



Midsomer Norton  
Schools Partnership

## RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020

This risk assessment is based on Guidance for Full Opening: Schools

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

### WESTFIELD PRIMARY SCHOOL AND NURSERY

Date of Risk Assessment: Updated 2<sup>nd</sup> February 2021

Signed:  J.Probert

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (i.e. you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

#### HAZARD: Spread of Covid-19 Coronavirus

##### Who Might be harmed:

- Staff
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

<b>Controls Required</b>	<b>Additional Controls</b> <i>[School please add anything unique to your setting]</i>	<b>Action by whom?</b> <i>[name]</i>	<b>Action by when?</b> <i>[insert date]</i>	<b>Done</b> <i>[initial and date]</i>
<p><b><u>Building safety</u></b></p> <ul style="list-style-type: none"> <li>• The site team (or mobile team) will continue with all compliance checks (fire safety etc.).</li> <li>• Competent Contractors will continue to carry out specialist testing</li> <li>• Site team (or mobile team) will carry out and record flushing for water outlets not having normal use.</li> <li>• Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school.</li> </ul>	<p>Head teachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required, we will undertake a drill of new arrangements as soon as possible. As of current, there is no need to change the established fire drill and the priority is still to evacuate the building in a safe manner.</p>	<p>SM</p> <p>JM</p> <p>JM</p>	<p>01.09.20</p> <p>01.09.20</p> <p>01.09.20</p>	
<p><b><u>Office Contact</u></b></p>	<p>Parents may contact the office by telephone only or email only. The reception doors at the front of the school will be closed. No parents will be allowed into school for any reason.</p> <p>Parents/visitors must call ahead before coming to the school office; visitors will only be</p>	<p>SM/RB</p>	<p>01.09.20</p>	



<p>arrival (as is the case for all pupils), 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><b>During NATIONAL LOCKDOWN</b> the school will resume to an 8.30 start and 3.00 finish. This will however be reviewed and will be dependent on numbers accessing the school site at any one time.</p>		06.01.21	
<p><b><u>School Pick Up</u></b></p>	<p>Collection will be in reverse order:</p> <ul style="list-style-type: none"> <li>● <b>YR, Y1 and Y2</b> Collection at 2.30 - Children will be brought outside by a member of staff and sent to their parent in the middle playground.</li> <li>● <b>Y3</b> Collection at 2.45 - Children will be brought outside by a member of staff and sent to their parent in the middle playground.</li> <li>● <b>Y4</b> Collection at 2.50 - Children will be brought outside by a member of staff and sent to their parent on the school field.</li> <li>● <b>Y5</b> Collection at 2.55 - Children will be brought outside by a member of staff and sent to their parent on the school field.</li> <li>● <b>Y5</b> Collection at 3.00 - Children will be brought outside by a member of staff and sent to their parent on the school field.</li> </ul> <p>If a child has an older sibling they will be collected at the eldest child's time for collection, but parents are not to arrive earlier.</p>	<p>SLT School staff</p>	01.09.20	

<p><b>First Aid</b></p> <p>The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list to be prominently displayed First aid packs will be available in each classroom for emergency first aid This will also be available at the first aid station based outside the main playground entrance during break times</p> <p>The First aider will wear a face mask, apron and gloves.</p>	SM & VB	01.09.20	
<p><b>Staff working</b></p> <p>All staff are expected to be able to work in school from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines.</p> <p>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will keep in touch regarding appropriate work. All staff to use QR Code or remote signing in at reception each day to avoid touching the touch screen.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. An individual risk assessment will also be completed to help with this.</p>	SM/SH  SM/SH	Ongoing	

<p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>.</p> <p>BAME staff to have 1:1 discussion regarding any perceived increased risk to health using BAMEed proforma.</p>				
<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water will be in place.</li> <li>• Where soap is not available hand sanitiser to be used.</li> <li>• Hand sanitising points at all main building entrances and atrium toilet area.</li> <li>• Stringent hand washing will be taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels rather than dryers</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms</li> </ul>	<p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> <li>• Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds.</li> <li>• Pupils must wash/sanitize their hands on arrival, before and after break and having lunch, after sneezing/using tissue. Hand sanitisers / points widely available throughout the school.</li> <li>• There will be support for pupils who have trouble washing their hands independently.</li> <li>• We will encourage young children to learn and practise these habits through games, songs and repetition. Adults will be</li> </ul>	<p>SM/JM/All staff</p>	<p>Ongoing</p>	

	constantly modelling and reinforcing the practise during the school day.			
<p><b><u>Cleaning</u></b></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails</p> <p>Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p> <p>Disinfectant foot baths will be placed at entrances</p> <p>Bins with foot operated lids will be used for disposal of tissues etc. in classrooms</p> <p>Additional cleaning will take place during the middle of the school day through current school site team – will have an additional cost to budget</p> <p>Fogger disinfectant machine to be used twice a week to deep clean classrooms</p>	<p>Head teacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p> <p>Where possible, Head teacher will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently. Site manager and additional cleaning staff to undertake regular cleaning during the school day.</p> <p>Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. Toilet areas and classrooms will have time sheet records for completion at regular intervals by site manager and cleaning staff.</p> <p>Cleaning ‘buckets’ to be provided for each classroom and these will be stored out of the reach of children.</p> <p>Wipes to be provided for every office/shared space</p> <p>Set times in the day to wipe down surfaces across the school and recorded</p> <p>Toilets cleaned after break and lunch in addition to normal cleaning times and recorded</p> <p>All staff made aware of expectations</p> <p>Hand gel dispenser inside of all classrooms</p>	<p>JM</p> <p>JM</p> <p>SM</p>	<p>01.09.20</p> <p>01.09.20</p> <p>Ongoing</p>	

<p><b>During the current NATIONAL LOCKDOWN</b> fogging is happening regularly in communal areas and daily in allocated classrooms for teaching.</p>	<p>Extra soap in each classroom  Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze  Washing hands posters replaced in all washing areas  Reminders how to wash hands properly – videos and posters</p> <p>All surfaces, handles, toilets and shared equipment will be cleaned each day using e.g. Milton  Reading books given and collected out once a week – home reading record (to be left at home and collected in once every 3 weeks) (No library books in first instance)  Soft furnishings and soft / cloth toys will be removed from use  Shared resources left on desks for cleaning at end of the day  Toilets cleaned throughout the day  Disinfectant spray in each classroom to be used before and after lunch.</p>	<p>JM  SM</p>	<p>01.09.20  Ongoing</p> <p>06.01.21</p>	
<p><b><u>Social Distancing</u></b></p> <p>Social Distancing: We will follow the relevant guidance on social distancing.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - <a href="https://www.gov.uk/goveSMment/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/goveSMment/collections/coronavirus-covid-19-list-of-guidance</a></p>	<p>SM</p>	<p>Ongoing</p>	



<p>possible, particularly when working with younger children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	<p>Posters, leaflets and other materials should be displayed prominently  <a href="https://www.gov.uk/goveSMment/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/goveSMment/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	<p>VB</p>	<p>01.09.20</p>	
<p>Floor Markers will be in the corridors and atrium communal area to help children social distance.</p>	<p>Checks need to be carried out by site managers, SBM or other senior leader (as appropriate to your school)</p>			
<p>Outside floor markers will be placed in path entrance between 2 main playgrounds</p>				
<p>One way systems in force around school and Year Zones plus in and out of school playground</p>	<p>Toilets cleaned during the day – site manager  Children instructed – if cubicles are in use – wait outside  Hand gel sanitiser used after toilet use as well as washing hands</p>	<p>SM &amp; JM</p>	<p>Ongoing</p>	
<p>Advised route to school set up coming to school and leaving the site</p>	<p>Extra Signs in toilet re washing hands</p>	<p>SM &amp; VB</p>	<p>Ongoing</p>	
<p>Year Zones devised with designated class bases and toilets, and washing facilities</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it, maintaining 2m apart.</p>			
<p>Staggered start and end to the school day for all groups of children</p>	<p>Management checks to ensure this is adhered to.</p>	<p>SM/VB Teaching staff</p>		
<p>As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternatives space to relocate the work.</p>				
<p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or</p>	<p>Staff areas will be extended into WAPS Hut (Phase 2), Library (Nursery and Phase 1) and Staff Room (Phase 3) for all break times.</p>			

<p>processes may need to change to incorporate social distancing.</p> <p>We will redesign processes where relevant to ensure social distancing in place. Some lifting and handling and working from height jobs requiring working in pairs will need to be reviewed and redesigned if possible or postponed unless urgent.</p> <p>Social distancing to be adhered to in staff room and during any rest breaks.</p> <p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p> <p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.</p>	<p>Due to the new variant of Covid19, stricter guidance must be followed regarding the use of communal areas by staff:</p> <ul style="list-style-type: none"> <li>● The school office will be out of bounds to all staff.</li> <li>● Photocopying must be done either before the start of the school day or afterwards. No staff members should be walking back and forth for photocopying. Any urgent photocopying can be left in the tray outside the office entrance. This will then be available to collect later in the day.</li> <li>● All staff should now wear visors in the classroom and masks must be worn in communal areas.</li> </ul> <p>Break times and rooms for staff to use. NB Year 3 now have an earlier break time.</p> <ul style="list-style-type: none"> <li>● R – 10.00 (Library)</li> <li>● Y1 (Library) - Y2 and Y3 (Hall) – 10.20</li> <li>● Y4 (Library) – 10.45</li> <li>● Y5 and Y6 (Hall) – 10.45</li> </ul> <p>Please note that there will now be a maximum of 4 staff in the staff room or library at any one</p>		<p>06.01.21</p> <p>06.01.21</p>	
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	<p>time. Coffee/Tea making facilities will be made available in both the hall and the library.</p> <p>Lunchtime:</p> <ul style="list-style-type: none"> <li>• R – (Library) 11.30</li> <li>• Y1 (Library) – 12.00</li> <li>• Y2 (Library) – 12.30</li> <li>• Y3 (Staff Room) – 12.30</li> <li>• Y6 (Staff Room) – 12.05</li> <li>• Y4 (WAPS Hut) – 12.30</li> <li>• Y5 (WAPS Hut) – 12.05</li> </ul>			
<p><b><u>Social Distancing and reduction of mixing – pupils</u></b></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>Whatever the size of the “bubble”, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible, we will limit interaction, sharing of rooms and social spaces between groups.</p> <p>(Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group).</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p>	<p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <ul style="list-style-type: none"> <li>• Songs/rhymes to be shared with parents for home learning</li> <li>• Posters/signage prominently displayed</li> <li>• Adult modelling and reminding</li> </ul> <p>Social distancing for EYFS will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p>	<p>SM/VB Teaching staff</p> <p>SM/VB Teaching staff</p> <p>SM/VB/SC</p> <p>SM/VB Teaching staff</p>	<p>Ongoing</p>	

<p>The school will contact parents of BAME students to consider additional precautions and offer a discussion about how the school can best support any requests they might have.</p> <p>We will remove unnecessary furniture out of classrooms to make more space.</p> <p>The timetable will be adjusted to keep groups apart and movement around the school to a minimum.</p> <p>Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment</p>	<p>Letter to be posted out before end of term</p> <p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting or eating, as well as avoiding touching their own face whilst at work. Teachers and other staff may want to use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p>As much as possible, settings should seek to prevent the sharing of food, drink, utensils, equipment and toys. Equipment, toys and surfaces should be cleaned and disinfected more frequently. Any toys that cannot be easily cleaned will be removed from the classrooms.</p> <ul style="list-style-type: none"> <li>● Remove excess furniture to increase space</li> <li>● Year 1 – Year 6 set format of furniture to be followed</li> <li>● Class Rules created for and with the children –</li> <li>● (Include instructions how to line up (1 metre away), use of toilet, moving around the classroom and school)</li> <li>● This is re-visited and modelled many times a day and linked to school behaviour system – lots of recognition of adherence to policy</li> </ul>	<p>SM/RB</p> <p>SM/VB Teaching staff</p>		
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<p>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. Practical lessons where these take place will need to have their own risk assessments reviewed.</p> <p>Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group. The hall has sufficient space to allow KS1, LKS2 and UKS2 assemblies to take place. Year groups can sit with one at the front of the hall, a 6m gap and then the other year group at the back. Windows and ventilation will be key. Hall to be disinfected with Fogger before and after each assembly.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared.</p> <p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p>	<ul style="list-style-type: none"> <li>● Lessons planned for individual work or socially distanced paired work (not group work in first instance)</li> <li>● Where possible staff to be at front or side or back of room</li> <li>● Conversation in the classroom from adult height, where appropriate</li> <li>● If close feedback or communication needed – side to side not facing child</li> <li>● Set seating plan so children have their desk which is the same every day</li> <li>● Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom</li> <li>● Mobile phones can only be brought into school by prior permission and these must be kept in a box in the classroom. No responsibility will be accepted for lost or damaged phones.</li> <li>● Children can bring their own pencil case with them to school to keep their own stationery. They will be provided with their own equipment to use but they can provide their own pencil, colouring pencils, rubber and handwriting pen.</li> <li>● Children stay in their class for the majority of the time, including lunchtimes.</li> <li>● Playtimes – in year group (2 year groups can have half of the play area each but year</li> </ul>			
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	<p>group children and staff must not mix – 2 metre distance at minimum</p> <ul style="list-style-type: none"> <li>● When moving around – children move in small groups and they must be managed by the teacher/TA to carpet and to tables etc.</li> <li>● Sitting on the carpet needs to be as spread out as possible (some could sit at desks)</li> <li>● Water bottle on desks or under desk to remove need of children moving around classrooms</li> <li>● Ensure good ventilation in each classroom all day (windows or doors open)</li> <li>● PE outside for first 4 weeks and then reviewed re use of hall</li> <li>● BUBBLES: Children - Majority of the school day will be in class bubbles. Year Group bubbles to be used at break time and lunchtime.</li> </ul> <p>Staff – majority of the school day will be in class bubbles and PPA – year group bubbles. (exceptions HLTAS – phase bubbles for PPA and cover if necessary)</p>			
<p><b><u>Movement around the school</u></b></p>	<p>Lessons will be planned to reduce the movement around the school and avoid groups (bubbles) mixing.</p> <p>Staff must wear a face mask when moving around the school</p>	<p>SM/All staff</p>	<p>03.09.20</p> <p>06.01.21</p>	

<p><b><u>Use of toilets</u></b></p> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Toilets are assigned as follows:</p> <p>YR Owl Squirrel and Bumblebee Monkey and Rabbit Dolphin Phase 3</p> <p>Site manager and cleaning staff to undertake regular toilet cleaning during the school day.</p>	<p>SM/All staff</p> <p>JM</p>	<p>03.09.20</p> <p>Ongoing</p>	
<p><b><u>Social Distancing – Lunch</u></b></p> <p>EYFS and KS1 will eat in the hall</p> <p>Dining tables arranged in rows and children sit side by side, not facing each other. Classes will sit together and tables separated by 5m spacing in hall. Still complying with Year bubbles.</p> <p>Tables and chairs to be wiped clean with disinfectant between sittings</p> <p>KS2 will eat in classrooms as generally less hot meal uptake</p>	<p>MDSAs allocated to classes (and year groups) for supervision.</p> <p>All meals will have to be pre-ordered and catering staff label choices for MDSAs to distribute to children</p> <p><b>Dining hall:</b> <b>YR</b> – 11.30 <b>Y1</b> – 12.00 <b>Y2</b> – 12.30</p> <p>Year groups will not be allowed to move to the hall until told by allocated MDSA to stop contact in corridor. <b>Y1</b> and <b>Y2</b> exit the hall through side door to garden area.</p> <p><b>KS2</b> to have meals within their classrooms from 12.05 - 1.00</p>	<p>SM/VB/ND/TY /All staff</p>	<p>03.09.20</p>	

	<p><b>Middle Playground:</b>  <b>Y2 – 12.00</b>  <b>Y1 – 12.30</b></p> <p><b>Corner Playground:</b>  <b>Y3 and Y4 – 12.00</b>  <b>Y5 and Y6 – 12.30</b></p> <p><b>During NATIONAL LOCKDOWN</b> all children will eat their meals within the classrooms. The above playground arrangements may also be amended depending on circumstances.</p>		06.01.21	
<p><b><u>Social Distancing – Break times</u></b></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<p>Staggered playtimes and/or allocated play area (for phases – half play area per year group)</p> <p><b>Middle Playground:</b>  <b>Y1 and Y2 – 10.20</b>  <b>Y3 and Y4 – 10.45</b></p> <p><b>Corner Playground:</b>  <b>Y5 and Y6 – 10.45</b></p> <p>Reduced playtime equipment – hard surfaces and can be easily cleaned (BUCKET OF TOYS PER YEAR GROUP)  Games discussed which encourage social distancing  Staff supervision throughout – year group staff not to mix and ensure more than 2 metre distancing between each other.</p>	SM/VB/All staff	03.09.20	



	During <b>NATIONAL LOCKDOWN</b> break time arrangements may be amended depending on circumstances.		06.01.21	
<b><u>Social Distancing – 1:1 and restraint</u></b>	Seek expert guidance from SEND agencies re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. leading to individual risk assessments Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk. Personal care – PPE (mask, face shield, gloves and apron)	SM/SC	As required	
<b><u>PPE: Gloves</u></b>  When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc.  <b><u>PPE: Face masks and visors</u></b>  In non-health care settings there is currently no requirement for face masks to be worn. However, the schools will have disposable masks and visors available for use. Staff must wear these in	Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.	JM  SM  SM	01.09.20  Ongoing  06.01.21	

<p>communal areas such as corridors of staff rooms and it is advisable to wear a visor in the classroom when teaching.</p> <p>They must also be worn when there is an urgent requirement to break the social distancing guidelines is required (first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>		SM	Ongoing	
<p><b><u>Symptoms of Covid-19 - Staff</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and get tested.</p> <p>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. Staff in schools have priority access to testing.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</p> <p>If a test is positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Westfield will support staff if they are required to immediately leave work and self-isolate at home. Those who are self-isolating at home do not feel pressured to attend the workplace. If self-isolating then some staff will, of course, be able to work from home assuming they are not unwell.</p> <p>If a member of staff is able to work from home during the 10 day self-isolation period, they should do so. They will be entitled to be paid at their usual rate and will not be entitled to SSP. This would be the case where an employee has been notified to self-isolate by a contact tracer, but feels healthy and is showing no symptoms.</p>	SM, RB, SH	Ongoing  06.01.21	

<p>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.</p> <p>You will usually need to self-isolate for 10 days if:</p> <ul style="list-style-type: none"> <li>● someone you live with has symptoms or tested positive</li> <li>● someone in your support bubble has symptoms or tested positive</li> <li>● you've been told by NHS Test and Trace that you've been in contact with someone who has coronavirus</li> </ul>	<p>Schools should contact the local health protection team to assess what actions need to be taken. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</p> <p>The school will keep a record of pupils and staff associated with each group (bubble) to assist the trace process.</p> <p>The NHS Test and Trace service forms a central part of the government's coronavirus recovery strategy. Those who have tested positive for COVID-19 are now being asked to register via the NHS Test and Trace website and identify any individuals that they have recently been in close contact with. Contact tracers will then notify those considered to be at risk and ask them to self-isolate at home for 10 days, regardless of whether they are displaying COVID-19 symptoms.</p> <p>The NHS Test and Trace guidance defines close contact as:</p> <ul style="list-style-type: none"> <li>● having face-to-face contact with someone less than 1 metre away;</li> <li>● spending more than 15 minutes with someone within a 2 metre distance; or</li> </ul>			
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	<ul style="list-style-type: none"> <li>travelling with someone in a car or other small vehicle (even on a short journey) or being close to them on a plane.</li> </ul> <p>Lateral flow testing made available to primary staff through The Trust.</p>			
<p><b>Rapid Testing for Covid 19 – Lateral Flow Device (LFD)</b></p> <p>The ultimate aim of testing is to break the chain of transmission of COVID-19. As many as one in three people with COVID-19 show no signs of having it, that is they are ‘asymptomatic’.</p> <p>Testing will help to identify and isolate more asymptomatic people who test positive and are therefore, more likely to spread the virus, at the same time as minimising disruption for those who test negative.</p>	<p>Self-testing for COVID-19 is simple, quick and carried out at home without the need to attend a test centre or post samples to a lab for analysis.</p> <p>The self-test kits are lateral flow devices. The device detects the presence or absence of COVID-19 by applying a test sample to the device’s absorbent pad. The sample runs along the surface of the pad showing a visual positive or negative result. Results are ready in 30 minutes.</p> <p>Testing will happen every 3 – 4 days and recorded both with the DfE and the school.</p>	SM	From 27/01/21	
<p><b><u>Symptoms of Covid-19 – pupils</u></b></p> <p>The school will designate the Rainbow (meeting) Room to isolate someone who shows symptoms of Covid-19</p>	<p>The child who has shown symptoms will need to self-isolate for 10 days and should be tested. The school will ensure that relevant</p>	SM/RB	As required	

<p>Any pupil who displays signs of being unwell will be moved to this isolation room whilst awaiting collection (whilst still ensuring pupil is safe). Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated (Fogger disinfectant) Unwell pupils waiting to go home should use staff toilet by the hall to minimise the spread of infection. These will be closed to staff until thoroughly cleaned prior to use by others.</p>	<p>guidance is followed before pupil returns to school.</p> <p>Where Covid-19 is confirmed, the school will contact the local health protection team for guidance. Those who have been in close contact will be required to self-isolate for 10 days.</p>	JM		
<p><b><u>Confirmed Covid-19 and Riddor reporting</u></b></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> <li>● An incident at work as led to possible or actual exposure to Covid-19</li> <li>● A member of staff has Covid-19 caused by exposure at work</li> </ul>	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through BANES</p>	SM	As required	
<p><b><u>Transport arrangements</u></b></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate</p>	<p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p> <p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p>	SM/VB	Ongoing	

<p>steps they will take to mitigate risk. (We await the issuing of Government guidance on this topic).</p>				
<p><b><u>Communications</u></b></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>School communicates on a regular basis through its Weduc app, Newsfeed and website.</p> <p>School Office is able to receive and reply to emails where appropriate</p> <p>Pinned onto Newsfeed and notified through school letter</p> <p>School Office, Site Manager and SBM to advise any contractors on site</p>	<p>RB/SM/VB</p> <p>RB/JM/SH</p>	<p>Ongoing</p>	
<p><b><u>Environmental issues</u></b></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p>	<p>ICT suite and Atrium air conditioning units to remain turned off</p>	<p>All staff/JM</p>	<p>Ongoing</p>	

<p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>				
<p><b><u>Mental Health</u></b></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (insert number)  Other guidance:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p>Leaders, as relevant to your school setting will be required to oversee this.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also Managers to refer to HR team when in doubt.</p> <p>Cohort PASS profiles to be completed within first few weeks to identify children that may need individual support  Individual risk assessments for children with special educational and behavioural needs  Transition handovers between previous and new class teacher  Small group shuffle up mornings with new teacher before end of term</p>	<p>SM &amp; VB</p> <p>SM &amp; VB</p> <p>SM &amp; VB</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p><b><u>Nursery</u></b></p> <p>Due to the impossible task of socially distancing preschool children, the children will move freely between two rooms, and in the outside provision.</p>	<p>There will be limited resources available for the children. These will be resources that can be cleaned at the end of every session.</p>	<p>TD Nursery Staff</p>	<p>01.09.20</p>	

<p>We will reinforce the importance of regular handwashing and hygiene through social stories and learning.</p> <p>Lunches will be eaten in the nursery.</p> <p>The nursery will enter through the main entrance door where children will be escorted in by a member of staff, no parents will be allowed into the setting past the door.</p> <p>2 metre lines will be marked out by the gate so that parents socially distance while waiting to drop off and pick up their child.</p> <p>Staff will follow social distancing rules between each other, however this will not be consistently possible with the children.</p>	<p>Outdoor resources will be kept to a specific number and wiped with disinfectant at the end of each day.</p> <p>No soft toys or dressing up clothes will be available.</p> <p>Tables, handles and taps etc will be wiped regularly throughout the session with disinfectant.</p> <p>All the tables, chairs and surfaces will be deep cleaned at the end of each session.</p> <p>All children will have personal beakers.</p> <p>Personal care will be given when necessary and the staff member delivering shall wear a disposable apron and gloves. These will be disposed of by placing in the Nappy bin. Staff will wash hands thoroughly after or use hand gel.</p>	<p>JM</p> <p>JM / JP</p> <p>TD Nursery Staff</p> <p>TD Nursery Staff</p>		
<p><b><u>Sunshine Club</u></b></p> <p>Both breakfast and after school clubs will run in school and operate on a strict booking system (PES) with a maximum of:</p> <ul style="list-style-type: none"> <li>● 20 places for breakfast</li> <li>● 20 places for after school</li> </ul>	<p>The school hall will be used to accommodate children. The hall will be split into 4 zones and children allocated accordingly to each area. We will endeavour to keep the same children to each zone through the week.</p> <p>There will be limited resources available for the children. These will be resources that can be cleaned at the end of every session.</p>	<p>SM/RB/VG/TY</p>	<p>03.09.20</p>	



<p>The FSA <a href="#">guidance on good hygiene practices</a> in food preparation and their HACCP processes guidance is intended to ensure staff follow good hygiene practices to prevent the spread of disease to food. Key safety points include being fit for work, washing hands and wearing aprons or other clean clothing as appropriate.</p>	<p>Face masks/visors must be used as social distancing cannot be maintained.</p>		<p>06.01.21</p>	
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