

# Hindley Junior and Infant School



## Proposed whole school reopening RISK ASSESSMENT following partial reopening after COVID-19 closure

**Location:** Hindley Junior and Infant School

**Assessor:** Local Authority, Stephen Wallace (Headteacher) and Graham Doubleday (COG)

**Signed:** Mr Wallace (Headteacher) and Mr Doubleday (Chair of Governors)

**Date of Assessment:** 12.1.2021

**Review Date:** Review daily

**Activity:** COVID-19: Primary School – Restricting attendance during the national lockdown: schools (January 2020)

On the 4<sup>th</sup> January 2021 the Prime Minister, Mr Boris Johnson, announced a national lockdown in response to the COVID pandemic. During the period of national lockdown, schools should only allow only vulnerable children and young people and the children of critical workers to attend. All other pupils and students should not attend and should learn remotely until February half term.

This risk assessment was written in line with the guidance produced by the Department of education, 'Restricting attendance during the national lockdown: schools (January 2021)

**Therefore as of Wednesday 6<sup>th</sup> January only vulnerable children, and children of critical workers will be allowed into school until further notice, as advised to do by the Government, Wigan Council, Director of Public Health, Senior leaders and the school Governing Body.**

### Overview & key points

- All teaching staff are in school and have designated bubbles: no staff are crossing bubbles.
- All pupils, who are in school, are in their own year group bubbles. They do not mix with other bubbles.
- All children at home are provided with remote learning (balance of pre-recorded, personalised lessons and live interactive sessions). Please see school website 'COVID-19' for further details. <https://www.hindley.wigan.sch.uk/covid.html>

| Hazard/ Area of concern  | Individuals at risk | Risk – L/M/H | Control Measures  |
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| <b>Theme 1: Unsafe School premises/non completion of statutory maintenance requirements as a result of partial closure during pandemic</b> |                     |              |   |
| <p>Deep Clean of all areas of the school.</p> <p><i>Compliance with current hygiene standards published by the UK Government.</i></p>      | All Building Users  | H            | <p>It is important that arrangements remain in place to ensure that pupils and staff are safe.</p> <ul style="list-style-type: none"> <li>• Cleaning of the school has continued since partial closures.</li> <li>• Thorough cleaning and disinfecting of all areas and surfaces prior to reopening.</li> <li>• Additional cleaning of 'hot spots' i.e. all toilets and door handles during the school day</li> <li>• Enhanced Cleaning schedules agreed. DHT closely line managing cleaning staff during pandemic prior to September 2020. Site manager will continue to line manage cleaning staff.</li> <li>• Hand gels and wipes are located in the school reception foyer for visitors to use before they are allowed into the secure area of the school.</li> <li>• Social distancing for escorted visitors to be maintained.</li> </ul> <p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a><br/>The standard to be followed will be the GOV-UK guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> |
| <p>Fire Management</p> <p><i>Compliance with the RR(FS)O BB100</i></p>   | All Building Users  | L            | <p>Fire management plan and fire escape routes will remain the same. Will be included in re-opening training. Prior to the increased occupancy of the school:</p> <ul style="list-style-type: none"> <li>• Physically test the fire alarm system and emergency lights are operational.</li> <li>• Carry out weekly checks of alarms systems, call points and emergency lighting.</li> <li>• Carry out regular hazard spotting to identify escape route obstructions.</li> <li>• Check that all fire doors are operational.</li> <li>• Fire drills will continue to be held as normal.</li> <li>• Review, update and test individual named PEEP's</li> </ul>   |
| <p>Legionella Management</p> <p><i>Compliance with HSG 274</i></p>   | All Building Users  | L            | <p><b>Domestic hot water services</b><br/>This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)</p> <ul style="list-style-type: none"> <li>• Continue hot water generation servicing in line with your legionella maintenance schedule.</li> <li>• Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the <a href="#">Approved Code of Practice</a> and <a href="#">HSG 274</a>.</li> <li>• 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.</li> <li>• If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system</li> <li>• Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services.</li> </ul>  |
| <p>Statutory Requirement for Servicing of plant and Equipment, pressure</p>  | All Building Users  | L            | <ul style="list-style-type: none"> <li>• Thorough Examination &amp; Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical</li> </ul>   |

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| systems and lifting equipment<br><i>Compliance with PSSR 00 LOLAR 98</i>                                    |                             |   | 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.<br>HSE Guidance Note to Dutyholders and Inspectors.<br><a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a>  |
| Building Users.<br>Ventilation.<br><br><i>HSWA 74<br/>W(HSW)R92<br/>DoE BB103.<br/>Building Regulations</i> | Pupils, staff and visitors. | L | 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.<br><ul style="list-style-type: none"> <li>• Open windows and doors in classrooms to promote through ventilation.</li> <li>• If a room is left unoccupied due to emergency evacuation of premises, that the door is closed. On evacuation the wedge must be removed (in line with fire evacuation procedures).</li> </ul>  |
| External Play areas.<br>Playground and field<br>Fit for purpose   | Pupils, and Staff           | M | <ul style="list-style-type: none"> <li>• Security access to the play areas and level of control to be monitored regularly.</li> <li>• Allocated areas for play and quiet activities to small groups under the supervision of a member of staff with line of sight.</li> <li>• The use of the fixed play equipment (trim trail and climbing frames) is prohibited.</li> <li>• Specific zones for certain 'bubbles' of children clearly marked outside.</li> </ul>   |
| <b>Theme 2 : Exposure to Coronavirus (Covid-19) infection</b>   |                             |   |  |
| Cleaning and waste disposal   | Pupils, staff and visitors. | H | <ul style="list-style-type: none"> <li>• Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</li> <li>• A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>• Cleaning protocol is as follows: <ul style="list-style-type: none"> <li>○ Hard surfaces to be cleaned prior to disinfecting.</li> <li>○ A combined detergent disinfectant solution or chlorine-based cleaner is to be used.</li> <li>○ Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> </ul> </li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the cleaning staff/site manager (spot checks will be carried out by SLT).</li> <li>• Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. <ul style="list-style-type: none"> <li>○ Extra cleaner(s) employed (outside agency) to clean toilets &amp; hotspots at midday.</li> <li>○ In school cleaning staff sanitise specific 'hotspots' throughout the school during the day.</li> </ul> </li> <li>• Only cleaning products supplied by the school are to be used.</li> <li>• Bin liners should be used in all bins. All bins in classrooms/bubble bases have lids on.</li> <li>• Each classroom/ base has a classroom supply of cleaning equipment, so adults can regularly clean and disinfect hot spots within the classroom (in addition to enhanced cleaning/disinfecting by cleaning contractors)</li> </ul> |
| Access Control to and from the building.<br><br><i>HSWA 74</i>  | Pupils, staff and visitors  | L | <ul style="list-style-type: none"> <li>• To comply with the Governments guidance for social distancing the 2 metre rule must be applied by all visitors (only essential visitor allowed onto school site i.e. social workers) attending the school building.</li> <li>• Width of the footpath is adequate to maintain 2m distance.</li> <li>• Display signage for social distancing at the gate entrance, along the route and throughout school</li> <li>• <b>Only one bubble (max of 3 people)</b> allowed in the school foyer at any one time.</li> <li>• All visitors will have to wash hands before entering and wear a face mask if entering the school (further than the foyer)</li> <li>• Visitors in to the school will be restricted (only essential visitors will be allowed to enter the school (further than the foyer).</li> </ul>  |

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|   |                                    |   | <ul style="list-style-type: none"> <li>• Only visitors who need to enter the foyer will be allowed. Non-essential requests/queries will be dealt with over the phone or via email.</li> <li>• If practicable, delivery drivers should wash or clean their hands before unloading goods and materials.</li> <li>• Do not approach delivery staff, allow packages to be left in a safe place.</li> <li>• Hands are to be thoroughly washed after handling all deliveries or waste materials.</li> <li>• A phasing in and out approach at drop off and collection times will reduce numbers of parents on the school site.</li> <li>• Only one adult per family dropping off and collecting children. <b>Parents/carers are asked to wear masks whenever on school site.</b></li> <li>• A one way system in place for drop off and collection times. <b>Manned form a social distance by HT and site manager</b></li> <li>• All classes have own entrance and exit to school building. All children sanitise hands before entering school building.</li> </ul> <p>GOV.UK Guidance.<br/>Follow the <a href="#">social distancing guidelines</a></p>  |
| <p>Communicate with Contractors</p> <p><i>HSWA 74</i></p> | <p>Pupils, Staff and visitors.</p> | M | <ul style="list-style-type: none"> <li>• Where possible, all communication with contractors, cleaners, catering team will be done electronically where possible. Contractor visits will be kept to essential visits only.</li> <li>• Catering team are regularly updated regarding lunchtime expectations and routines: HT liaises with cook supervisor regularly.</li> <li>• A 'COVID-19 Procedure for contractors' has been devised and all contractors need to agree to it before entering the school premises: Informs contractors and suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• Observe good hygiene practice.</li> <li>• Contractors to sign in and out as is normal practice</li> <li>• Consider times when contractors can complete work within the school day/before or after school. If contractors need to attend the school site, they will be supervised and will not come into contact (less than 2m) with staff, pupils or other visitors. If a contractor needs to attend school whilst children/staff are on site, they must wear a face covering.</li> </ul>  |
| <p>Communicating with parents on changes</p>              | <p>Pupils, staff and parents.</p>  | L | <ul style="list-style-type: none"> <li>• All parents/carers, have been informed (via messages and through signage displayed not to enter the school site if they are displaying any symptoms of coronavirus. (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• All parents have been informed that if their child needs to be accompanied onto the school site, only one parent should attend.</li> <li>• All parents have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact.</li> <li>• Parents have been instructed that they must not gather at entrance gates or doors, or enter the school grounds unless they have a pre-arranged appointment.</li> <li>• Polite notices displayed around the school at 'entrance points' highlighting prohibited actions (i.e. gatherings, 2m distance and entering the school building.</li> <li>• An effective online, electronic communication system (Calss Dojo) is set up for all parents.</li> </ul> <p>GOV.UK Guidance – Implementing Protective Measures in Education.<br/><a href="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">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</a></p> |

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| Communication with Staff | Staff                               | M | <ul style="list-style-type: none"> <li>• Communication and training for staff is essential to update and carry out new procedures during this challenging situation. Staff have been informed about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times. All staff have attended socially distanced 'whole school re-opening staff training (Inset September 2020)'.</li> <li>• Avoiding contact with anyone with symptoms of COVID-19</li> <li>• Continue frequent hand cleaning and good respiratory hygiene practices</li> <li>• Frequent cleaning of all room hard surfaces, furniture, and equipment toys, etc.</li> <li>• Minimizing contact and mixing with others.</li> <li>• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</li> <li>• Daily updates as require.</li> <li>• Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</li> <li>• Electronic communication with staff will be used whenever possible instead of face-to-face. If face to face communication is required, the 2m distance will be adhered to where possible</li> </ul> <p>GOV.UK Guidance.<br/> <a href="#">Staying alert and safe (social distancing)</a><br/> <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p>  |
| Social Distancing        | Pupils, staff and parents/visitors. | M | <ul style="list-style-type: none"> <li>• Maintain the 2m distance rule (as much as possible). However, it is acknowledged that social distancing within the school for very young children will be harder to maintain</li> <li>• Non-essential visitors are not allowed onto the school site. Only visitors carrying out essential maintenance, or social workers deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. All visitors to be made aware of site rules.</li> </ul> <p>To help ensure that the risk of virus spread for both staff and pupils is as low as possible, implement:</p> <ul style="list-style-type: none"> <li>• Inform children, parents, visitors including suppliers, not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19)</li> <li>• Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport.</li> <li>• All class (bubble) sizes will be kept as small as possible</li> <li>• Remove unnecessary furniture to open up the classroom.</li> <li>• Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</li> <li>• Staggered lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering.</li> <li>• Children will be told that they cannot play with/touch children from other year groups/bubbles during playtimes/lunchtimes.</li> <li>• Certain bubbles of children will have certain designated areas to play in outside.</li> <li>• During lunchtime, children will sit with their bubble to eat; all children will be forward facing</li> <li>• Phased school timings of classes starting and finishing.</li> <li>• Discourage parents from gathering at school gates: only one adult per family.</li> <li>• Display signage at all entrances into school, in the playground and along corridors to raise awareness of social distancing.</li> <li>• A one way system for parents at collection/drop off times</li> <li>• Class groups to be allocated an entry and exit point to and from the building.</li> <li>• Any essential face-to-face meetings will be done in a large, well ventilated room and chairs spread out as much as possible (ideally 2m gaps). <b>All parties to wear face coverings at all times</b></li> </ul> |

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|                             |                            |   | <ul style="list-style-type: none"> <li>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and must NOT come into school.</li> <li>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.</li> </ul> <p>GOV.UK Guidance. Follow the <a href="#">social distancing guidelines</a></p>  |
| Lack of awareness           | Pupils, staff and Visitors | M | <ul style="list-style-type: none"> <li>Posters will be displayed in suitable places around the school site.</li> <li>Parents will be reminded of expectations via electronic messaging system in school.</li> <li>Staff will be encouraged to remind each other frequently, as well as verbally reminding children throughout the day.</li> </ul> <p>GOV.UK Guidance. Follow the <a href="#">social distancing guidelines</a></p>  |
| PPE                         | Pupil and Staff            | H | <ul style="list-style-type: none"> <li>Even though wearing a face covering or face mask in school is not recommended, school will fully support any staff member that would like to wear a visor style face covering. <b>Staff will be asked to wear visors when in any communal area in school.</b></li> <li>Staff to avoid touching and removing face coverings unnecessarily.</li> <li>Staff will be responsible for washing their facemask daily.</li> <li>If using public transport, adults will be expected to wear a mask and wash hands thoroughly.</li> <li>Rubber gloves and plastic aprons need to be worn by staff when administering up-close first aid treatment for non-COVID injuries (See below)</li> </ul>   |
| First Aid Support to others | Pupils, staff and Visitors | H | <ul style="list-style-type: none"> <li>At least 5 Pediatric first aiders will be onsite at all times</li> <li>In the first instance, the child can provide their own treatment i.e. cold compress etc.</li> <li>It is accepted that social distancing may not be maintained, but physical contact should be kept to a minimum, and those administering personal and medical / first aid should wear PPE appropriate to the circumstances in line with the current PHE guidance. As a school we are asking all staff to wear rubber gloves and apron provided when administering first aid where physical contact is required.</li> <li>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. 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. 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.</li> <li>Pupils with symptoms will be isolated in a well-ventilated designated area (pool area) until they can be safely removed from the premises. Staff to maintain at least 2 m distance at all times. This area will then be deep cleaned.</li> <li>A selection of First Aid equipment to be kept in each class/bubble base.</li> <li>After Personal and Medical / Intimate Care all staff doff PPE and dispose of it correctly in line with Public Health guidance.</li> <li>Ensure that staff and pupils wash their hands immediately after care is undertaken, for example using hand sanitizer that is easy to access.</li> </ul> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p> |
| Poor Personal hygiene       | Pupils, staff and Visitors | M | <ul style="list-style-type: none"> <li>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</li> <li>Encourage children to wash hands properly and regularly in line with government guidance (Definitely before eating, when entering school, after they have sneezed and before they leave school at home)</li> </ul>  |

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|                      |                  |   | <p>time).</p> <ul style="list-style-type: none"> <li>• Promote/teach catch it! Bin it! Kill it!</li> <li>• Children with long hair will have to have it tied up.</li> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>• Toilet procedures to be followed at all times: only 1 person in the toilet area.</li> <li>• Door wedged open when toilets are empty. Staff to remove wedge with foot when toilet is occupied and replace with foot on leaving.</li> <li>• Regularly clean the hand washing facilities and check soap and sanitizer levels.</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Extra supplies of soap, hand sanitiser and paper towels have been ordered and received and are securely stored.</li> <li>• Wash hands before and after using the facilities.</li> <li>• Hand cleaning facilities or hand sanitiser available at the building entrance and any room including where people eat and should be used by all persons when entering and leaving the area.</li> </ul>  |
| Classroom management | Pupils and staff | H | <ul style="list-style-type: none"> <li>• Children split into class bubbles at all times. Numbers in bubbles kept to a minimum. Key worker children must stay at home if an adult is at home.</li> <li>• Minimizing adults working across year groups. Gov guidance states that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. No staff cross bubbles.</li> <li>• Ideally, adults should maintain 2 metre distance from each other within bubbles, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help.</li> <li>• In particular, adults should avoid close face-to-face contact and minimize time spent within 1 metre of anyone as much as is practically possible whilst teaching. When working with children, try to work side-to-side as opposed to face-to face. Children sit in rows where possible.</li> <li>• For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the younger children and some children with complex needs; doing this some of the time, will help.</li> <li>• Large gatherings such as assemblies or collective worship are postponed until further notice. Children discouraged from playing with children from other year groups at playtimes and lunchtimes. All classes have own designated areas.</li> <li>• Movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Children &amp; Staff need to keep to the left (single file) when walking up and down the corridors</li> <li>• Changes to Play time and lunchtimes routines to allow children to have own designated areas for each bubble.</li> <li>• All windows and doors (weather dependent) must be open at all times for ventilation.</li> <li>• Utilize the outside space as much as possible/convenient. However do not use during drop-off/pick-up times for safety reasons.</li> <li>• Ensure any resources are appropriately cleaned between different classes of children using them, and that multiple classes do not use it simultaneously.</li> <li>• Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Regular cleaning of tables and equipment will be done throughout the day.</li> <li>• Pencils/books/paper will be allocated to individual pupils and they will store them. Children are OK to</li> </ul> |

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|  |  |   | <p>share less frequently used resources within their bubble, but not between bubbles without cleaning.</p> <ul style="list-style-type: none"> <li>• The schools behaviour policy and pupils code of conduct has been amended to allow SLT to ask parents to remove children from school if they cannot adhere to suitable requests form an adult to socially distance from others.</li> <li>• If a child/member of staff develops COVID-19 Symptoms (a new continuous cough, a high temperature and/or a loss of, or change in, your normal sense of taste or smell) they are to be sent home immediately and advised to follow the Gov. guidance (School will arrange for a test and the individual will self-isolate until the outcome of the test).</li> <li>• A non-contact thermometer can be used to check temperatures of children if needed (Gloves and mask must be worn when administering). This will not be routinely done however.</li> <li>• Children displaying symptoms, will be sent to the isolation area (near pool changing rooms) and the school office will contact parents/carers to come and collect them. If the child needs the toilet then they use the one near the pool area. If this happens, Office staff inform Steven Hyde or cleaning staff immediately.</li> <li>• If someone (staff or child) tests positive for COVID-19, everyone in their 'bubble' children and staff must be sent home immediately and told to self-isolate for 10 days (their families at home do not need to self-isolate though).</li> </ul> |
| Employee Wellbeing/ Anxiety  | School Staff and their families                      | M | <ul style="list-style-type: none"> <li>• All staff encouraged to speak to SLT regarding concerns/worries about wider re-opening to inform systems and procedures in school to reduce anxiety levels.</li> <li>• Whole school reopening training for all staff delivered prior to re-opening.</li> <li>• All staff made aware of the following support networks:</li> <li>• <a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call your service provider on 03303 800 658</li> <li>• <a href="#">Citizens Advice</a> – offer free, independent, confidential and impartial advice on a range of financial issues.</li> <li>• Staff encouraged to carefully monitor the wellbeing of each other.</li> <li>• Reassure staff by ensuring ALL staff, children and visitors adhere to set expectations, systems and procedures.</li> <li>• All staff are in daily to 'share the workload'. Having extra staff in classes helps with staff support and well-being: creates a sense of togetherness and prevents staff from feeling isolated.</li> </ul>  |
| Staff carrying out home visits   | School staff, children, parents and wider community. | M | <p>If home visits are needed to be carried out, the following principles must be adhered to.</p> <ul style="list-style-type: none"> <li>• Staff do not enter houses under any circumstances</li> <li>• Staff wear a face covering</li> <li>• Staff knock on the door and stand back 2m</li> <li>• If delivering something, leave the parcel near the door step and step away 2m.</li> <li>• Staff must not travel in the same car</li> <li>• Staff must wash hands with hand sanitizer before and after each individual visit.</li> </ul>   |
| Staff meeting face-to-face with parents and/or other professionals   | School staff, children, parents and wider community. | M | <p>If face-to-face meetings are essential always follow the following:</p> <p>Maintain a 1m+ distance between all parties. <b>All parties to wear face coverings throughout</b></p> <p>Hold meeting in a well-ventilated room.</p> <p>All visitors must wear a face covering when moving around inside the school building.</p>   |
| <b>Theme 3: Heightened concerns for Individuals: SEND pupils, BAME and individuals at greater risk if they contract COVID-19</b> |  |   |   |



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| SEND<br><i>Transition</i>   | SEND pupils   | H | <ul style="list-style-type: none"> <li>EHCP children to receive a picture of their new classroom environment.</li> <li>Ratio's for children with an EHCP will follow guidance</li> <li>Allocation of staff with EHCP pupils has been considered based on need and relationships</li> <li>SENDCo will regularly communicate with parents regarding re-integration back into school and potential individual timetables (i.e. hours/days attending)</li> </ul>  |
| SEND<br><i>EHCP's not being delivered in normal manner or in the usual environment.</i>   | EHCP pupils   | H | <ul style="list-style-type: none"> <li>Pupils to receive a picture of their new environment (if appropriate to need)</li> <li>SENCO to have a conversation with parent so outline the guidance 'Changes to the law on education, health and care needs assessments and plans due to coronavirus.'</li> <li>Staff to be aware of pupil's behaviours and emotions.</li> <li>SENDCo will regularly communicate with parents regarding re-integration back into school and potential individual timetables (i.e. hours/days attending)</li> </ul>   |
| SEND<br><i>Dangerous behaviour or situations with EHCP/SEN pupils</i>   | SEND and EHCP pupils  | H | <ul style="list-style-type: none"> <li>If a child is showing behaviours which are breaking social distancing rules, parents will be contacted and the pupil may no longer be able attend school during COVID-19 changes to school (if they are posing a serious danger to others). Pastoral support will be put in place to work with the child/family to help prepare them for new routines/expectations.</li> <li>If a child is to abscond the classroom, parents will be contacted to collect their child if the child cannot be encouraged to follow simple requests from an adult.</li> <li>Pupils will be briefed about social distancing rules and new school procedures by staff and parents</li> </ul>   |
| SEND<br><i>The impact to the EHCP's pupils wellbeing of changes to routine or the way in which provision is being delivered.</i>  | EHCP pupils   | H | <ul style="list-style-type: none"> <li>Staff have taken part in the 'Preparing Autistic and SEND children for going back to school' training.</li> <li>Staff will outline the structure of the day to the pupils and will use a timetable daily</li> <li>Staff will provide emotional validation, and use social stories to talk about worries and feelings.</li> </ul>   |
| BAME (Black, Asian and minority ethnic)<br><br>'Workers at greater risk if they contract COVID-19.'   | BAME members of staff and/or pupils.                                | H | <ul style="list-style-type: none"> <li>All BAME pupils and staff will remain in their bubble at all times to minimise interactions with others.</li> <li>All pupils are expected to attend school from September (Government expectation)</li> <li>HT and attendance team to adopt proactive approach to identify any non-attenders and identify reasons and put support in place ASAP.</li> <li>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.</li> <li>School Employee Assistance Programme can help provide support, advice and information. Call them on 03303 800 658 (calls charged at local rate).</li> </ul>  |
| Clinically extremely vulnerable individuals (staff and/or children) and Clinically vulnerable individuals (staff and/or children)<br><br>'Individuals at greater risk if they contract COVID-19.'   | Clinically extremely vulnerable individuals (staff and/or children) | L | <ul style="list-style-type: none"> <li>Shielding measures for these groups of people will be paused from 1<sup>st</sup> August 2020, with the exception of areas where local lockdown means shielding will continue</li> <li>If a child or staff member live with someone who is extremely clinically vulnerable, they are expected to attend the education setting if the school has implemented systems of control. If staff feel this is not the case, they need to discuss with SLT immediately.</li> <li>Adults should maintain 2m distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1m of others.</li> </ul> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> |
| <p><b>Further Information:</b> The guidance issued by the Government may change as we move forward to a full reoccupation of the school premises and/or resulting from new scientific advice. Such new or amended guidance can be found on the GOV.UK web site.</p> |   |   |   |

**ADDITIONAL INFORMATION:**

Contact points.

- School: 01942 255339
- Police, Fire and Rescue, Ambulance: 999
- Health and Wellbeing Team: 01942 827857