures elsewhere</p> <p>Prevention: Measures for arriving at and leaving school</p> <p>Prevention: Other considerations</p>	M	<p>2.1 Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but all staff will aim to do this. In particular, all staff must avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, this will not be possible for staff working with pupils who have complex needs or who need close contact care. In line with the government guidance, these pupils' educational and care support will be provided as normal.</p> <p>2.2 For children old enough, they will be supported to maintain distance and not touch staff and their peers where possible. This may not be</p>	<p>All staff, governors, pupils, visitors to school</p> <p>All staff</p>

		<p>2.9 Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and the SENCo will plan to meet these needs, for example using social stories.</p> <p>2.10 We are aware from the government guidance that supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. This will be communicated to our supply staff who will be covering the PPA timetable.</p> <p>2.11 Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. Schools will manage other visitors to the site, such as contractors, by providing them with a 'Summary of Processes for Visitors' prior to arrival and/ or by verbally explaining the guidance on physical distancing and hygiene. Revised 08.01.2021: School will limit the visitors to the site wherever possible.</p> <p>2.12 Where visits can happen outside of school hours, they should.</p> <p>2.13 A record should be kept of all visitors. Visitors will be asked to note down their name and contact telephone number in case there is an outbreak and they need to be contacted via trace and test.</p> <p>2.14 Where the school has a pupil who routinely attends more than one setting on a part time basis, for example, because they spend a day a week at an alternative provision setting or special school, Lowton West staff will work through the system of controls collaboratively, enabling both schools to address any risks identified and to allow both schools to jointly deliver a broad and balanced curriculum for the child. Risk assessments will be put into place and sent to Mike McCarthy for checking.</p> <p>2.15 For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Every pupil will have their own named plastic wallet with their own pens, pencils, etc... Children are not allowed to bring their own pencil cases into school.</p> <p>2.16 Classroom based resources, such as books and games, will be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>2.17 Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<p>School Office staff</p> <p>HT/ DHT</p> <p>All staff</p> <p>Staff in bubbles</p> <p>Staff in bubbles</p> <p>Staff in bubbles/ midday staff</p> <p>HT – letter to parents</p> <p>All staff</p> <p>All staff/ First Aiders</p>
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<p>3 Prevention: Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <ul style="list-style-type: none"> • Managing increased workload • Safe disposal of equipment • Additional cleaning resources/products • Review of cleaning • Additional touch point cleaning daily 	M	<p>3.1 School Business Manager to review capacity for cleaning across school and procure additional hours/support if needed (to be kept under constant review)</p> <p>3.2 Clear guidance for ALL staff on disposal of equipment etc</p> <p>3.3 Additional equipment ordered eg hand sanitiser, PPE, tissues</p> <p>3.4 Meet with cleaning contractors to review cleaning arrangement and make any necessary changes - increase focus cleaning on touch points, toilets and tables</p> <p>3.5 Daily cleaning of classrooms (already in place) with increased cleaning of pupils' desks throughout the day (Revised 08.01.2021)</p> <p>3.6 Preparations for deep cleans if necessary</p> <p>3.7 Handles/ other touch points to be cleaned at mid points during the day</p> <p>3.8 School has put into place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <p>more frequent cleaning of rooms / shared areas that are used by different groups</p> <p>frequently touched surfaces being cleaned more often than normal</p> <p>3.9 different groups don't need to be allocated their own toilet blocks, but toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p> <p>Revised 08.01.2021: Pupils will continue to use the toilet and sink facilities in shared areas using staggered times wherever possible to minimise contact with other bubbles at all times.</p> <p>3.10 An additional cleaner has been secured (providing 3 additional hours per day).</p> <p>Revised 25.01.2021:</p> <p>3.11 Staff to wear plastic gloves when using the photocopier (available in photocopying room) and wipe down photocopier before and after use (wipes will be available in photocopying room).</p>	<p>SBM/ HT</p> <p>Cleaning staff/ Caretaker (ISS)</p>
<p>4. Prevention: If a child becomes unwell in school</p>	M	<p>4.1 If a child becomes unwell and is awaiting collection, they should be moved to the hygiene room where they can be isolated behind a closed door (depending on the age and needs of the child). There should be appropriate adult supervision. The window should be opened for ventilation.</p>	<p>All staff/ First Aiders/ Caretaker/ Cleaners</p>

		<p>4.2 If there is more than one child who is unwell, and it is not possible to isolate them in the hygiene room, move them to an area which is at least 2 metres away from other people.</p> <p>4.3 If a pupils needs to go to the bathroom while waiting to be collected, they should use the disabled toilet. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>4.4 PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>4.5 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.</p> <p>4.6 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) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace or they have tested positive from an LFD test (revised 24.02.2021).</p> <p>4.7 Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser 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 the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>4.8 Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>	
5 Prevention: Face coverings	L/M	<p><u>Revised 08.01.2021:</u></p> <p>5.1 Face coverings/ face shields must be worn by adults moving around the communal school areas and corridors and in the staffroom/ offices and photocopying room. Staff should also wear face coverings/ face shields in the classroom as much as possible, unless they feel that the use of the face covering would have a negative impact on the learning and teaching in a particular lesson. However, most of the time (if possible all of the time), a face covering/ face shield should be worn. Parents have been asked to wear face coverings when dropping off or collecting children. Children are allowed to wear face coverings in school if they so wish, although this is not compulsory for pupils of primary school age.</p>	<p>All staff</p> <p>HT inform parents - letter</p>

Revised 24.02.2021:

Face visors or shields should not be worn as an alternative to face coverings when moving around the communal areas in school. A face covering should be worn.

Therefore, staff should not wear face visors or shields when moving around the communal areas - face covering must be worn. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Exemptions: Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
 - speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate
- The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19) than not wearing a face covering at all.

Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.

Access to face coverings Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. PHE has also published guidance on how to make a simple face covering.

The school will have a contingency supply available for people who:

- are struggling to access a face covering

		<ul style="list-style-type: none"> • are unable to use their face covering as it has become damp, soiled or unsafe • have forgotten their face covering <p>5.2 When pupils and staff arrive in school using face coverings, they should not touch the front of their face covering during use or when removing them. They should wash their hands immediately upon arrival and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p><u>Revised 24.02.2021: Safe wearing and removal of face coverings:</u></p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>Staff must instruct pupils to:</p> <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom. <p>Separate guidance is available on: • preventing and controlling infection, including the use of PPE, in 'education, childcare and children's social care settings'.</p>	
6. Prevention: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	L	<p>6.1 General reminders for respiratory hygiene; teaching and promoting the 'catch it, bin it, kill it' approach.</p> <p>6.2 School will ensure that there are enough tissues and bins available in classes to support pupils and staff to follow this routine.</p>	<p>All staff</p> <p>SBM</p> <p>All staff</p>

		<p>6.3 As with hand cleaning, school will ensure that younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</p> <p>6.4 Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils and the staff working with them, and will not be a reason to deny these pupils face to face education.</p>	HT/ SENCo (DHT)/ relevant staff members
7. Prevention: Minimising contact with individuals who are unwell	L	<p>7.1 The HT will inform staff and parents that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. <u>This also includes if someone in their support bubble has symptoms (revised 24.02.2021).</u></p> <p>7.2 Pupils, staff and other adults must not come into the school if they have had <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days, and if anyone developing those symptoms during the school day is sent home, essential actions will be taken to reduce the risk in school and further drive down transmission of coronavirus (COVID-19).</p> <p>7.3 If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p><u>Revised 24.02.2021: Prevention:</u> The school will continue to minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.</p> <p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test 	<p>HT</p> <p>All staff</p> <p>All staff</p> <p>HT to remind parents and staff prior to return of all pupils on 8th March 2021.</p>

		<p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>All staff must follow this process and ensure everyone onsite or visiting is aware of it.</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the 'guidance for households with possible or confirmed coronavirus (COVID-19) infection' • advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19). <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, <u>whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</u>, and the next 10 full days. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p>	
<p>8.Prevention: Clean hands thoroughly more often than usual</p> <p>Good personal hygiene</p>	L/ M	<p>8.1 Newsletter: inform parents of hygiene expectations and discuss with children.</p> <p>8.2 Compulsory handwashing / use of hand sanitiser before entering school; before and after eating; after breaks; after changing rooms (in line with government guidance)</p>	<p>HT</p> <p>All staff</p>

Risk around ingestion		<p><u>Revised 24.02.2021:</u></p> <ul style="list-style-type: none"> • Time for washing of hands must continue to be built into the timetable/ lesson plans. • Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff. • Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands. • Continue to help pupils with complex needs to clean their hands properly. • Frequent and thorough hand cleaning should now be regular practice. <p>8.3 Classes to teach children hand washing techniques</p> <p>8.4 All pupils, particularly younger pupils and pupils with complex needs, must be supervised when using hand sanitiser to ensure that they do not put their hands into their mouths (given risks around ingestion). Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes may be used as an alternative.</p> <p>8.5 Staff will take time in the first few weeks to teach the importance of good hygiene and build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</p> <p>8.6 Distribute key information posters for signage</p>	Office staff
9. Response to any infection: Engage with the NHS Test and Trace process	M	<p>9.1 School staff to ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. School will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	All staff

9.2 Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

9.3 Staff have been made aware of this. Parents will be informed via letter.

9.4 Staff and parents must inform school immediately in of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ 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. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

Amended to 10 days by government (11.12.2020).

Revised 24.02.2021:

School will continue to Promote and engage with the NHS Test and Trace process :

Staff members, parents and carers will need to:

- book a test if they or their child has symptoms - the main symptoms are:
 - a high temperature
 - a new continuous cough
 - a loss or change to your sense of smell or taste

HT to remind parents/ staff prior to the return of all pupils on 8th March 2021.

		<ul style="list-style-type: none"> • self-isolate immediately and not come to school if: <ul style="list-style-type: none"> ➤ they develop symptoms ➤ they have been in close contact with someone who tests positive for coronavirus (COVID-19) ➤ anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) ➤ they are required to do so having recently travelled from certain other countries ➤ they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation ➤ provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace Polymerase Chain Reactions (PCR) tests for symptomatic testing 	
10. Response to Infection: Manage confirmed cases of coronavirus (COVID-19) amongst the school community	M/H	<p>10.1 The school will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>10.2 The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>10.3 The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive (revised 24.02.2021).</p> <p>Close contact means (updated 24.02.2021):</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test • face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact 	<p>HT/ DHT/ Office staff/ Senior leaders</p> <p>PHE</p>

- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane

HT/ DHT/ All staff/ Office staff

10.4 The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the government recommends that schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.

At Lowton West, we will have a record of which staff and pupils work in each bubble; who the PPA cover is provided by; who the midday supervision is provided by. Staff must not visit other bubbles and should not have close contact with staff from other bubbles wherever possible.

10.5 A template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless this is essential to protect others.

10.6 Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate **from the day of onset of their symptoms and at least the following 10 full days (revised 24.02.2021)**. Their household should self-isolate for at least 10-day from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

In line with the government guidance, school will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

		Amended to 10 days by government (11.12.2020).	
11. Response to Infection: Contain any outbreak by following local health protection team advice	M/ H	<p>11.1 If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>11.2 In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p>11.3 In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>Amended to 10 days by government (11.12.2020).</p>	HT/ DHT/ PHE
12 Support for staff <ul style="list-style-type: none"> • Anxiety about returning to school. • Bereavement, separation, loss and trauma. • PPE • Safety when providing intimate care • Workload • Staff well-being – physical and mental health • Communication • Mental Health concerns – staff: The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general 	M	<p>12.1 PPA to be provided for teaching staff each week</p> <p>12.2 Regular communication/consultation with staff to continue</p> <p>12.3 Training session for staff on re-opening to be held on 01.09.2020 (INSET day)</p> <p>12.4 Staff must inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p> <p>12.5 The Governors and school leaders will have regard to staff's (including the headteacher's) work-life balance and wellbeing. The HT will consult with all staff on the measures she is proposing to put into place and involve all staff in the process. All employers have a duty of care to their employees, and this extends to their mental health. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation.</p> <p>12.6 The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>12.7 Staff have access to the Wigan LA Employee Assistance Programme and all staff have been e-mailed details about how to access this.</p> <p>12.8 Staff are encouraged to focus on their wellbeing.</p> <p>12.9 Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</p> <p>12.10 Staff briefings and training have included content on wellbeing.</p> <p>12.11 Staff briefings/training on wellbeing are provided.</p>	<p>HT/ DHT (PPA Timetable)</p> <p>HT</p> <p>HT</p> <p>All staff</p> <p>SLT, governors</p>

		12.12 Staff have been signposted to useful websites and resources.	
13 Pupils who are shielding or self-isolating:	L/M	<p>13.1 We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. School notes however that:</p> <ul style="list-style-type: none"> • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding. Revised 08.01.2021: Current shielding for Extremely Clinically Vulnerable staff is in place January 2021(as advised by the government for the second national lockdown). These staff will work from home. • if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. <p>13.2 Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will immediately offer them access to remote education. School will monitor engagement with this activity. Revised 08.01.2021: Current shielding for Extremely Clinically Vulnerable pupils is in place January 2021(as advised by the government for the second national lockdown). These pupils will undertake remote home learning.</p>	

		<p>Revised 24.02.2021: The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice.</p> <p>They are advised not to attend school while shielding advice applies nationally.</p> <p>School will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19), in the circumstances provided for in the Remote Education Temporary Continuity Direction.</p> <p>13.4 In the event of a Bubble closing, staff will provide work on Seesaw and respond to the children's work.</p> <p>13.5 Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>	
<p>14 Staff Attendance:</p> <p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable</p> <p>Staff who are pregnant</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19)</p>	L/M	<p>14.1 Staff Attendance:</p> <p>It remains the case that wider government policy advises those who can work from home to do so. The government recognises that this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate.</p> <p>14.2 Staff who are clinically vulnerable or extremely clinically vulnerable:</p> <p>Where schools apply the full measures in the government guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although the government advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Revised 08.01.2021: Current shielding for Extremely Clinically Vulnerable staff is in place January 2021(as advised by the government for the second national lockdown). These staff will work from home.</p> <p>14.3 Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>14.4 Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p>	

<p><u>Revised 24.02.2021:</u> Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).</p>	<p>14.5 People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>14.6 Staff who are pregnant</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p> <p><u>Revised 24.02.2021:</u> In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice. If school is notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, the workplace risk assessment will be checked to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, must be included and managed as part of the general workplace risk assessment. School leaders will take appropriate sensible action to reduce, remove or control the risks.</p> <p>14,7 Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, the government recommends that schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>14.8 People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p><u>Revised 24.02.2021:</u></p> <p><u>Staff who are clinically extremely vulnerable (CEV)</u> - staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Employers should talk to their staff about how they will be supported, including to work from home.</p>	
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		Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) - can attend the workplace where it is not possible to work from home.	
15 Safeguarding children <ul style="list-style-type: none"> • Increase in disclosures when school reopens • Online abuse • Online bullying 	L/M	15.1 Designated Safeguarding Leads in school every day or available by telephone 15.2 Session on Online safety to be delivered with each bubble 15.3 Staff have all recently completed online safety training 15.4 Session on anti-bullying to be delivered by all bubbles 15.5 School will revise the 'Safeguarding and child protection' policy (and addendum) to reflect the return of more pupils. Schools will have regard to the statutory safeguarding guidance, keeping children safe in education and should refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance .	HT, DHT, KS1 AH All staff All staff HT
16 Support for children/families: Social Emotional/Relationships with children <ul style="list-style-type: none"> • Children have just spent months in only the company of their parent/s and will struggle to separate for a while. • They have not played with friends or had to compromise. This may cause tension as friends play games with rules. • Finding out about any bereavement, separation, loss and trauma that the children have experienced. • Dealing with any bereavement, separation, loss and trauma. • General anxieties about Covid-19 • Physical contact: Hugging/hand holding 	L/M	16.1 Parents asked to prepare children for return and talk about it in a positive manner 16.2 Inform parents prior to opening that if pupils refuse to separate we cannot physically engage to support this/ the children must walk into school freely 16.3 Increased opportunities for circle time - reminders of what it means to be a good friend via circle time 16.4 Parents to inform school of any issues we need to know about prior to child starting so that school can provide support (as needed) 16.5 Series of sessions/ resources delivered in bubbles to support children's understanding of Covid-19 16.6 Staff to encourage children to talk about any worries/concerns they may have 16.7 Pupils (mainly the youngest pupils) to be reminded each morning that they can't hug/hold hands with staff or each other 16.8 Support for families – Wigan Family Welfare counselling sessions continuing via telephone, additional availability for any identified pupils (attending school or home learning) 16.9 Mental health advice/ signposting for support to be shared with parents	HT - letter All staff HT – letter All staff All staff All staff DHT/ WFW DHT
17. Pupil wellbeing and support	L	17.1 Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those	All staff

<p>Mental Health concerns –Pupils Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>		<p>with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.</p> <p>17.2 At Lowton West, we will consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing <p>17.3 We will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. We will also consider support needs of particular groups that we are already aware need additional help (for example, children in need), and any groups that we identify as newly vulnerable on their return to school.</p> <p>17.4 We will consider how we are working with school nursing services to support the health and wellbeing of their pupils</p> <p>17.5 There are sufficient numbers of trained staff available to support pupils with mental health issues.</p> <p>17.6 There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</p> <p>17.7 Wellbeing/mental health is discussed regularly in PSHE/class assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</p> <p>17.8 Resources/websites to support the mental health of pupils are provided.</p>	
<p>18. Behaviour expectations</p>	<p>L</p>	<p>18.1 The school will consider whether or not the behaviour policies need to be updated with any new rules/policies, and will communicate any rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</p> <p>18.2 We acknowledge that some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors.</p>	<p>All staff</p>

<p>19. Communal areas</p> <ul style="list-style-type: none"> • Staffroom • Toilets • Office space 	M	<p>19.1 Only three staff members allowed in staff room; do not stand in doorway (allow space for movement in and out); staff must clean up after themselves and leave staffroom clean and tidy</p> <p>19.2 Staff should wipe down telephones with antibacterial wipes before and after use</p> <p>19.3 Staff must not go to the school office – please contact office staff via internal telephone system</p> <p>19.4 Only one member of staff is allowed in the back office at one time.</p> <p>19.5 Staff should not stand and block entrance to the offices/ toilet areas: these are ‘hotspots’ that become easily congested.</p> <p>19.6 Only two staff members (changed to one staff member) are allowed in the photocopying room at any one time. If a staff member is waiting outside, please keep 2m distance and do not block the entrance to the photocopying room. There should not be a queue at any time for the photocopier as this congests the entrance foyer and does not allow for social distancing</p> <p>19.7 Staff must not go to the HT office/ DH office – please contact HT and DH via internal telephone systems. Staff may stand at given spot outside HT office and talk to HT through glass (if office door is open). HT may have up to two people in office for meetings (if needed) – sat at other side of office which is 2m apart.</p> <p>19.8 Limit bodies in confined spaces e.g., kitchen areas, store rooms.</p> <p>19.9 Staff to observe the 2m social distancing at all times</p> <p>19.10 Staff to sign in and out using the electronic signing in system (antibacterial wipes will be available to wipe screen before and after use)</p>	All staff
<p>20 Estate</p> <p>Ventilation</p>		<p>20.1 Prior to reopening for the autumn term, all the usual pre-term building checks will be undertaken to make the school safe.</p> <p>20.2 Once the school is in operation, it will important to ensure good ventilation. Air conditioning units must not be used. In classrooms, it will be important that staff improve ventilation (for example, by opening windows).</p>	
<p>21 Educational visits</p>		<p>21.1 The government continues to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</p> <p>21.2 In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</p> <p>School have currently ceased educational visits.</p>	

		<p>21.3 The school will make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and ensure that we are aware of wider advice on visiting indoor and outdoor venues. We will consult the <u>health and safety guidance on educational visits</u> when considering visits.</p>	
22 Uniform		<p>22.1 The school will return to its usual uniform policy in the autumn term.</p> <p>22.2 Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. This will be communicated to parents prior to the summer break.</p> <p>22.3 Jewellery, including wrist watches, are not allowed</p> <p>22.4 Long hair should be tied back</p> <p>22.5 On PE days, pupils should come into school in their tracksuit and trainers for the whole day.</p>	HT – letter to parents
23 Curriculum expectations		<p>23.1 The government have set out some key principles and expectations for curriculum planning in mainstream schools, so that all pupils – particularly disadvantaged, SEND and vulnerable pupils – are given the catch-up support needed to make substantial progress by the end of the academic year.</p> <p>23.2 The key principles that underpin the advice on curriculum planning are:</p> <ul style="list-style-type: none"> • education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. • the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. • remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed. <p>23.3 Informed by these principles, DfE asks that schools and other settings meet the following key expectations if considering revisions to their school curriculum for academic year 2020 to 2021:</p> <ul style="list-style-type: none"> • Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed 	SLT/ All staff

content: Up to and including key stage 3, prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. In particular, schools may consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading

- Aim to return to the school's normal curriculum in all subjects by summer term 2021: Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.
- Plan on the basis of the educational needs of pupils: Curriculum planning should be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work).
- Develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.
- Schools may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. Schools should be able to show that this is in the best interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.
- Relationships and health education (RHE) for primary aged pupils and relationships, sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2020, and schools are expected to start teaching by at least the start of the summer term 2021.

23.4 Specific points for early years foundation stage (EYFS) to key stage 3:

		<ul style="list-style-type: none"> • For children in nursery settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. • For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. Settings should follow updates to the EYFS disapplication guidance. For nursery settings and Reception, consider how all groups of children can be given equal opportunities for outdoor learning. • For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education. <p>23.5 Music</p> <p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>23.6 Physical activity in schools</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p>	
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		<p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p> <p>23.7What this means at Lowton West: Taking all of the above guidance into account, the Senior Leaders will plan the curriculum including: revised class timetables; timetables for physical activity inside and outside; teaching of music; assessments to take place in September and at other regular key points; the curriculum to be taught; emphasis on reading (through all subjects); contingency plans for remote learning using Seesaw; planning for teaching of RSE by Summer 2021. All plans will be discussed with staff at the INSET day on Tuesday 1st September 2020.</p>	
24 Long period shut down	L	<p>24.1 Implement remote learning using Seesaw/ Spelling Shed/ TT Rockstars</p> <p>24.2 Publish activities on the school website</p> <p>24.3 Provide work to be completed via online learning platform and staff respond to work completed</p> <p>24.4 If possible, provide children without IT access at home with paper/ pens/ home learning resources (hard copies)</p> <p>33.5 Communicate with parents via School Spider app/ e-mail/ website.</p>	All staff/ SBM
25 School visitors and site users	M	<p>25.1 Compulsory handwashing / use of hand sanitiser gel before entering school;</p> <p>25.2 Schools will manage other visitors to the site, such as contractors, by providing them with a Summary of Processes for Visitors prior to arrival and/ or by verbally explaining the guidance on physical distancing and hygiene.</p> <p>25.3 Where visits can happen outside of school hours, they should.</p> <p>25.4 A record should be kept of all visitors. Visitors will be asked to note down their name and contact telephone number in case there is an outbreak and they need to be contacted via trace and test.</p>	<p>All staff/ visitors</p> <p>School office staff</p>

		<p>25.5 We are aware from the government guidance that supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. This will be communicated to our supply staff who will be covering the PPA timetable.</p> <p>25.6 Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual.</p>	
27 Taking temperature of anyone in school who may begin to feel unwell	M	27.1 Use of handheld non-contact thermometer if possible/ use of PPE	All staff
28 Water fountains to be used only for filling water bottles	M	<p>28.1 Children to have water bottles.</p> <p>28.2 Staff to explain to children they are not allowed to use drinking fountains, except to fill their water bottles</p>	All staff
29. Building Safety Legionella Management	L Compliance with HSG 274	<p>29.1 Domestic hot and cold water services</p> <p>The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)</p> <p>29.2 Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274.</p> <ul style="list-style-type: none"> • If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc. • If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system • Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services. 	<p>SBM/ HT/ ISS/ Caretaker</p> <p>Discuss with your Water Hygiene Contractor your Legionella risk assessment and scheme of work.</p> <p>Managing School Premises during the Coronavirus Outbreak 07 07 20 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>
30 Asbestos Management	L Compliance with Asbestos Reg 12 & HSG 264	30.1 Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.	<p>Any concerns discuss with your Asbestos consultant.</p> <p>SBM/ HT</p>
31. Statutory Requirement for Servicing of plant and Equipment.	L	31.1 Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose	HT/ SBM

Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.	HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm Required - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.
32. Building Hygiene Deep Clean of all areas of the school	L/M Compliance with current hygiene standards published by the UK Government.	32. It is important that arrangements remain in place to ensure that pupils and staff are safe. Discuss with your preferred cleaning contractor or in-house staff to plan cleaning schedules, additional house of work and undertake a thorough clean and disinfect of all rooms and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Continue to provide anti-bacterial hand gels or wipes to be located in the school reception foyer for a visitor to use before they are allowed into the secure area of the school. Social distancing for escorted visitors to be maintained.	HT/ SBM The standard to be followed will be the GOV-UK guidance COVID-19: cleaning of non-healthcare settings guidance SBM/ All staff
33. Building Users. Ventilation.	L/M HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	33.1 Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus. <ul style="list-style-type: none"> Open windows and doors in classrooms to promote through ventilation. If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed. Intermediate fire doors along the escape route can only be left open if there are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the Dorgard. Air Conditioning Units not to be used. 	All staff Government guidance. DoE BB101 Ventilation in schools. Do Not Use the fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007
34. Fire Management	L Compliance with the RR(FS)O BB100	34.1 Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils. 34.2 Prior to the increased occupancy of the school: <ul style="list-style-type: none"> Physically test the fire alarm system and emergency lights are operational. Complete a planned Fire evacuation within 7 days or the start of the new term. 	HT Caretaker Record details of maintenance and equipment tests in the building Fire Log-Book/Management file

		<ul style="list-style-type: none"> Carry out weekly checks of alarms systems, call points and emergency lighting. Carry out regular hazard spotting to identify escape route obstructions. Check that all fire doors are operational. Review, update and test individual named PEEP's 	
35 Catering service	L HSW 74	<p>35.1 Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.</p> <p>35.2 Allocate appropriate level of staff for supervision of pupils.</p> <p>35.3 Extend the lunch period to stagger bubble groups.</p> <p>35.4 Allocate tables to bubbles.</p> <p>35.5 Clean tables/seating after each bubble has left together.</p> <p>35.6 Where possible pupils with a pack lunch should stay within their class bubble. As above.</p> <p>Revised 08.01.2021: Pupils will currently eat their lunch in their classroom. Desks will be cleaned before and after they have eaten.</p>	<p>HT/ SBM</p> <p>Cleaning staff (ISS)/ All staff</p>
36 Communicate with Contractors	L HSWA 74	<p>36.1 During the summer holiday period maintenance or remedial work may be undertaken. Contact your contractors and impress on them that where possible such work <u>must be</u> completed before the start of the new school term. Work includes cleaning, catering, adaptations, inspection and maintenance of equipment.</p> <p>36.2 Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>36.3 Observe good hygiene practice.</p> <p>36.4 Contractors to sign in and out as is normal practice</p> <p>36.5 Consider times when contractors can complete work either before or after the school day.</p>	<p>HT/ SBM</p> <p>Managing School Premises during the Coronavirus Outbreak 07 07 20 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Use signs, posters and regular reminders to raise awareness.</p>
37 Management of Access Control to and from the building. General principles.	L/M HSWA 74	<p>37.1 The social distancing 2 metre rule remains in force for all visitors attending the school building.</p> <p>37.2 Review the one way pedestrian system and make adjustments where necessary to consider the larger numbers of pupils and parents attending the premises using the pathway from the main gate to the building entrance as the in-route and where possible a second exit route separated by distance as from the building entrance to the highway.</p> <p>37.3 Mark the floor/ fencing with lines 2 metre apart.</p> <p>37.4 Display signage for social distancing at the gate entrance and along the route to the office including the exit to the public highway.</p>	<p>SLT</p> <p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Guidance stated in Phase 1 of the generic assessment remains appropriate.</p>

			Use signs, poster's and regular reminders to raise awareness.
38 Test and Trace Maintaining records of staff and visitors to support the NHS Test and Trace	L Support the management of COVID-19	<p>38.1 The school already operate a paper based or an electronic signing in/out system of recording visitors.</p> <p>38.2 The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> the names of staff who work at the premises a contact phone number for each member of staff the dates and times that staff are at work <p>Visitors</p> <ul style="list-style-type: none"> the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group a contact phone number for each visitor, or for the lead member of a group. date of visit, arrival time and departure time the name of the member of staff who they are meeting, or activity being delivered on behalf of the school. 	<p>School Office staff</p> <p>Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 07 20 https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>Staff and pupil details are held by the school</p> <p>Recorded on the signing in system</p> <p>Help contain any outbreak by following local health protection team advice.</p>
39 Entering School Site	L/M Spread of Virus/failure to comply with social distancing rules	<p>39.1 Pupils will enter the school site via the main gate</p> <p>39.2 Anyone entering the school site must follow the UK Government social Distancing Guidelines.</p> <p>39.3 Hand sanitiser stations will be positioned on the entrance to the building and must be used by all pupils and visitors.</p> <p>39.4 One-way system in operation on the outdoor paths (everyone keep to the left)</p> <p>39.5 All designated walkways will have 2m distance markers painted on.</p> <p>39.6 Pupils must arrive on site no earlier than the designated opening time for the year group.</p> <p>39.7 Once onsite pupils/visitors will be directed to Hall or outdoor area.</p> <p>39.8 Parents are discouraged from gathering at school gates.</p>	<p>SLT/ SBM</p> <p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Stay at Home Guidance for Households with Possible Coronavirus Infection 18 06 20 https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>The school SLT to include specific management details.</p>
40. Leaving School Site	L/M	<p>40.1 Pupils and parents will leave the school site via the school gates as directed.</p> <p>40.2 Pupils/ Parents are asked to leave site straight after collection or after their activity has finished.</p>	<p>SLT/ SBM</p> <p>GOV.UK Guidance.</p>

	Spread of Virus/failure to comply with social distancing rules	<p>40.3 Hand sanitiser station will be available on exit to the building.</p> <p>40.4 Maintain as much as possible, the 2m distance rule.</p> <p>40.5 Use marked walkways where possible</p> <p>40.6 Outdoor meeting stations will be setup in accordance to social distancing rules.</p>	<p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Use signs, posters and regular reminders to raise awareness</p>
41. Communicating with parents on changes	<p>L/M</p> <p>Safety of others.</p>	<p>Phase 1 restrictions and good practice apply.</p> <p>41.1 Inform pupils and their, parents/carer's, not to enter the school if they are displaying any symptoms of coronavirus. (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>41.2 Inform parents that if their child needs to be accompanied into school, only one parent should attend.</p> <p>41.3 Inform parents the pupils of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. (for example, which entrance to use)</p> <p>41.4 Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment.</p> <p>41.5 Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located.</p>	<p>HT – letter to parents</p> <p>GOV.UK Guidance – Implementing Protective Measures in Education. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>
42 Communication with Staff Protection against infection	<p>L/M</p> <p>Personal safety</p>	<p>42.1 Communication and training for staff is essential to update and carryout new procedures during this challenging situation. Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times.</p> <p>42.2 Avoiding contact with anyone with symptoms of COVID-19</p> <p>42.3 Continue frequent hand cleaning and good respiratory hygiene practices</p> <p>42.4 Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc.</p> <p>42.5 Minimizing contact and mixing with other class bubbles.</p> <p>42.6 Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</p> <p>42.7 Daily updates delivered to the class by the teacher(as needed)</p> <p>42.8 PPA Time – try to keep the same member(s) of staff providing support to the class within the same bubble groups. If this involves a member of staff mixing between bubbles, consider the use of a face shield to be worn.</p>	<p>HT/ DHT – INSET day training for staff and ongoing communication.</p> <p>GOV.UK Guidance. Staying alert and safe (social distancing)</p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>See guidance for staff planning Annex A. Behaviour principles Annex B. Principles for staff. Review the daily GOV.UK Web Page</p> <p>HT</p>

		<p>42.9 The school assessment for the Full Opening of school in September 2020 to be published on the school Intranet for access to all staff and the school Union representatives.</p> <p>42.10 Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p> <p>42.11 Pupils who become violent and require restraint, contact your TESS officer for support advice.</p>	
<p>43 Class Bubbles</p> <p>Staying Alert, Staying Safe</p>	<p>L/M</p> <p>Working environment</p>	<p>43.1 Where possible within the school, the 2m distance rule applies. However, it is acknowledged that social distancing for very young children will be harder to maintain. To help minimize the risk of the virus spreading to both staff and pupils, the school will:</p> <ul style="list-style-type: none"> • Inform children, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19) • Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport. • Pupils to stay and work within their year group bubble. • Remove unnecessary furniture to open up the classroom and organize the desks to face forward. • Where possible clearly mark out the floor area where the Teacher will deliver the lesson topic • Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering. • Implement a packed lunch service during lunch with pupils eating in a designated area in their classrooms. • Stagger class timings for the start and finish of the school day. • Discourage parents from gathering at school gates. • Display signage at all entrances into school and along corridors to raise awareness of social distancing. • Introduce a one way system - everyone walking on the left. • Where possible – Year group bubbles to be allocated their own entry and exit point to and from the classroom/building. • Mark off the playground floor/ fencing where pupils will line up prior to reentering the building. • Whole school assemblies must not be undertaken. <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p>	<p>Letter to parents - HT</p> <p>GOV.UK Guidance. Follow the social distancing guidelines</p> <p>Face covering are not recommended for use in schools</p> <p>The school SLT to include specific detailed information for the management of the school day.....</p>
44 Personal Protective Equipment	L/M	<p>44.1 Wearing a face covering or face mask in school is not recommended. Except PPE that they would normally need for their topic work or to provide pupil personal support.</p> <p>Staff and pupil's are not required to wear face coverings.</p>	All staff

	Personal protection	See guidance link for further information.	Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 16 06 20 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
45 First Aid	L Support to others	<p>45.1 The number of first aiders to be available within school for the general population has not changed.</p> <p>45.2 For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. If after your best endeavors a PFA is not available and you do not have any children under 24 mths old, then you must ensure someone with the First Aid at Work certificate or emergency PFA are on site and carry out a written risk assessment.</p> <p>45.3 If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.</p> <p>45.4 If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <p>45.6 Staff who have helped anyone with suspected symptoms does not need to go home and self-isolate for 10 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test.</p> <p>45.7 If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	<p>All staff</p> <p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Note: as of the 18 05 20, the list of symptoms now includes;</p> <ul style="list-style-type: none"> • High Temperature 37.8°C • Continuous Cough • Loss of taste and smell <p>Contact Public Health for further advice on a Positive COVID test result.</p>
46 Early Years classes	L/M Nursery and Reception	<p>Early years groups in school should:</p> <ul style="list-style-type: none"> • Stay within their class bubble throughout the day to avoid mixing with other groups. • Ensure play equipment that is used is appropriately cleaned after use by small groups of children. • Remove unnecessary furniture from classroom and resource areas to open up the floor space. • Consider where unused furniture will be stored and access. • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • Paediatric first aid cover – see first aid section above 	<p>EYFS staff</p> <p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>Where safety and/or management concerns remain, these should be discussed with the school management and options identified for further discussion with the local authority or trust.</p>

<p><u>Revised 24.02.2021: Travelling to the setting via public transport.</u></p> <p><u>Risk of virus transmission from other people accessing the public transport.</u></p>		<ul style="list-style-type: none"> the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so. <p><u>Revised 24.02.2021:</u></p> <p>49.4 Parents, pupils and staff who need to use public transport to travel to and from school should follow the 'safer travel guidance for passengers'.</p> <p>People aged 11 and over must wear a face covering when travelling on public transport.</p>	<p>social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>HT to remind parents via letter (prior to full return on 8th March).</p>
50. Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	50.1 Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.	HSE - Employers Guidance – Incident Reporting in Schools. https://www.hse.gov.uk/pubns/edis1.pdf
51. SEND Support		<p>51.1 SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the senior management and LA of any concerns.</p> <p>(See link for government guidance for working in education and the use of PPE)</p>	<p>SENCo (DHT)</p> <p>Safe Working in Education, Childcare and Children's Social Care including the use of PPE. 14 05 20 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>
52. After School Clubs	L/M	<p>52.1 Allocate a room(s) for the club use that can be controlled by them or if this is a school resource plan for an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school class bubbles.</p> <p>52.2 Safe access and egress so that bubbles where possible do not mix or congestion is created at the end of the club session.</p> <p>52.3 Equipment and materials for activities to be separate from school used equipment.</p> <p>52.4 Where possible provide separate storage for club equipment from school equipment.</p> <p>52.5 List of items school will consider for supporting the club:</p> <ul style="list-style-type: none"> Posters, (for example, to encourage consistency on hygiene and keeping to own group) soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments disposable paper towels, cleaning products, sanitising wipes for wiping some equipment lidded bins, 	<p>SLT/ SBM</p> <p>COVID-19 Protective Measures for Holiday or After School Clubs and other Out-of-School Settings for Children during the Coronavirus Outbreak. 01 07 20 https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>School Office staff</p>

		<ul style="list-style-type: none"> tape for cordoning off areas and marking floors. 	
53. BAME	M Vulnerable to COVID-19	<p>53.1 Pupil group to remain in their bubble for all activities to minimize interaction with others.</p> <p>53.2 The teaching staff to monitor social distancing within the behaviour of the young pupils. (supervised by staff)</p> <p>53.3 To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs.</p> <p>53.4 Staff - Headteacher to complete an 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school.</p> <p>53.5 School Employee Assistance Programme can help provide support, advice and information. Call them on 0300 555 0120 (calls charged at local rate).</p>	<p>All staff</p> <p>GOV.UK Advice</p> <p>If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.</p> <p>HT</p>
54 Employee Wellbeing	L/M Anxiety	<p>54.1 Employee Assistance Programme can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7</p> <p>54.2 Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues.</p>	HT provide EAP details to all staff
55 Contingency planning to provide continuity of education in the case of a local outbreak	Spike in coronavirus and Anxiety	<p>55.1 Specific details will be provided to the schools affected by the LA based on the Government advice and scientific evidence at that time.</p> <p>55.2 For pre-planning purposes, plan for a possible Phase 1 partial opening of the school with a supporting service based on home education for pupils and minimal staff in school to support Key Worker and Vulnerable children, or full closure if advised by PHE (The school would revert back to phase 1 plan if necessary).</p>	Help contain any outbreak by following the advice of the local health protection team advice.
56. Oversight of the governing body. Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L/M	<p>56.1 The governing body continues to meet regularly via online platforms.</p> <p>56.2 The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</p> <p>56.3 The Headteachers report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>56.4 Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <p>56.5 Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</p>	Governors; HT

57.Costs of the school's response to COVID-19 The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		57.1 Additional cost pressures and any savings made due to COVID-19 identified and the budget has been carefully monitored to ensure that the budget remains balanced and healthy. 57.2LA finance team has been consulted to identify potential savings (or as needed) in order to work towards a balanced budget. 57.3Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. 57.4Additional sources of income are under exploration. 57.5The school's projected financial position has been shared with governors and LA.	HT; SBM
58. Review of fire procedures Fire procedures are not appropriate to cover new arrangements		58.1Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Increased numbers of pupils/staff - now working in bubbles Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible 58.2Staff and pupils have been briefed on any new evacuation procedures.	HT
59. Fire evacuation drills - unable to apply social distancing effectively		59.1Plans for fire evacuation drills are in place which are in line with social distancing measures. Children from each class will line up in two lines keeping a social distance at the given muster points (this will be practised with class teachers in the first fortnight). Reception teachers will practise with the children when the Reception pupils start full time.	HT; all staff
60. Fire marshals absent due to self-isolation		60.1An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. The DHT will undertake this role in the absence of the HT.	HT
61. Working from home can adversely affect mental health		61.1Staff working from home due to self-isolation have regular catch-ups with line managers. 61.2Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. 61.3Appropriate work plans have been agreed with support provided where necessary. 61.4Staff working from home may help provide remote learning for any pupils who need to stay at home.	

62. 'Time Out' before and after school Club		<p>The 'Time Out' Club is run by a separate Voluntary Committee – the club uses the school premises as a base.</p> <p>The 'Time Out' Club will prepare a risk assessment for a phased re-opening (working in close consultation with the school).</p>	'Time Out' Club; HT; Governors; Mike McCarthy (LA)
<p><u>63. Update to risk assessment November 1st 2020 :</u></p> <p>Ventilation</p> <p><i>8) Keeping occupied spaces well ventilated.</i></p> <p><i>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable learning environment is maintained.</i></p>	M	<p><u>Revised 01.11.2020:</u></p> <p>63.1 We are already keeping the school ventilated using natural ventilation – staff have windows open providing background ventilation. Continue to do this.</p> <p>63.2 Staff should continue to ensure that there is natural ventilation in the classroom by opening windows (<i>in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space</i>).</p> <p>63.3 Staff may want to consider opening windows more fully at break times for a longer period (this does not need to be for the whole of break time) then closing them again so that they are opened just enough to provide constant background ventilation.</p> <p>63.4 A common sense approach needs to be taken. We can provide background ventilation and also ensure that the classrooms are warm and comfortable to work in. The heating is currently on all day.</p> <p>NB: Internal classroom fire doors should not be wedged open. If you want them to stay open, we would need to fit a retainer on the door (as with the hall doors and Year 2 corridor door).</p> <p>This includes the staffroom – this is a fire door and should not be wedged open.</p> <p>Headteacher has spoken with Mike McCarthy. We can keep the external classroom doors open for ventilation if needed because we are using them as an entrance and exit anyway. However, external corridor fire doors cannot be left open at any time.</p>	HT
<u>64. Update to risk assessment 01.12.2020</u>	M	<u>Revised 01.12.2020:</u>	HT

2 nd National lockdown as from 2 nd December announced by government		64.1 In line with government guidance, staff classed as 'extremely clinically vulnerable' need to work from home during the 2 nd lockdown period (commencing on 02.12.2020).	
<p><u>65. Update to risk assessment 08.01.2021</u></p> <p>Risk assessment updated following the government announcement (on 4th January) to close schools and open only for key worker pupils and vulnerable pupils.</p> <p>Health and safety concerns around the new Covid variant; rates of transmission of virus; national infection rates; need to lockdown the country.</p>	M	<p><u>Revised 08.01.2021:</u></p> <p>65.1 School will open for the pupils for whom both parents are key workers; vulnerable pupils; pupils with single parent who is a key worker; pupils for whom one parent is NHS frontline staff. <u>Revised 24.02.2021:</u> As from 8th March, school will be open to all pupils.</p> <p>65.2 Adaptations to the classroom so that staff can maintain a 2m distance from pupils and so that pupils can maintain a 1m plus distance (however, we acknowledge that this may be more difficult with the youngest pupils and will endeavour to do this as much as possible). Desks will be facing forward. Children will have their own set of equipment. <u>Revised 24.02.2021:</u> As from 8th March, school will be open to all pupils. Pupils will sit at desks facing forward, with the exception of the youngest pupils. Class bubbles will remain in place.</p> <p>65.3 Face coverings/ face shields must be worn by adults moving around the communal school areas and corridors and in the staffroom/ offices and photocopying room. Staff should also wear face coverings/ face shields in the classroom as much as possible, unless they feel that the use of the face covering would have a negative impact on the learning and teaching in a particular lesson. However, most of the time (if possible all of the time), a face covering/ face shield should be worn. <u>Revised 24.02.2021:</u> A face covering (not a visor or shield) must be worn in all communal areas around school.</p> <p>65.4 Parents have been asked to wear face masks when visiting the school site. This will continue.</p> <p>65.5 All visitors must continue to wear face masks when visiting the school site.</p> <p>65.6 Staff will be given time to prepare remote learning and to respond to pupils' work. Responses will be a combination of individual responses, sending a 'like' for the work and whole class response. This will support staff with workload.</p> <p>65.7 Class Teachers to be given additional time out of the classroom for RLDP (Remote Learning preparation and Delivery).</p>	<p>HT/ Deputy Head/ Governors</p> <p>All staff</p> <p>HT has informed parents. All staff</p> <p>Office staff to inform visitors.</p> <p>HT to give time to staff All staff to implement</p> <p>HT to give teachers time for RLDP</p> <p>All staff</p> <p>Office staff All staff</p>

		<p>65.8 Staff to keep at least a 1m plus distance from other members of staff at all times and a 2m distance from other staff as much as possible.</p> <p>65.9 Office staff to remain in office areas and use internal telephone communication systems/ messages via e-mails or register boxes to communicate with staff. No more than 3 people in the office. There should be no congestion at the school office/ staffroom/ photocopying room/ main entrance foyer at any time.</p> <p>65.10 There must not be more than 3 staff members in the staffroom at any one time. For this reason, Premier Sports staff and other visitors to school may use the staffroom for their scheduled breaks only (in line with allowed numbers) or to get refreshments as required.</p> <p>65.11 Staff who are Clinically Vulnerable have individual risk assessments in place</p> <p>65.12 All staff need to be aware that we have Clinically Vulnerable staff in school. Staff should ensure that they are maintaining a 2m social distance with these staff in particular, wherever possible. Lunchtime staff tables have been rearranged to allow for further social distancing during lunchtimes/ breaktimes, etc...</p> <p>65.13 Rotas will be put into place to increase further the supervision of toilets/ cloakrooms/ corridors to ensure that children are being supervised to maintain a social distance at all times of the school day and to ensure that there is no crossing of bubbles.</p> <p>65.14 Teaching Assistants will support Class Teachers with the marking of the remote learning and can sit outside the classroom when doing this to limit time in the classroom. Teaching Assistants will be timetabled for some of the time (30 minute or 60 minute slots) to supervise the children in class (under the supervision of the teacher) whilst the Class Teacher has the opportunity to provide feedback (via Seesaw) to the pupils working from home.</p> <p>65.15 Teaching Assistants/ supply staff will be timetabled to lead targeted provision for individuals or small groups. This will be carefully timetabled so that the location allows for the staff member to maintain a social distance from the pupils.</p> <p>65.16 Parents are not allowed to enter the school building at any time. Parents should not enter the school entrance foyer for any reason</p>	<p>All staff</p> <p>HT and CV staff</p> <p>All staff</p> <p>HT/ DH to put further review all rotas</p> <p>All staff</p> <p>HT/ DH to put timetables into place</p> <p>HT/ DH to put timetables into place</p> <p>HT to remind parents</p>
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<p><u>66. Update to risk assessment 25.01.2021</u></p> <p>Risk assessment updated to include the most updated guidance on what constitutes a 'close contact'.</p> <p>All staff to adhere to social distancing guidance in order to keep themselves and others safe.</p>	L/M	<p><u>Revised 25.01.2021:</u></p> <p>66.1 All staff must adhere to the social distancing guidance.</p> <p>DO:</p> <ul style="list-style-type: none"> Stand at least 2m apart wherever possible and certainly more than 1m apart. If you are stood between 1m and 2m apart, ensure that your conversation does not last more than 10 minutes. The maximum is 15 minutes, but let us err on the side of caution here to ensure that there is no room for anyone becoming a 'close contact'. We want to be absolutely clear that we are NOT a close contact of another adult. 	<p>Senior Leaders to monitor.</p> <p>All staff responsible for social distancing.</p>

DO NOT:

- Do not stand within 1m of any other adult at any time (even if it not face-to-face).
- Do not travel in a car with another staff member.

66.2 All staff should ensure that they do not become a close contact of another adult in school.

66.3 All staff should ensure that they are fully aware of what constitutes a 'close contact' – see definition below:

What is a 'Contact'?

- 1.1 A person who maintained appropriate social distancing (over 2 metres) **is not** classed as a 'close contact' and **is not** required to self-isolate.
- 1.2 The main categories that would lead to someone being identified as a 'close contact' in an education setting are as follows:
 - a) Face to face contact with a confirmed case for any length of time, within 1 metre, including being coughed on, a face to face conversation and unprotected skin to skin physical contact*
 - b) Travelling in the same vehicle or plane with a person who is a confirmed case*.
 - c) Contact within one metre for one minute or longer without face-to-face contact*
 - d) Contact within 2 metres with someone who has tested positive for COVID-19 for more than 15 minutes (either as a one-off contact, or added up together over one day)

		<p><i>* Any interactions that have only taken place through a Perspex (or equivalent) screen is not considered sufficient contact. These people should not be considered relevant contacts for the purposes of contact tracing and isolation.</i></p> <p>66.4 NB: Only one person allowed in PPA room; only one person allowed in photocopying room; only 3 people (maximum) allowed in staffroom at any one time; only 2 people allowed in school office.</p> <p>Revised 24.02.2021: Close contact means (updated 24.02.2021):</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test • face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane 	<p>All staff to adhere to the numbers of people allowed in each room.</p>
<p><u>67. Update to risk assessment 25.01.2021</u></p> <p>Administration of Lateral Flow Device (LFD) testing kits to support with identifying staff who are a-symptomatic and thus, help to prevent further the transmission of the virus in school.</p>	M	<p><u>Revised 25.01.2021:</u></p> <p>67.1 The government have asked Primary School staff to start twice weekly LFD testing (this is voluntary). Please refer to separate LFD Risk Assessment (based on Local Authority model Risk Assessment from Mike McCarthy).</p> <p><u>Revised 24.02.2021:</u> Lateral flow testing will continue twice weekly for staff.</p>	<p>HT to attend DfE webinars and disseminate information to all staff.</p>

<p><u>68. Update to risk assessment 24.02.2021</u></p> <p>All pupils to return to school on 8th March 2021 (following government announcement on 22.02.2021). Risk assessment revised in line with the latest government guidance published February 2021.</p> <p>The new variant of the virus remains more transmissible. Virus rates are decreasing and national lockdown is still in place (with roadmap for easing of restrictions having been announced by government).</p>	M	<p><u>NB: Please refer to all updates throughout this risk assessment (in blue text) – all blue text includes revisions to the Risk Assessment document as of 24.02.2021.</u></p> <p><u>Revised 24.02.2021:</u></p> <p>68.1 The school will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19), in the circumstances provided for in the Remote Education Temporary Continuity Direction. Staff will offer pastoral support to pupils who are:</p> <ul style="list-style-type: none"> • self-isolating • shielding • vulnerable <p>68.2 Where individuals are self-isolating and are within our definition of 'vulnerable', school will put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p> <p>When a vulnerable pupil is required to self-isolate, school will:</p> <ul style="list-style-type: none"> • notify their social worker (if they have one) • agree with the social worker the best way to maintain contact and offer support You should have procedures in place to: • check if a vulnerable pupil is able to access remote education support • support them to access it (as far as possible) • regularly check if they are accessing remote education 	<p>SLT; Office staff; H.Mills; Class teacher or Class Teaching assistant - to contact pupils, including pupils classed as 'vulnerable', when they are isolating/ shielding (to offer pastoral support; check they are able to access education support).</p> <p>SLT; Office staff; H.Mills; Class teacher or Class Teaching assistant - to contact pupils when they are isolating (to offer pastoral support; check they are able to access education support). Also contact social worker (if they have one).</p>
<p><u>69. Revised 24.02.2021:</u></p> <p><u>Lack of staffing during the ongoing pandemic.</u></p>	M	<p><u>Revised 24.02.2021:</u></p> <p>69.1 School may need to alter the way in which staff are deployed and use existing teaching and support staff more flexibly. Leaders should ensure that they continue to have appropriate support in place for pupils with SEND.</p> <p>69.2 School leaders will discuss and agree any proposed changes in role or responsibility with members of staff (whether it be on a short term or longer term basis), ensuring staff members have the appropriate skills, expertise and experience to carry out the work.</p> <p>69.3 This includes making sure that for any interventions or care for pupils with complex needs:</p> <ul style="list-style-type: none"> • safe ratios are met 	<p>HT and SLT</p>

		<ul style="list-style-type: none"> • specific training is undertaken <p>69.4 Staff who are not teachers may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. This is covered under the:</p> <ul style="list-style-type: none"> • Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools • the freedoms provided under the funding agreement for academies <p>69.5 If, having pursued all the immediate options available, school still have concerns about staffing capacity, leaders will talk to the local authority or trust point of contact.</p> <p>69.6 If a class bubble is unable to operate safely due to a lack of staffing, closure of a class bubble may occur at very short notice. Parents will be informed as soon as is practically possible.</p>	
<p><u>Revised 24.02.2021:</u></p> <p>70. Pupil/ adults travelling from abroad</p> <p>Risk of bringing new variants into country</p> <p>Risk of transmission of virus after travelling</p>	M	<p><u>Revised 24.02.2021:</u></p> <p>70.1 Pupils/ adults travelling from abroad:</p> <ul style="list-style-type: none"> • Where pupils (and their parents or guardians or family member) meet the UK entry requirements and have travelled from or through a 'red list' country in the previous 10 days, they must quarantine in a managed quarantine hotel for 10 days. • Pupils travelling to England from other, non-red, list countries will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support the UK's genomic sequencing programme. <p>70.2 Before travelling, everyone must:</p> <ul style="list-style-type: none"> ➤ take a coronavirus (COVID-19) test and get a negative result during the 3 days before you travel ➤ book and pay for a travel test package, which will include coronavirus (COVID-19) tests to be taken on day 2 and day 8 of your quarantine ➤ complete a passenger locator form before arrival, with details of where you will quarantine when you arrive and the travel test package booking reference number. Where arriving from a red list country, permitted travellers will be met on arrival in England and transported directly to their quarantine hotel. ➤ Further information is provided in 'what to expect in quarantine guidance'. 	<p>HT to inform parents of this information via letter (prior to the return on all pupils on 8th March 2021) and inform staff via this Risk Assessment.</p>

		➤ Further information can also be found on the gov.uk website – ‘How to enter the UK’.	
<u>Revised 24.02.2021:</u> 71. Use of other child care providers can increase the risk of transmission		<u>Revised 24.02.2021:</u> 71.1 Where parents are using external childcare providers or out of school extra-curricular activities for their children, school will advise parents: <ul style="list-style-type: none"> • to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible; • encourage them to check providers have put in place their own protective measures; • send them the link to the ‘guidance for parents and carers’. 	HT to include this advice/ information in letter to parents (to be sent out prior to 8 th March 2021).