



St Anne's Catholic Primary School Covid-19 Return to School Risk Assessment



This plan serves to support pupils and staff to return to a full reopening of school following during the Covid19 pandemic and has been informed by the following government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

The plan is subject to change as a consequence of renewed advice from Public Health England, (PHE), UK Government and Department for Education and any other relevant body.

The plan has been agreed by the Local Governing Board of St Anne's Catholic Primary School and the CEO of Bishop Wilkinson Catholic Education Trust.

The Bishop Wilkinson Catholic Education Trust Board of Directors want to assure all families that all of our schools and staff are working hard to ensure that your child is not only provided with the possible support, guidance and provision during these very unsettled times but is also kept safe and well. The Head Teacher of each school has completed a Trust wide Risk Assessment, designed to reflect the individual needs and circumstances of each school. Our Head Teachers, with the full support of the Board, will be making decisions and plans about what happens in each school on a day-to-day basis based on their own information, requirements and provision.

The impact of the plan will be reviewed weekly by the school senior leadership team, or sooner if necessary.

Sonia Fraser
Head Teacher

Service and location

St Anne's Catholic Primary School

Work activity:

Covid-19 Return to School

Date of assessment

13.07.2020

Review Date

04.01.2021

Name of Assessor and position

S Fraser (HT)/ J Geddes (DHT)

Approved by (Service Manager)

SMT

Consultation

With Relevant Staff

Reference Number

RA13072020

What are the risks?	Who might be harmed and how?	How can risk be minimised?	Action by whom	Action by when	Done
<p>Changing Government, PHE and DfE Information and Guidance</p>	<p>Pupils Staff Parents / Carers</p>	<ul style="list-style-type: none"> SLT to monitor Government updates daily and plans reviewed and changed in light of any updated guidance. All PHE guidance will be implemented fully. Families to be informed of updated information in a timely manner to avoid confusion and anxiety. Families to be informed of local lockdowns and potential school closures and procedures as soon as schools are aware. 	<p>SLT</p>	<p>4th Jan Ongoing</p>	
<p>Children at home due to isolation / children at home as parents are not sending them to school due to clinical vulnerability of child or family member</p>	<p>Pupils:</p> <ul style="list-style-type: none"> mental ill health, anxiety Online abuse domestic abuse poverty due to reduced family income lack of support for vulnerable families needs of SEND children not met slowed academic progress communication 	<p>Mental Health</p> <ul style="list-style-type: none"> Welfare calls to vulnerable families made by SF and JG Class teachers to call children in their class if child is absent due to isolation Families signposted to www.Childline.org.uk ; https://www.nspcc.org.uk/ ; https://www.annafreud.org/on-my-mind/self-care/ Maintain contact with families via Tapestry; FFI; email; youtube. Teachers to deliver well-being sessions on reopening of school Bereavement support to be offered when appropriate: https://www.winstonswish.org/; https://www.childbereavementuk.org/; https://www.cruse.org.uk/; https://www.nhs.uk/service-search/other-services/Bereavement%20support/LocationSearch/314 <p>Online abuse</p> <ul style="list-style-type: none"> Families signposted to https://www.saferinternet.org.uk/ ; https://www.ceop.police.uk/safety-centre/ ; https://www.thinkuknow.co.uk/ ; https://www.internetmatters.org/ and https://www.net-aware.org.uk/ School website / emails to update parents on current issues/information <p>Domestic abuse</p> <ul style="list-style-type: none"> SF and JG to monitor Operation Encompass inbox and respond as appropriate Weekly welfare calls to identified families <p>Poverty</p> <ul style="list-style-type: none"> Parents notified how to apply for free school meals via email/website Welfare calls to families Families signposted to Gateshead Crisis Team Families signposted to local area foodbanks Lunchtime staff to monitor packed lunches to ensure that families are providing nutritional and adequate meals, (consider possible poverty indicators) 	<p>All staff Parents Pupils</p>	<p>4th Jan Ongoing</p>	

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		<p><u>Support for vulnerable families</u></p> <ul style="list-style-type: none"> • School place made available if there is a lockdown • Regular calls to families • Regular contact with social workers and other relevant professionals • Maintain Core Group, Care Group, IRO meetings via telephone, online or in school if possible • Provide IT equipment when necessary <p><u>SEND Provision</u></p> <ul style="list-style-type: none"> • Review individual circumstances with parents- follow up with telephone calls/meetings as appropriate • Provide additional support to parents / child where possible • Staffing and Learning Plans to be reviewed upon reopening and the necessary measures to be put in place to ensure children continue to make progress towards their targets • Other agencies to be contacted about ongoing assessments and support • Social stories to explain the pandemic / return to school etc to be used with children. <p><u>Academic progress</u></p> <ul style="list-style-type: none"> • Transition between teachers to pass on assessment and missed planning/gaps in teaching due to Covid-19. • Family contact with teacher through Tapestry / FFI and phone calls • Families signposted to additional online learning platforms including Oak National Academy. • Identify “catch up” opportunities on return to school • If a local lockdown occurs, weekly work set and uploaded to school website by SBM / or printed and available to collect at school office • New Remote learning Policy shared with staff and parents. • Staff to provide lessons, work, support and feedback as per the Remote Learning Policy. <p><u>Communication</u></p> <ul style="list-style-type: none"> • Families and Staff to access App and website and school online social media platforms which will be updated at least weekly • Welfare calls to families weekly • Reopening letter to be shared on all platform • Weekly newsletters for updates • Text message service when needed 			

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Staff at home due to isolation	Staff: - Mental ill health, anxiety - Slowed professional development communication -	<ul style="list-style-type: none"> Weekly phone calls to keep in touch by SF or JG Weekly staff briefing updates Unless ill, staff to plan and provide work for class weekly Referral to Occupational Health through Heals and then Talking Therapies if needed 	<i>All staff</i>	<i>4th Jan</i> <i>Ongoing</i>	
Children and staff at school - Spread of the virus / symptoms and personal hygiene	Pupils Staff Families Community - Infection through droplets which can be inhaled into the lungs - Infection through touching contaminated surfaces or objects or infected person and then touching their own mouth, nose or eye - Impact of reduced family income on uniform	<p><u>COVID-19 Symptoms:</u></p> <ul style="list-style-type: none"> If at any time, your child or a member of your household begins to exhibit symptoms of COVID-19 (persistent cough / high temperature / and/or loss of taste or smell), you must inform the school immediately. This applies to staff and pupils. If symptoms are displayed a COVID-19 test must be ordered and taken. Pupils and staff must not come to school if they are ill / display any COVID-19 symptoms. School will engage fully with NHS Test and Trace process for all positive test results. School will keep a log of additional visitors to school with a track and trace signing in book. If during the school day, a child begins exhibiting these symptoms, they will immediately be isolated in a well ventilated room (Intervention Room), where they will be looked after by an adult wearing PPE (mask, apron and gloves). Parents/carers will be instructed to collect their child from the main entrance. Parents must request a Covid-19 test for their child. If during the school day a member of staff exhibits symptoms they will inform the SLT immediately, leave the premises and request a Covid-19 test. If a child or member of staff tests positive for Covid-19 Parents of the children in the same group and staff will be informed and will need to be quarantined. School must be informed if during quarantine any child or member of staff starts to display symptoms/tests positive for Covid-19. Parents must adhere to the guidance set out below ensuring that they do not arrive too early for drop off or pick up time slots. This will help us enormously with ensuring safe social distancing. Parents adhere to the drop off and collection points, and maintain social distancing from other parents. <p><u>Positive COVID-19 Test:</u></p> <ul style="list-style-type: none"> If there is a positive test school will contact the local Public Health England health protection team and follow their advice closely. They will carry out a rapid risk assessment and with school will ensure the relevant people will self-isolate for 10 days (See Government guidelines for definition of 'close contact'). The person who has tested positive must self-isolate for at least 7 days or 	<i>All staff</i> <i>Parents</i> <i>Pupils</i>	<i>4th Jan</i> <i>Ongoing</i>	

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		<p>until their temperature is normal. Others in their household must isolate for 10 days.</p> <ul style="list-style-type: none"> • School will work with NHS Test and Trace to provide names and contact numbers of those who have been in close contact. • School will issue a letter to parents and staff, which is provided by the health protection team, if needed. • School will not share the names or details of people with COVID-19 unless essential to protect others. • Household members of those sent home do not need to self-isolate unless those self-isolating then begin to display symptoms of COVID-19. • If there are 2 or more confirmed cases in school within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, the local health protection team will work with the school to see if further action is required. This could include a larger group self-isolating or even lead to a school closure. This will be a decision advised by the health protection team. • 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 close contact with the person(s) who have tested positive. 			
		<p><u>Personal Hygiene:</u></p> <ul style="list-style-type: none"> • Children should wear clean uniform every day. • Hand washing - facilities with soap available in every room utilised for children. • Hands to be dried using paper towels. Towels to be disposed of in readily accessible bins. • Hand sanitising units in any space where hand washing facilities are unavailable. Ensure liquid is evaporated before touching any surfaces - children are trained to wave hands around before touching any surfaces • Daily reminders to all children about hygiene. Follow 'Catch it, Bin it, Kill it'. Regular reminders to try and avoid touching face, eyes, nose or mouth with unclean hands. 	<p><i>All staff Parents Pupils</i></p>	<p><i>4th Jan Ongoing</i></p>	
		<p><u>Staff specific:</u></p> <ul style="list-style-type: none"> • Ensure nails are cut short • Leave unnecessary jewellery and watches at home. • Staff room limited to allow 1m+ social distancing. 	<p><i>All staff</i></p>	<p><i>4th Jan Ongoing</i></p>	

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Pupil / Staff illness or injury - close proximity to others	Pupils Staff / Increased risk of transmitting Covid-19	<p>First Aid:</p> <ul style="list-style-type: none"> A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. First aiders providing routine first aid treatments within 1m+ of a person should wear a fluid resistant face mask, protective gloves and, if appropriate and available, disposable plastic apron and disposable eye protection which should be kept in or next to first aid kits. If staff or child presents with Covid-19 symptoms, follow advice as previously stated. CPR: In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths. As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control. Further information is also contained in the Government publication: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19 <p>Personal Care:</p> <ul style="list-style-type: none"> Staff know how to safely put on and take off PPE. PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care. 	All staff Pupils	4 th Jan Ongoing	
Use of the school premises and resources	Pupils Staff - Infection through droplets which can be inhaled into the lungs - Infection through touching contaminated surfaces or objects or infected person and then	<p>Premises/Movement around school:</p> <ul style="list-style-type: none"> Ensure all doors (except those which act as prevention of greater risk (e.g. fire/abduction) are kept propped open to negate the need for pupils and staff to use door handles. Staff to escort children to and from play areas and hall, 1m+ apart. Only essential movement around school is permitted. Weather permitting, ensure windows are left open to increase ventilation. Weather permitting, utilise the outdoor space for learning, remembering to continue to enforce social distancing guidance. Only staff members operate light switches. Ensure hands are washed/sanitised immediately after. <p>Learning/Classroom Environment and Lessons:</p> <ul style="list-style-type: none"> Children in groups of 30 or less. Limit use of ICT equipment. Clean equipment after use / before use of another bubble. PE lessons will be allowed. Equipment to be cleaned after use or left in an area for 48 hours (72 if plastic) before used by another bubble. PE will take 	All staff Pupils	4 th Jan Ongoing	
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	touching their own mouth, nose or eye - Infection through lack of social distancing - Limitations of learning opportunities due to current restrictions	place outdoors weather permitting. <ul style="list-style-type: none"> • Children will come to school wearing their PE kit with tracksuit over (if needed) to keep warm, on their PE day. (Reception class - Thursday / Year 1,2 & 3 - Tuesday / Years 4, 5 & 6 - Monday). • Visitors will be allowed on site but will need to fill in the track and trace register and sanitise hands on entry and exit from school. PE coaches, music and MfL teachers will follow the same advice as full time staff and will teach the same bubbles each week. Visiting staff must minimise contact with staff in school and maintain social distancing wherever possible. • Pupils learning to play musical instruments will have their individual, named instrument. They will not share with another pupil and will sit facing forward to play. • There will be no assemblies with more than one bubble at a time. • Singing is prohibited to prevent unnecessary transmission of saliva. • Hand washing and use of hand sanitising units will be encouraged and timetabled throughout the day • Unnecessary equipment/furniture will be stored out of reach of pupils. • Pupils to be situated at forward facing desks. 2 pupils may sit at a desk. • Each child to be provided with individual stationery in plastic wallets to be kept at their designated desk. • Teachers will mark children’s work as per marking policy but will minimise how often they take books home. Children will self-evaluate/mark where possible. • Children remain at desks - no carpet time. • Resources, books, games etc, can be shared within a bubble and cleaned regularly. • Shared resources in school - ICT, science, art etc - must be cleaned in between use of bubbles or left to one side for 48 hours (72 for plastic). • Outdoor equipment should be frequently cleaned. • Pupils should avoid bringing equipment and bags (with the exception of lunch boxes) into school. • Coats will be kept on chairs. Lockers will not be used to avoid close contact of pupils. • Children will be encouraged to use their normal toileting facilities individually and independently. Only one child per group at a time. 			
Early Years Teaching time	Pupils Staff - Infection through droplets which can be inhaled	<u>EYFS Learning Environment/Activities:</u> <ul style="list-style-type: none"> • Children in Early Years are a bubble of up to 30 but are allocated one ‘key worker’ responsible for their needs throughout the day. • Each group will be designated their own space during carpet time and when working at a table. • Children will be directed to activities by their key worker. Free play will resume, with resources being cleaned frequently. 	All staff Pupils	4 th Jan Ongoing	

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	<ul style="list-style-type: none"> - into the lungs - Infection through touching contaminated surfaces or objects or infected person and then touching their own mouth, nose or eye - Infection through lack of social distancing - Limitations of learning opportunities due to current 	<ul style="list-style-type: none"> • Children will be expected to use the toilet facilities individually and independently. Only one child per group at a time. • Hand washing and use of hand sanitising units will be encouraged and timetabled throughout the day. • Unnecessary equipment will be stored out of reach of pupils. Resources will be rotated weekly and cleaned more frequently. • Water based activities can be used, with water being replaced regularly. • Sand activities will not be used until further notice. • Play dough, if used, will be allocated to individual children. • Access to the outdoor area will be directed by each key worker in agreement with the EYFS lead. 			
SEND - movement of staff and visitors to school	<p style="text-align: center;">Pupils Staff</p> <ul style="list-style-type: none"> - Infection through droplets which can be inhaled into the lungs - Infection through touching contaminated surfaces or objects or infected person and then touching their own mouth, nose or eye 	<p><u>SEND Provision:</u></p> <ul style="list-style-type: none"> • Specific support given to SEND pupils returning to school based on their need to help with adjustment to routine, e.g social stories. • Specialists, therapists, clinicians and other support staff for pupils with SEND can provide interventions as usual. • Visitors and staff providing interventions should minimise movement and maintain social distancing as much as they can dependant on age of pupils and their needs. • Where the intervention / support rooms are used for more than one group of children in a day, surfaces and resources must be cleaned between groups and pupils and staff must wash hands before and after using the room. 		<p style="text-align: center;"><i>4th Jan</i></p> <p style="text-align: center;"><i>Ongoing</i></p>	

What are the risks?	Who might be harmed and how?	How can risk be minimised?	Action by whom	Action by when	Done
	<ul style="list-style-type: none"> - Infection through lack of social distancing - Limitations of learning opportunities due to current restrictions 				
Breakfast and After School Club	Pupils Staff <ul style="list-style-type: none"> - Infection through droplets which can be inhaled into the lungs - Infection through touching contaminated surfaces or objects or infected person and then touching their own mouth, nose or eye - Infection through lack of social distancing 	<ul style="list-style-type: none"> • Places limited to 16. • Children will be dropped off and collected at the normal childcare gate. Drop-off from 7.30 and pick up by 5.30. Parents and children must adhere to social distancing of 2m when near staff and other children. • Snacks will still be available. Staff will wear PPE when preparing and serving food. Children will wash hands before and after eating. • If First Aid is required staff will wear PPE to treat the child. • In fine weather, staff may choose to utilise the outdoor space for games that allow for social distancing. • Singing is prohibited to prevent unnecessary transmission of saliva. • Hand washing and use of hand sanitising units will be encouraged and timetabled throughout the sessions. • Children and staff will wash hands before entering and on leaving the childcare room. • Pupils to sit at forward facing desks. • Children will have a mixture of directed and independent tasks. • Siblings can share a desk. • Children will be encouraged to use their normal toileting facilities individually and independently. Only one child at a time. • Staff will clean resources and surfaces regularly and at the end of each session. • Cleaning fluids will be kept out of reach of children at all times. 	<i>All staff</i>	<i>4th Jan</i> <i>Ongoing</i>	
Maintaining a clean environment	All staff <ul style="list-style-type: none"> - Infection through touching contaminated surfaces or objects or 	<u>Cleaning:</u> <ul style="list-style-type: none"> • Staff will be provided with appropriate cleaning fluids and cloths to maintain the cleanliness of surfaces throughout the school day. Cleaning fluids and cloths will be kept safely out of reach of the children. • The cleaning staff will clean daily following PHE guidance. • All classrooms and shared areas to be cleaned thoroughly at the beginning / or end of the school day including: <ul style="list-style-type: none"> • All tables, chairs (including legs) 	<i>All staff</i>	<i>4th Jan</i> <i>Ongoing</i>	

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	infected person and then touching their own mouth, nose or eye	<ul style="list-style-type: none"> • All hard surfaces • Vacuuming throughout • Doors, frames and handles • Sinks • Replenishment of paper towels • Emptying bins • Toilets • External door handles and gate latches 			
The school day - arrivals and departures	<p>Staff</p> <p>- Infection through lack of social distancing</p>	<p><u>Staff Arrival and Departure:</u></p> <ul style="list-style-type: none"> • Arrive no later than 8:20am. • Staff to be aware of each other when exiting and entering vehicles. • Hands to be washed/sanitised when entering and exiting the building and regularly throughout the day. • Staff wearing face masks should remove them on entry following guidelines. Disposable face masks should be placed in the bin. Reusable face masks must be placed in a plastic bag and taken home that evening. Staff must not touch their face when removing the masks and wash their hands immediately. 	<i>All staff</i>	<p>4th Jan</p> <p>Ongoing</p>	
	<p>Pupils</p> <p>Parents</p> <p>Staff</p> <p>- Infection through lack of social distancing</p>	<p><u>Pupil drop-off and collection:</u></p> <ul style="list-style-type: none"> • Children to be accompanied by one adult only. • Children / Parents are encouraged to walk / cycle to school. Families using public transport should refer to guidelines to keep safe. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Accompanying adults should exit the site as soon as their child has entered the school building. • Adults and children should exit the site immediately on collecting their child at the specified time. • Children will have staggered drop-off and collection times (See below). • Appropriate signage displayed requesting people to maintain social distance of 2m. 2m distancing will be marked on the ground to allow parents and children to wait safely to enter and leave school. • Parents wait for collection at clearly marked 2m intervals along the entrance pathway. • Children enter the building through specified gates /doors (See below). • Pupil entry to be marshalled by teacher to encourage social distancing. • Children wearing face masks should remove them on entry following guidelines. Disposable face masks should be placed in the bin. Reusable face masks must be placed in a plastic bag and taken home that evening. Children must not touch their face when removing the masks and wash their hands immediately. • Children wash hands/use hand sanitiser upon entrance to school. • Children wash hands before exiting school. 	<i>All staff Parents Pupils</i>	<p>4th Jan</p> <p>Ongoing</p>	

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		<ul style="list-style-type: none"> • Children keep coats on their chair. • Packed lunches will be kept on designated trollies. • Children should bring only essential items to school. <p>EYFS:</p> <ul style="list-style-type: none"> • Reception gate / door. • Drop off 8:50am. • Collection 3:10pm. <p>Year 1:</p> <ul style="list-style-type: none"> • Gate to the left of the school building / Year 1 fire door. • Drop off 8:50am. • Collection 3:10pm. <p>Year 2/3:</p> <ul style="list-style-type: none"> • Gate to the left of the school building / Year 1 fire door. • Drop off 8:40am. • Collection 3:15pm. <p>Year 4:</p> <ul style="list-style-type: none"> • Gate to the right of the school building / KS2 entrance. • Drop off 8:50am. • Collection 3:15pm. <p>Year 5:</p> <ul style="list-style-type: none"> • Gate to the right of the school building / KS2 entrance. • Drop off 8:50am. • Collection 3:15pm. <p>Year 6:</p> <ul style="list-style-type: none"> • Gate to the right of the school building / KS2 entrance. • Drop off 8:40am. • Collection 3:10pm. 			
The school day - break times and lunchtime	Pupils Staff - Infection through lack of social distancing	<p>Break times:</p> <ul style="list-style-type: none"> • Access to the playground is via specific doors (see below). • Children use toilet facilities before going outside. • No play equipment is permitted at this time. • Fixed outdoor toys should not be used. • Staff to encourage children to adhere to social distancing guidance. • Children use hand sanitiser when entering the building and wash hands as directed by members of staff. <p>Year 1:</p> <ul style="list-style-type: none"> • Year 1 fire door. • 10:20 - 10:40am. • 1:40 - 1:55pm. <p>Year 2/3:</p> <ul style="list-style-type: none"> • KS2 entrance. 	All staff Pupils	4 th Jan Ongoing	

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		<ul style="list-style-type: none"> • 9:55 - 10:15am. • 2:00 - 2:15pm. <p><u>Year 4:</u></p> <ul style="list-style-type: none"> • KS2 entrance. • 9:55 - 10:15am. • 2:00 - 2:15pm. <p><u>Year 5:</u></p> <ul style="list-style-type: none"> • KS2 entrance. • 10:45 - 11:05am. • 2:20 - 2:35pm. <p><u>Year 6:</u></p> <ul style="list-style-type: none"> • KS2 entrance. • 10:45 - 11:05am. • 2:20 - 2:35pm. 			
	<p>Pupils Staff</p> <p>- Infection through lack of social distancing</p>	<p><u>Lunchtimes:</u></p> <ul style="list-style-type: none"> • Individual water bottles must be brought in with children. • Parents should try to ensure that their child can independently access different component parts of their lunch (e.g. they can open tupperware boxes or yoghurt pots etc). • Staff will be provided with protective gloves and aprons to assist children where necessary. • All children will wash their hands before and after eating. • Seats and tables will be cleaned after each use. • Children will be spaced in alternate chairs / not facing each other. • Packed lunches will be eaten outside weather permitting. • Lunchtimes / Play will be staggered to allow more easily for social distancing. • On a Monday Yr 5 & 6 will change times with Y1 due to PPA provision in the afternoon. <p><u>EYFS</u></p> <ul style="list-style-type: none"> • 11:30am - eat lunch. • 12:00pm - 12:30pm - play in Reception outside area. <p><u>Year 1:</u></p> <ul style="list-style-type: none"> • 11:30am - eat lunch. • 12:00pm - 12:30pm - play on yard. <p><u>Year 2/3:</u></p> <ul style="list-style-type: none"> • 12:00am - lunch. • 12:30pm - 1:00pm - play on yard. <p><u>Year 4:</u></p> <ul style="list-style-type: none"> • 12:00am - lunch. • 12:30pm - 1:00pm - play on yard. 	<p>All staff Pupils</p>	<p>4th Jan Ongoing</p>	

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		<p><u>Year 5:</u></p> <ul style="list-style-type: none"> • 12:30am - lunch. • 1:00pm - 1:30pm - play on yard. <p><u>Year 6:</u></p> <ul style="list-style-type: none"> • 12:30am - lunch. • 1:00pm - 1:30pm - play on yard. <p><u>Staff</u></p> <ul style="list-style-type: none"> • These can be consumed in the staff room as long as in adherence to social distancing of 1m+. 			
Use of the offices and admin staff	<p>Staff Pupils Parents</p> <ul style="list-style-type: none"> - Infection through droplets which can be inhaled into the lungs - Infection through touching contaminated surfaces or objects or infected person and then touching their own mouth, nose or eye - Infection through lack of social distancing 	<ul style="list-style-type: none"> • Staff will be provided with appropriate cleaning fluids and cloths to maintain the cleanliness of surfaces throughout the school day. • The cleaning staff will clean daily following PHE guidance, to ensure all surfaces, including computer keyboards, computer mice and telephones are cleaned before use the following day. • The office area will be restricted to SF, JG, GL, MP and the cleaning staff. No other member of staff, pupils or visitors will be allowed access. Any item needed from the stock cupboard will need to be requested in advance. • Desks will be rearranged so staff are not facing each other and will be 1m+ apart. Where this is not possible the DHT office will be used when both admin staff are in school. • Office staff must use their own stationary. • Parents wishing to speak to the office staff must, wherever possible, contact them via a phone call or email. • If a parent needs to approach the office personally they must wait on the marked spot outside the main entrance and only enter the front porch when it is empty. Only 1 person allowed in the porch at one time. • The glass hatch will remain closed to protect staff and parents. • Parents will not be permitted to speak to the office staff between 8:30 and 9:00 to help social distancing when children are arriving at school. • Any dinner money must be paid through parent pay if possible. If not possible it must be handed to the office in a sealed envelope. 	<i>All staff Pupils</i>	<i>4th Jan Ongoing</i>	
Risk of spreading virus in the home	<p>Children Staff Families Community</p> <ul style="list-style-type: none"> - Impact of reduced family 	<p><u>Children and Staff:</u></p> <ul style="list-style-type: none"> • Children and staff to change and wash clothes on entering their home. • Children to wash thoroughly either in the shower or using a sink (avoiding unnecessary contact with taps etc). • Ensure any containers for drinks/food are cleaned in hot soapy water. • Lunchtime staff to monitor packed lunches brought in from home. 	<i>All staff Parents Pupils</i>	<i>4th Jan Ongoing</i>	

What are the risks?	Who might be harmed and how?	How can risk be minimised?	Action by whom	Action by when	Done
	income on packed lunches				
Mental Health of children attending school	Children Staff	<p>Pupils:</p> <ul style="list-style-type: none"> Class teachers to deliver tailored support to individuals required. Teachers are vigilant of pupils' needs upon return to school. Any safeguarding concerns arising upon return to school to be flagged up immediately to DSL and recorded on CPOMS. Signpost to other mental health services as indicated previously. <p>Staff:</p> <ul style="list-style-type: none"> Staff are aware of support available to them - displayed in the staff room and shared via email. 	All staff Pupils	4 th Jan Ongoing	
Underlying Health Problems / Those who are clinically vulnerable	Children Staff Family members	<ul style="list-style-type: none"> Anyone with underlying health conditions should follow medical advice regarding risk to their own health. Those shielding are expected to be able to return to work when the area returns to Tier 3 or below. Staff/Children shielding other home occupants are allowed to return to school / work when the area returns to Tier 3 or below. Staff who are pregnant are advised to follow the relevant guidance available for clinically vulnerable people. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 All staff will be risk assessed to ensure additional precautions are put in place to protect them if necessary. Staff/Children feeling unwell should consider the risk to themselves and others before attending school. NO ONE WITH THE SYMPTOMS OF COVID19 SHOULD COME TO SCHOOL AND SHOULD SEEK IMMEDIATE MEDICAL ADVICE AND REQUEST COVID19 TEST 	All staff Parents Pupils	4 th Jan Ongoing	

Things parents and carers should also be aware of:

- All pupils must now attend school. Normal absence procedures will be in place. Any family still concerned can arrange a meeting to discuss the safety procedures in place.
- Your child's mental health and well-being are our number one priority. Despite the regulations to control the virus, our focus will be on tending to your child's emotional needs as well as enabling them to catch up academically.
- Children will now receive verbal feedback about any work that they do within lesson time. Homework books will no be sent home. Homework will be set and returned via FFI / Tapestry.
- Parents of children at home, due to isolation or a local lockdown, should continue to check in on FFI / Tapestry and via the school website.

- This risk assessment is under constant review.

N.B. Risk Assessment is Continuous Process - Significant Changes to the Work Activity Require a Review of the Assessment