

SAFETY RISK ASSESSMENT

Directorate: Norden Community Primary School	COVID 19 – September opening for all pupils
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Job role/s: Teachers / TA's / Support Staff / Admin/ Site staff

People who might be harmed: staff, pupils	Assessment date: 311220
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Are there any special considerations needed for new & expectant mothers or persons under 18, etc. Yes Expectant mothers should work from home where possible.	Review date: Weekly/When necessary
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Names of all involved in assessment process: HT/SLT/GB/LA	Manager: R Bentham
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Hazard / risk identified Task/ activity / process / stressor	Current measures in place to protect the health and safety of all – Staff, pupils, visitors and contractors	Improvement action needed
Infection Control: Staff	<ul style="list-style-type: none"> Communicate with all staff on their wellbeing and personal health conditions (particularly those who have been shielding) Increase bubbles size to whole year groups See Appendix 1 Discussed EYFS bubbles and decided to keep as 1 bubble rather than separate Nursey & Reception. Review staffing in each unit to ensure sufficient cover and support. See Appendix 2. Remind staff about the Employee Assistance offer. Asked staff to sign up to the Covid 19 Track and Trace App and report any alerts to the HT Pregnant staff to work from home. (Latest advice from HR 28.8.20) Staff to use top car park only. No parking access in bottom car park. Separate staff rooms for each bubble. See Appendix 3 Use of staffrooms should be minimised, although staff must still have a break of a reasonable length during the day. Staff will bring their own crockery and cutlery and take it home each day. Limit staff moving between bubbles. 	
Infection Control: Start and End of the school day	<ul style="list-style-type: none"> Stagger bubble start/finish times by 15 minutes and use different entrances. See Appendix 4. Additional times added for siblings of children in isolating bubbles. Staff of specific bubbles to stand at entrances to ensure system is adhered to. Washing of hands on entering the building – hand sanitiser at the door and then wash with soap and water in the classroom. Pupils who have worn a face mask to travel to school will be asked to put the mask in a sealed plastic bag for disposal or to take home at the end of the day. Staff may wear face coverings if they wish (Nick Gibb announcement 9/8/20 – Headteacher’s decision) Dfe confirmation that staff may wear face coverings in communal areas and when moving around the building outside the classroom. The government is not recommending universal use of face coverings in school. Primary school children will not need to wear a face covering. Face coverings will not be necessary in the classroom even when social distancing is not possible. Face coverings will be provided by school for those in a vulnerable category; all other staff should provide their own. Clear communication to parents about arrangements and expectations - not to congregate at gate etc. Only 1 parent per child. Parents to wear masks at pick up/drop off One-way system around the back of the building. Appropriate distances will be enforced outside with markers. Transition arrangements in place for new starters in Nursery and Reception. See Appendix 5 	

Infection Control Lessons

- Classroom furniture laid out for forward facing learning where possible in Years 2-6.
- EYFS and Year 1 will be accessing Continuous Provision but will use group tables for teacher led tasks, we will increase distance across tables where possible and seat children side by side rather than facing each other where possible.
- Remove excess furniture when rooms have been re-arranged. Store safely.
- There will be no mixing of children between bubbles at all.
- We will limit the mixing of staff between bubbles where possible. Staff only move between bubbles to deliver PPA/tuition/Cover. Staff delivering PPA will wear visors.
- Children with EHCPs will receive full provision as per their plans. TAs working with children 1-1 will wear visors.
- Pupils to be provided with their own pencil case of equipment.
- Any other resources will be limited and must be washed with soap and water each day.
- Equipment shared between bubbles such as sports, art /science equipment will be cleaned frequently and always between bubbles, rotated/not used for 48 hours.
- I-pads may be used as long as they are cleaned between uses with appropriate alcohol wipes. Continue with rota.
- Pupils will use the cloakrooms within their bubbles. See Appendix 6
- Lunch trolleys will be kept within each bubble. Year 2 will keep packed lunches in their classrooms.
- All pupils to bring their own water bottle that will be taken home and cleaned each day. Pupils may refill these at the sinks in the classrooms. Taps to be cleaned. Disposable cups available for those without a water bottle.
- Same chair and desk to be used by same pupils where possible.
- EYFS and Year 1 have hot meals in class 5 days a week. Y2-6 have a hot meal in the dinner hall twice a week. Hot options are available in the grab bags.
- Reading books can be sent between home and school. Bug Club will continue to be used alongside actual books in EYFS/KS1. Books will be changed on a Friday. The books will be left for 48 hours over the weekend before being cleaned and returned to the shelves on a Monday.
- Teachers may take pupil books home for marking but the emphasis will be on immediate feedback in the classroom.
- Staff will share behaviour policy expectations regularly.
- PPA will take place in its normal schedule. Staff moving between bubbles should take extra care to try and maintain the 2m social distancing.
- Singing will take place outside where possible. If inside, the group should be less than 15 children with pupils back to back or side to side. No instruments should be shared. 2m distancing in a well ventilated room. All teachers/outside tutors should be 3-5m away as they will be facing the children.
- Classes and bubbles to remain in classrooms and outdoor allocated spaces as much as possible.
- Classes will not be using the community rooms.
- All community groups will be back in school – see separate risk assessment. See Appendix 8.
- Small Hall to be cleaned in between community and school use.
- Remind pupils regularly about the increased hygiene and washing hands etc. Posters continue to be displayed around school.
- Regular cleaning of surfaces in the classroom will be carried out by the staff in those rooms.
- Doors and windows to be kept open for ventilation. If it is cold pupils and staff may have to wear jackets.
- Pupils should only use the toilets they have been allocated. Staff will need to monitor this so bubbles do not mix on the top landing.
- Clear instruction to staff / pupils if feeling unwell to report immediately.
- Face masks will not be worn by pupils under the current guidance. The DfE state that misuse may inadvertently increase the risk of transmission. Under review.
- If a staff member is absent from school, we will initially try and cover in house but supply staff will be used if necessary. Will try and use the same bank of staff.
- A Recovery Curriculum has been planned to ensure the children are given optimum opportunities to catch up and make accelerated progress. See Appendix B
- An updated Remote Learning Plan has been written to ensure the children have a high standard of education if we are forced to close. See Appendix C
- Dream Big Sports will be returning to school to provide sports provision. See Appendix 9.
- All sport will be non – contact and outdoor if possible. Equipment will be kept to a minimum and cleaned before and after use.
- No school trips until further notice. David Scourfield (LA) to send further information. Virtual tours can be used as an alternative to trips and visitors.
- Ideally, adults will maintain 2m distance from each other and from the children. This will not always be possible but staff should avoid face to face contact where possible and minimise the time spent within 1m of anyone. Children will be supported to understand to maintain distance where possible and not touch staff and peers. We acknowledge this may not always be possible with the youngest children and those with specific needs. PPE will be optional for these staff.

<p>Infection Control Lunchtime</p>	<ul style="list-style-type: none"> • Staff to clean pupil's desks before and after eating. • Pupils to wash hands before and after eating. • Packed lunches from home to be kept on lunch trolleys in bubbles in Key Stage 2 and in the classrooms in KS1 and EYFS. Grab bags from school will be collected from the kitchen by 1 member of staff from each class. • Lunchtime Organisers to be allocated to bubbles. LTOs can mix between bubbles if necessary See Appendix 12. LTOs will wear PPE – visors and aprons. • EYFS and Year 1 have hot meals in class 5 days a week. Y2-6 have a hot meal in the dinner hall twice a week. Hot options are available in the grab bags. • Children will be sat in a zig zag fashion at the tables so they are not facing anyone. • Only 1 bubble will be in the Dining Hall for each sitting. • The tables and chairs in the Dining Hall will be cleaned in between sittings by the LTOs. • FM to provide the lunches and will be following their own risk assessment. Appendix 76 updated RA. Kitchen staff now wearing fluid resistant masks. • Lunchtime/Playtime: each bubble will have an allocated play area within the school grounds. Further outdoor timetabled slots can be booked.eg. Woodland Area. See Appendix 13. • Parents/carers informed of hot lunch days. • An updated version of the catering risk assessment has been provided by the Local Authority. See Appendix 28 • Grab bags are being provided for FSM children when isolating. Moving to food hampers from wb 28/9/20 for bubble closure. See Appendix 73 	
<p>Infection Control Playtimes</p>	<ul style="list-style-type: none"> • Allocated areas for each bubble. • Only staff within the bubble should supervise the bubble. Unit Leaders to organise a rota for supervision. • Fixed play equipment can be used by Unit 1 in their allocated area. • Handheld equipment will be allocated to each bubble to prevent cross contamination. This will be cleaned on a daily basis. • Each bubble will have additional timetabled outdoor learning sessions. • Staff will continue to use the non-contact game ideas that have already been provided. • Increased outdoor learning for EYFS where possible. • Staff members to remember to social distance outside with the pupils. • Restricted movement around the building. Regular cleaning of door handles etc. throughout the day. • Pupils to access the outdoor areas through the nearest exit to avoid contact with other bubbles. • When moving around the building – 1 adult at the front and 1 at the back of the group. • Separate staff rooms for each unit to ensure social distancing. 	
<p>First Aid</p>	<ul style="list-style-type: none"> • We have sufficient first Aiders on site. Each Unit has their own allocated staff and there is a bank of non-class based First Aiders. See Appendix 14. • We have sufficient Paediatric first aiders on site. (As above) • The updated First Aiders list will be displayed around school. • PPE (masks, gloves and aprons) are available for Intimate Care and when a pupil feels unwell. Fluid resistant masks and visors are also available when dealing with a suspected Covid case. First Aiders may wear PPE if they wish to do so. • We will keep PPE well stocked. (JC to check stock levels daily) • All staff have been sent the donning and doffing of PPE videos to watch. Ensure new staff have seen this. • The Community Office will be used for First Aid/Administering medicine. • Isolate any pupil/staff member who shows symptoms and send home immediately. • The Community Office/Small Hall will be used for isolation – open windows, access to toilet, own exit for when they are picked up. All staff to wear PPE. Hall will be deep cleaned as soon as the pupil/staff member leaves. No through access to other areas of school/well isolated. If the Small Hall is in use then use Community Office. • If a member of the bubble tests positive we will inform the Infection Control Desk and follow advice- may be to isolate the bubble (staff/pupils) for 14 days. • If a child is sent home with Covid symptoms, all siblings will be sent home as well. • The person who tested positive only has to self-isolate for 10 days. If they tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 days isolation period from the day they develop symptoms. Other members of their household (including siblings) should self-isolate for 14 days. The person can only return to school if they do not have symptoms other than a cough or loss of smell/taste as this can last for several weeks after the infection has gone. If they have a high temperature, they should keep self-isolating until their temperature returns to normal. If there is a negative result the person can return to school once they have been symptom free for 48 hours and the household isolation can end. • If parents refuse to get a child with symptoms tests then we will assume they are positive and they and their bubble will have to self-isolate for 14 days. • We will actively encourage all stakeholders to engage in the NHS Test and Trace system • Temperature checks will only be carried out on pupils we are concerned about. We will use a non-contact thermometer. • School will call 999 if someone is seriously ill or injured or their life is at risk the ambulance crew must be informed of Covid 19 symptoms. • School will encourage all stakeholders with Coronavirus symptoms should not visit the GP, pharmacy or hospital 	

<p>Communication to Parents</p>	<ul style="list-style-type: none"> Regular information updates will continue to be sent via Parentmail. The school website will be kept up to date with the latest information – including a copy of this risk assessment on the school website. There will be a strong emphasis on attendance – all children should be in school and we will follow up all absences in a timely manner. Parents/Carers will be told that school cannot 100% guarantee their safety against the virus but will be reassured that we will minimise risk. Clear expectations will be sent to parents/carers prior to the children starting back in September – this will include a return to regular attendance and full uniform. (All pupils must attend school other than those who are complying with clinical and/or public health advice and they will not be fined. We understand some parents will have concerns about sending their child back to school and we will reassure them.) School will inform social workers of non-attendance where a family is under the review of social care. Inform parents that we will be taking part in the NHS Test and Trace system – book a test, provide details of close contacts and self- isolate. Inform school of result. In an emergency, we would contact parents/carers via telephone using the emergency contact details listed on SIMS. All stakeholders will be informed that a final decision will be made as to whether schools will open in September will be made by the DfE on 11th August. This did not happen. Updated guidance sent 280820 School mobile phone purchased to take out of hours calls regarding positive Covid cases. RB to take calls. 07562134486. Number shared with parents/carers. 	
<p>Control of Visitors and Contractors etc.</p>	<ul style="list-style-type: none"> Ensure the entrance office is always manned by a member of staff. School staff to sign in by swiping their badges –the touch screen must not be used. (Badge in hand, not around the neck and leaning down) Office staff to manually sign in visitors and contractors on their own computer to avoid transmission via touch screen. Visitors that are essential to the pupil’s education and well-being eg. SEND support will be allowed to visit school. Volunteers and students on placement will not be permitted in the Autumn Term. All appointments for non- essential building checks and jobs will be organised outside the school day where possible. No contractors/visitors will be allowed on site without an appointment. A record of all visitors and their contact details will be kept in case we need to submit this to NHS Test and Trace. (Name, Name of Company, address and telephone number) This includes during the holiday period. We will ensure all contractors/visitors are given site guidance on social distancing, hygiene expectations etc. All visitors, including parents, will be expected to wear a face covering. Dream Big coaches to wear masks around the building but not in lessons if they can maintain 2m distance. Remedian staff (IT) to wear masks around the building but not in the staffroom they are working in. 	
<p>Fire Safety</p>	<ul style="list-style-type: none"> Updated fire procedures and evacuation plans have been produced to show bubble assembly points. See Appendix 15. Ensure all staff and pupils are aware of the latest procedures. Hold regular fire drills and address any concerns/issues. Keep records and report to Governing Board. 	
<p>Movement around the building</p>	<ul style="list-style-type: none"> Limited movement by all staff and pupils. Use internal telephone system to pass on messages. Ensure phones are cleaned before and after use. Staff to socially distance from pupils where possible. Staff to socially distance from each other at all times. Always keep to the left on corridors. Follow the markings on the stairwells. Use nearest exits to access outdoor provision. Only use allocated entrances for each bubble at the start/end of the day. Internal and external doors and gates will be kept closed for fire safety. They will be cleaned regularly throughout the day. Staff in each bubble will only use their allocated staff room. There will be no large gatherings such as whole school assemblies and whole staff briefings. See Appendix 16. Off site visits continue to be suspended for the Autumn term. School minibus will not be used. Cloakrooms will be allocated to specific bubbles. Only the child who uses the lift will be in the lift. The TA will ensure they are safely in the lift and then meet them when they come out of the lift. Risk assessment in place for this pupil. One way up and one way down on the stairwells (Unit 2, Unit 3, Dining Hall) Stay to the left on the corridors. Displays around school. Pupils will not be accessing the public library during the Autumn Term. 	

<p>Safe guarding</p>	<ul style="list-style-type: none"> • All staff will follow the statutory safeguarding guidance, Keeping Children Safe in Education. • Ensure all staff have read and understood the latest version of the Safeguarding Addendum. • Re-issue guidance on what to do if a child makes a disclosure. • DSL to give Safeguarding update in September staff induction sessions. • Be alert – we may see an increase in disclosures due to the increased length of time the pupils have had at home. • Children with a medical condition or an additional need that may be impacted by a return to school in these conditions – parents/carers will be contacted by the SENCO to agree on actions. The SENCO will share this information with all staff via email and check staff working with these children are confident. • DSL to track attendance of vulnerable children. • SENCO to track attendance of children on the SEND register. • The school will support school based immunisation programmes where requested to have such programmes on site. 	
<p>Emotional distress</p>	<ul style="list-style-type: none"> • Some pupils may need reduced time in school to ensure the transition from home to school is successful. This will be an agreement between home, school and the Local Authority. • The curriculum needs to include lots of opportunities for the pupils to share their feelings, support their well-being and incorporate mental health provision. • Specific individual and group provision for pastoral support will be considered once the children are back and we can identify the level of need. • Class Teachers to feedback any concerns about individual pupils to the DSL and SENCO and amend provision where necessary. • Staff to be kept informed of what is happening. • Staff induction sessions to ensure clear understanding and give feedback on risk assessment and recovery plan. • Staff to have access to counselling and support services. (www.educationsupport.org.uk) • SLT and Lead for Mental Health (ND) are available to listen to concerns. • Ensure workload is manageable for all staff. 	
<p>Hygiene</p>	<ul style="list-style-type: none"> • Hand sanitiser will be available in all classrooms. • Soap will be available at all sinks. • Pupils and staff will wash their hands or use hand sanitiser as they enter the building, before and after any outdoor provision, before and after eating, after using the toilet, when they change rooms, any time they cough/sneeze and when they leave at the end of the school day. • Pupils and staff from different bubbles do not need to be allocated separate toilet blocks but staff will need to supervise those shared by more than 1 bubble and toilets will be cleaned regularly throughout the day. • Everyone will use the 7 steps to hand washing and these will be displayed near all hand washing stations. • All staff and pupils to be bare below the elbow with no rings, watches etc. to ensure the wrists and forearms are included in the hand washing. (long sleeved clothing is fine as long as the sleeves can be rolled up easily for hand washing.) • Pupils will be reminded of the hand washing procedure regularly. • Hand sanitiser will be available in high traffic areas – main entrance, staff rooms, Admin office, HT office, DHT/SBM office, dining area and shared areas in each unit. • Hand washing and cleaning stock will be monitored throughout the day and replaced where necessary. (DK) • Posters will continue to be displayed all around school to remind all staff and pupils about hygiene. • Remind pupils to not touch their faces and to sneeze/cough into their elbows. • Emphasis on 'Catch it, Bin it, Kill it'. Younger children will need support to understand and apply this. • Tissues will be available in all classrooms. • Pedal bins will remain in all classrooms and toilets. Lidded bins will be used where pedal bins are not available. • Toilets to be cleaned at the start and end of the day and at lunchtime. • Paper towels will be placed in piles near hand washing stations – not in dispensers. • DK will check stocks of hand washing and cleaning products regularly throughout the day. • Hand dryers in the staff toilets have been decommissioned and replaced with a supply of paper towels. • Face wash and face wipes will be provided for staff. • Staff will share the e-bug website and associated resources with the children in school. 	

Cleaning	<ul style="list-style-type: none"> • Site manager will create a cleaning schedule and allocate the cleaning team areas of the building accordingly – including the rooms the community groups and after school clubs will be using as they will be returning in September. See Appendix 17. • Teaching and Support staff to clean throughout the day in the classrooms. • Site Manager to clean communal areas regularly throughout the day eg. toilets, handrails, door handles etc. • Teaching and Support Staff to ensure all surfaces are left empty at the end of the day so cleaning staff can clean thoroughly and efficiently. • Clear cleaning regime in place. DK has shared this with all caretakers and cleaning staff. Updated DfE cleaning guidance sent 7th August – this will be incorporated. • All cleaning products and COSHH information is included in the Cleaning Risk Assessment. See Appendix 18. • A list of PPE to be worn is shown in the appendices. All staff have watched PPE training videos for donning/ doffing. See Appendix 19. • Disposable mop heads and cloths will be used wherever possible. When permanent equipment is used, it will be disinfected straight after use. • COSHH information has been shared with all staff. See Appendix 20. • When cleaning an area that has been used by a pupil/staff member with Covid symptoms normal household disinfectant will be used. For clinical areas we will increase the cleaning to a chlorine releasing agent for positive cases, as long as COSHH is applied. • All cleaning staff will maintain social distancing, particularly when moving between bubbles. They may wear PPE if they wish to do so. • Updated LA cleaning risk assessments have been provided by the LA and have been shared with the Site Manager, Caretakers and Cleaning team See Appendices 29/30 	
Health and Safety	<ul style="list-style-type: none"> • In September we will be working with the Infection Control Team to publicise the benefits of flu vaccinations. This will be helpful as Flu-like symptoms are very similar to Covid symptoms. The more children who are immunised the better, however we cannot enforce this. We also cannot assume that if a child has been vaccinated that they have/have not got flu/Covid as there are different strains of Flu. If we are ever in doubt, we will be cautious and recommend self isolation and a Covid test. • Ensure all unused furniture is stored safely and is not a hazard in any way. • Ensure all soft furnishings have been removed from all classrooms prior to being allocated to a bubble. • All rooms will be well ventilated, including the toilet areas. • All hand dryers will be disconnected and replaced with paper towels and pedal bins (staff toilets) • Fire and evacuation plans updated • All standard checks for the start of the new academic year have been completed regarding- <ul style="list-style-type: none"> Hot and cold water systems Gas safety Fire safety Kitchen equipment Specialist equipment (eg.lifts) Security and alarms Ventilation 	
Early Years	<ul style="list-style-type: none"> • Remove all soft furnishings. • Reduce continuous provision to washable resources Duplo, Lego, Mobilo, Mega-Blocks, plastic marble runs, Polydron, K-Nex. • Clean all resources used on a daily basis. • Increase Outdoor learning opportunities – use of woodland etc • Fixed outdoor equipment should be cleaned regularly. • All children should be sat facing front wards where possible. • Support for ensuring the children wash their hands properly. • Support for ensuring the children follow the 'Catch it, Bin it, Kill it' strategy. • There are allocated First Aiders and Paediatric First Aiders in each class within the EYFS bubble. • A Recovery Curriculum has been planned. • Transition for Nursery and Reception children has been planned. 	

Staffing	<ul style="list-style-type: none"> • All staff back in school. • Risk assess specific staff and pupils due to vulnerabilities See Appendix 21 a/b/c. • Staff who are Clinically vulnerable or live with those that are clinically extremely vulnerable or clinically vulnerable should attend as normal. • Check staffing in each bubble and have contingency plans for staff absence. • If a member of staff becomes ill at home, they will phone the HT immediately and be directed to get a COVID 19 test. • If a member of staff becomes ill in school, there are staff who have been allocated to resources and home learning who can take over to ensure essential operations continue. • All staff will be expected to engage in the NHS Test and Trace system. School will keep records of the staff and pupils in each bubble. • Staff will continue to be sent regular emails in lieu of face to face briefings and CPD and SLT meetings will be held via Zoom. • All staff will be consulted on the risk assessment and recovery plan. • Tutoring will be organised when we have more guidance on the Catch Up funding. • All new and updated policies have been approved by the Governing Board and shared with staff. 	
Other building and grounds use	<ul style="list-style-type: none"> • The building will re-open to Community groups in September. There will be a separate risk assessment in place to ensure there is no contact between the community groups and the pupils and very limited contact with school staff. Community groups now need to follow the Rule of 6. • Stay and Play will not re-open in September. There will be a separate risk assessment for the school BASC provision that ensures that bubbles are kept separate at all times. See Appendix 22. • After School clubs will re-open in September for Years 1-6. The clubs will be offered to specific bubbles. See list - Appendix 23. See risk assessment – Appendix 24 • Playgrounds, wooded area, allotment and pond will continue to be timetabled for bubbles. • Field to be used by Springfield FC and Pennine Juniors (as per letting agreements) with assurance that they will abide by the FA guideline for social distancing etc. and sanitise the gate on Ann Metcalfe Way before and after training. No access to school needed. • There will be no holiday camp or community events over the Summer holidays. • Surestart clients and community group attendees will be walking through the bottom car park to access the side entrances; staff teaching/supervising in this area need to be vigilant. 	
Transport	<ul style="list-style-type: none"> • Staff and pupils will be encouraged to walk or cycle to school. • Staff and parents will be discouraged from car sharing. • Staff and pupils will be discouraged from using public transport where at all possible. • The school minibus will not be used this term. • Parents/carers provided with transport advice provided by GM. See Appendix 31 (School advice Appendix 10) 	
Remote Learning	<ul style="list-style-type: none"> • An updated plan is in place for Remote Learning in the event of a bubble having to self isolate or whole school closure is in place. • SLT and staff meetings will be held weekly via Zoom, • A contingency plan is in place – in the event of a local lockdown or bubble isolation (including staff illness) • Remote learning is being provided for any child who is unable to attend school because they are complying with clinical and/or public health advice. • Review Remote Learning plan in view of bubble closure experiences. Ensure staff check in regularly with vulnerable children. Updated plan again. Sent to parents. 	
Preparation of the building	<ul style="list-style-type: none"> • All statutory checks have continued and are up to date. • A deep clean of the whole building took place over the summer holidays – including the community areas that school had not been using during partial closure. • All furniture has been safely stored. • All soft furnishings have been removed, including soft toys from the Early ears classrooms. • Air conditioning unit in DHT/SBM office is turned off. No other air conditioning units in school. • Electrical fans may be used if the weather is warm. 	

PPE	<ul style="list-style-type: none"> • PPE will be worn by staff when dealing with intimate care and with a potential case of COVID 19. It can be used for First Aid if staff so wish. • Aprons, masks and gloves will be worn for first aid and intimate care. • If dealing with a symptomatic pupil or staff member a fluid resistant face mask and visor should be worn as well. • Cleaning staff will wear aprons and gloves. Masks and goggles are optional. LTOs will wear visors and aprons. 1-1 TAs will wear fluid resistant masks and all other TAs will wear visors. Visors are optional for class teachers but they should maintain 2m distancing where possible. Kitchen staff will wear fluid resistant masks. Short term supply staff will wear visors, • All staff have been sent the donning and doffing PPE training video links provided by the Local Authority. • Face masks will not be worn by any staff or pupils. • Staff have been asked about the level of PPE available and are happy with it – in the different scenarios. • PPE is stocked in the Community Office and the Small Hall. • Gloves will be available in all classrooms. • Stocks will be checked daily and replenished when necessary (JC for first aiders and DK for cleaners) • All PPE will be disposed into double bin bags. • There is a separate space for First Aid and COVID 19 symptomatic staff and children. • First Aiders will inform the Site Manager of the need for a deep clean when a symptomatic person has left the building. • See appendix for PPE. • No aerosol generating procedures will be in place so specific PPE for this is not needed. • Staff know they can contact the infection control desk for advice on risk assessment, infection control and where there is a suspected COVID 19 or where staff/pupils develop symptoms InfectionControlDutyDesk@Rochdale.Gov.UK 01706 923 300 • The testing appointment line is 0808 1964 100 This line has now been shut down. Unsure if this is temporary/permanent. Need to signpost to nhs.uk/coronavirus or 119. 	
Emergency procedures	<ul style="list-style-type: none"> • The updated Fire plan is to be followed with new exits/routes. • Fire/Evacuation plan will be shared at the staff induction sessions. • A fire drill will be held on the first day back and half termly afterwards. The drills will be recorded and any actions will be addressed. • All furniture and equipment not needed is safely stored and is not blocking any fire routes or exits. • Updated invacuation/evacuation plans will be shared with staff at induction sessions. • An invacuation and evacuation practice will be held in the first week back. • PEEPs (Personal Evacuation Plans) have been updated and shared with staff. See Appendix 25. • If there was a suspected COVID case staff would signpost the family/staff member to 119 or the staff testing site • School will have lists available of all staff and pupils in each bubble and any close contact that takes place with other staff. • If school has 2 or more confirmed cases within 14 days or an overall rise in sickness absence we will work with the Infection Control Team who will advise if additional action is required. • Key holders are available on site all day – DK/AP. • Accident and incident reporting procedures will remain the same. • In the event of a local outbreak, there may be the possibility of a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. This decision will be jointly made by Public Health, the Local Authority and the school. 	

Conclusion

The amendments in blue have been made in light of updated DfE guidance on 27th July 2020 and 7th August 2020. Nick Gibb also announced on 9th August that it would be the Headteacher's decision as to whether staff can wear face coverings. There was no announcement on 11th August as was expected.

Risks have been addressed and measures put in place using the following steps;

1. **Elimination:** stop an activity that is not considered essential if there are risks attached.
2. **Substitution:** replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
3. **Engineering controls:** design measures that help control or mitigate risk.
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, markings on the floor, signage).
5. Having gone through this process, **PPE** should be used in circumstances where the guidance says it is required.

The amendments in green have been made in light of school's own review, LA guidance and DfE guidance sent on 28/08/20. Induction training for staff to clarify this RA will be held on 2.9.20. New appendices are highlighted in green on the list below. We will now be writing PE and Music Risk Assessments and reviewing our contingency plan.

Notes –

Close contacts definitions:

- **Direct close contact** – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- **Proximity contact** – extended close contact (within 1 -2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person.

School will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. School will not share the names or details of people with COVID 19 unless essential to protect others.

Contacts are reduced by –

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from pupils and other staff as much as possible

Essential Measures-

- A requirement that people who are ill will stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable.

We have active arrangements in place to monitor that the controls are effective, working as planned and updated appropriately considering issues and advice.

Amendments made in Purple on 080920.

Amendments highlighted in Yellow made 140920

Nursery, Reception and Year 5 bubbles have been closed following a positive case in Year 5 and a positive case in Reception. Nursery has been closed as they are in a bubble with Reception.

Amendments highlighted in Turquoise made 180920

DfE have set up a positive case reporting line but Rochdale Local Authority have instructed us to continue to use our existing system.

HT has ordered more home testing kits. Looking into possibility ordering further laptops through the government scheme.

SLT to discuss use of Catch Up funding.

Amendments highlighted in Pink made 270920

More PPE is being worn by staff.

Discussion has taken place regarding the EYFS bubble – going to continue as 1 bubble to ensure whole unit have access to the resources and areas to ensure Physical Development is possible.

Remote Learning Plan is being reviewed.

Amendments made 071020

Reception bubble has been closed again due to a Positive Covid result being reported on 031020. The bubble is closed from 051020 to 141020. Children back in 151020.

Able to open Nursery this time due to high level of cleaning in shared outside provision and no physical contact between the 2 year groups.

Amendments made 101020

Remote Learning Plan and Contingency Plan sent to LA as requested.

Amendment made 191020

Appendix 81 added – updated LA Catering Risk Assessment. All highlighting removed to avoid confusion for amendments next half term.

Amendments made 231020

These amendments are based on school's own review and the updated DfE guidance which was released 211020.

- The Small Hall will be first choice for isolation cases. If this is in use, then the Community Office will be used. (Small Hall is easier to deep clean.)
- The Recovery Curriculum will be completed by 061120 and all year groups will then be working on this academic year's curriculum
- A Catch Up Funding Plan is being written and will be shared with all stakeholders
- Nursery and Reception are now separate bubbles – as long as they only share the outdoor area and the equipment is cleaned thoroughly before/after use
- All Community Groups have been stopped now Rochdale has been placed in Tier 3
- All Supply staff will wear visors/masks in class, depending on their role
- As we are now in Tier 3, we will continue to restrict visitors and not allow volunteers into school. Music tuition will continue to be accessed remotely.
- School has used their discretion and taken pragmatic steps to adapt performance management and appraisal arrangements for staff to take account of the current circumstances
- Additional prevention measure – Always keep occupied spaces well ventilated.
 - In cooler weather windows should be open just enough to provide constant background ventilation and then opened more fully during breaks to purge the air in the space.
 - Opening internal doors will assist in creating a throughput of air
 - Fire doors must not be left open
 - Staffroom doors should be open when unoccupied and closed when occupied by staff
 - Children and staff may wear the red school fleeces if they feel cold. Coats may be worn if the room is particularly cold
 - Ensure furniture is arranged so nobody is sat in a draft
 - The heating will be turned on when necessary to ensure comfort levels are maintained

Amendments made 051120

Amendments were made last week (wb 261020) based on further discussion Public Health regarding our Community Groups –

- Community groups can remain open and are not limited to the Rule of 6 as long as there is 2m distancing
- All groups must submit their own Risk Assessment to school by 021120 to show the bespoke measures they have put in place alongside the school's RA.

Amendments are based on the new Gov guidance – **New National Restrictions from 5 November 2020 (National Lockdown until 021220)** and **Guidance on shielding and protecting people who are clinically extremely vulnerable from Covid 19**

- Staff and children who are defined as Clinically Extremely Vulnerable will be working from home during lockdown (3 members of staff)
- Staff and children who are defined as Clinically Vulnerable will continue to attend school
- Visitors will continue to be restricted but we can continue to work with external coaches, clubs and organisations where we are satisfied that it is safe to do so
- Music, dance and drama can continue to be undertaken as long as the existing precautions are followed
- Sport and physical education will continue within the safety controls we have in place (emphasis on outdoor education)
- Before and After School Club (Busy Bees) and After school clubs can continue as their primary purpose is offering childcare and activities to ensure parents can work, search for work or undertake training/education
- Face coverings are still not mandatory but schools have discretion to recommend the use of face coverings on site for staff and visitors – Face coverings will now be worn in corridors by all staff as social distancing cannot be easily maintained at all times
- Adaptations should be in place as soon as practically possible (Monday 9th November at the latest)
- Public Health have now confirmed that our Community groups need to close for the duration of lockdown
- Share Gov guidance with parents/carers – **Attending out of school settings during Covid**

Amendments made 091120

- LA sent out updated documents 061120
 - National Lockdown poster – sent to all stakeholders
 - National Lockdown letter for staff from LA– sent to all staff
 - Updated wellbeing and mental health support pack – sent to all staff
- Positive case in Year 3 – bubble closed 081120
- Positive case in Reception – bubble closed 081120
- Decision made to split Reception bubble into class bubbles as a result of 3 isolation periods. Letter sent to parents/carers 081120. Plan for Reception to follow.

Amendments made 131120

- LA updates have been made –
Catering Risk Assessment
Cleaning Risk Assessment
Cleaning process for positive cases risk assessment
GM contact tracing document
- We have split the Reception bubble into 2 class bubbles as a result of 3 isolation periods
- We have amended the lunchtime arrangements so more children can have hot meals. The Community Hall can be used while we cannot have groups in.

Amendments made 301120

- Updated guidance-
261120 DfE updated full opening guidance
261120 DoH guidance on shielding and protecting EV persons
271120 DfE Contingency Framework
271120 DfE New funding for schools during Covid
LA advice on face masks
- National Lockdown finishes and Greater Manchester moves into Tier 3 on 021220
- Community groups will be opening again from 2/12/20 with personalised risk assessments
- Rochdale Town Hall testing site will close at 8pm on 301120 and the Rochdale Leisure Centre testing site will be open for testing 2-5pm on 021220
- School based staff may be included in the mass testing but not the children. (Awaiting more information)
- Main vaccine site will be at the Etihad Stadium and 4 sites in our borough – Middleton, Heywood, Rochdale (Number 1 Riverside) and Littleborough
- Clinically Extremely Vulnerable staff will return to work – return to work interviews, discuss work flexibilities and offer of full PPE
- FSM provision will be organised by the LA for the Christmas holidays
- New funding document criteria does not release any extra funding for our school
- Face mask advice states that any staff wearing fluid resistant masks do not need to isolate if there is a positive case in their bubble
- PPE (fluid resistant masks, aprons and gloves) will be offered to all staff from 101220 so they will not need to isolate over Christmas if there is a positive case in their bubble. PPA will be covered within bubbles during this period to limit transmission.
- Christmas activities will all be held with Covid protective measures – bubble parties, quarantining of Christmas cards, recorded performances for parents (Tier 3 restriction), all performances held outside (singing protective measure)
- School finishes for Christmas holidays on 171220 – staff and families will need to contact the Headteacher via the Covid phone if they have symptoms/positive result 48 hours after school has closed (18/19th) after this any positive results should be emailed to the Headteacher. School opens again on 040121. Staff need to inform the HT if they will not be able to attend work on that date due to isolation.

Amendments made 081220

- Public Health update on staff PPE offer from 101220

Type IIR Fluid Resistant Surgical Masks (FRSM) must be worn. These give the optimum protection for when there is a risk of air droplet transmission. These are also referred to as 'surgical' or 'medical' grade masks – which is clearly labelled on the box.

The correct usage of the masks is necessary to offer the adequate protection:

- Good hand hygiene
- Do not touch the blue part of the mask
- Once wet, must change the mask
- Pinch the metal part so it fits snug against the nose and not loose
- Not pulling down below nose

Gloves must be worn for cleaning, food prep, first aid, spillages and intimate care – otherwise people can get complacent wearing gloves in terms of cross contamination etc – so correct usage and taking on and off must be followed. In most instances, gloves are not necessary - good hand hygiene (soap and water for >= 20 seconds), with frequent alcohol gel usage should continue.

Aprons should be worn for cleaning, food prep, first aid, spillages and intimate care but are optional at other times.

Amendments made 091220

- DfE document released – End of term planning
- Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.
- School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. Where a school's last teaching day is on Thursday 17 December, there should be no pupil contact tracing asks beyond Wednesday 23 December.
- For the first 6 days after the end of term, schools are not asked to be on-call at all times. Staff responsible for contact tracing may designate a limited period in the day to receive notification of positive cases and advise close contacts to self-isolate (this can be done by text or email). The Department for Education coronavirus (COVID-19) helpline and PHE advice service are available to support with any queries you have about positive cases in your school.
- Where pupils are required to self-isolate due to contact with a positive case after the first 6 days following the end of term, schools do not need to be informed about their absence until the first day of the new term.

A letter will be sent home to parents/carers explaining this.

Amendments made 131220

- **A model attendance letter has been produced in reponse to parents/carers not sending their children into school in the last week of term**
- **The government has announced that the Isolation period for close contacts has been reduced to 10 days from 14/12/20. An email will be sent to parents/carers to inform them of this.**
- **Previously shielding staff- all staff are back in school and risk assessments have been reviewed.**

Letter issued to CEV employees: Work from home where possible. If you cannot work from home, speak to your employer about taking on an alternative role or change your working patterns temporarily. You can attend work if this is not possible

Government guidance: All staff can continue to attend school in all three local restriction tiers. Under local restriction tier 3: very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour

Public Health: Consider situations on an individual basis. Consider the risk and whether someone can work from home or if they are attending work what support and flexibilities can be put in place to support them. Review their individual risk assessments

- **Local Authority have set up a Headteacher Wellbeing group – Deborah Ball (Ex Head) will be visiting collaboratives and individuals**
- **Educational Establishment Checklist that has to be completed and sent to the Schools Covid team and Infection Control when there has been a positive case has been updated**
- **DfE and STSSG have set up a working party to look at creating a roadmap for re-introducing residential visits. Summer at the earliest. Awaiting more information.**
- **New LA Penalty Notice Supplementary Form has been released. The form should be used when school wishes to refer in a request for a Penalty Notice based on poor school attendance and where there is evidence to show support has been offered, attempted and exhausted.**
- **Rochdale Public Health update for Early Years –
Water play is not recommended
Sand play is only recommended outside
Mud kitchens can be used
Shaving foam can be used for individual mark making tasks but not group activities**

Amendments made 171220

- **Updated documents from LA-
Changes to isolation period
Staff letter with Covid advice
GM parent Covid advice**
- **Government released information about Lateral Flow testing in schools. Awaiting further clarification**
- **Agreed to start Swimming lessons in February 2021. Risk Assessments in place.**

Amendments made 311220

- No reported positive cases in school over Christmas holidays
- Greater Manchester has been placed in Tier 4
- DfE guidance has been issued (301220) – primary schools to resume on-site provision as planned. We will return as normal on Monday 4th January 21
- DfE contingency framework has been issued (311220) – our LA has not been identified for high transmission rates so all pupils must return
- Tier 4 guidance states that those who are Clinically Extremely Vulnerable should work at home where possible – this will be discussed with the individuals concerned and risk assessments amended accordingly
- We will keep all provision the same – including the PPE expectations set out in December 20
- Governors, staff and families made aware of the updates and warned that the situation still may change

Appendices

- A. Recovery Plan
- B. Recovery Curriculum
- C. Remote Learning Plan
- D. Contingency Plan
 1. Bubble sizes
 2. Bubble staffing
 3. Staff rooms
 4. Staggered starts/finishes and entrances/exits
 5. Transition for EYFS
 6. Bubble cloakrooms
 7. Bubble lunch arrangements
 8. Community groups risk assessment
 9. Cleaning materials for classrooms
 10. GM transport advice for schools
 11. Dream Big Sports Health and Safety policy
 12. Lunchtime Organisers plan
 13. Allocated outdoor areas
 14. First Aiders list
 15. Fire and evacuation plans
 16. Assembly plan and staff communication
 17. A. Cleaning schedule B. Cleaning staff allocation C. High traffic area cleaning
 18. Cleaning risk assessment
 19. PPE information
 20. COSHH information for staff
 21. A. Shielding staff risk assessment. B. BAME staff risk assessment. C. SEND pupil risk assessments.

22. School BASC risk assessment
23. September After School Club list
24. After School Club risk assessment
25. PEEP (Personal Evacuation Plan)
26. 130720 FAQ letter to parents
27. September opening letter to parents
28. LA catering risk assessment updated
29. LA generic cleaning risk assessment updated
30. LA positive case cleaning risk assessment updated
31. Transport advice letter to parents
32. PPA cover 2020/21
33. Covid symptoms poster
34. LA Infection control information
35. A. Test and Trace update. B. Test and Trace poster
36. Behaviour policy addendum
37. Staff principles
38. Safeguarding policy addendum
39. Induction groupings
40. 7 steps to handwashing
41. Building checks
42. Tradewind Supply Agency Risk Assessment
43. Learning Outside guidance
44. Invacuation procedure
45. Evacuation procedure
46. Sample class invite for September
47. PE timetable 20/21
48. Dream Big Sports timetable 20/21
49. Attendance policy addendum
50. Guidance for full opening
51. LA updated checklist
52. Close contacts parent letter
53. Symptoms parent letter
54. DfE Full opening guidance 280820
55. DfE Covid framework for local decision makers 280820
56. DfE How schools can plan for Tier 2 Local Restrictions 280820
57. NEU opening checklist
58. NHS Test and Trace action card
59. LA Suspected case flow chart
60. LA Confirmed case flow chart
61. LA Who is a contact diagram
62. LA Attendance codes
63. LA Covid FAQs
64. LA Contain Covid 19 Tiers 1-4 summary
65. Updated FAQ letter for parents
66. Air ventilation guidance
67. PE Risk Assessment

68. Music Risk Assessment
69. LA testing information for parents and staff
70. LA delayed testing advice
71. Greater Manchester Covid absence quick guide for parents
72. Local testing wb 210920
73. FSM food hamper list/menu
74. Direct contacts letter updated
75. Updated LA Discretionary Leave Policy
76. Amended Catering Risk Assessment
77. Updated Education checklist
78. DfE schools testing FAQs
79. LA Flu letter
80. Covid advice for parents/carers in different languages
81. Updated LA Catering Risk Assessment
82. 311020 Gov Guidance - New National Restrictions from 5 November
83. At a glance SEND support from Local Authority
84. 041120 Gov Guidance – Education and childcare settings: New National Restrictions from 5 November
85. 041120 Gov Guidance – Guidance on shielding and protecting people who are clinically extremely vulnerable from Covid 19
86. 051120 Gov Guidance – Guidance for parents on attending out of school settings during Covid 19
87. National Lockdown poster
88. National Lockdown letter for staff
89. Updated wellbeing and mental health support pack
90. 081120 Letter to Reception parents/carers
91. LA Catering Risk Assessment
92. LA Cleaning Risk Assessment
93. LA Cleaning process for positive cases risk assessment
94. GM contact tracing document
95. Reception bubble plan
96. Amended lunchtime arrangements
97. DfE Opening guidance for school
98. DfE Contingency Framework
99. DfE funding for schools
100. Guidance on shielding and protecting EV persons
101. LA Face Masks guidance
102. Positive Covid Case checklist
103. Catch up premium plan
104. Tier 3 Very High Alert guidance
105. Norden Community groups RA
106. Norden ASC groups RA
107. Norden Busy Bees RA
108. Dfe End of term planning document
109. Parents letter re: end of term planning document
110. Attendance response for parents – final week of term
111. Educational Establishment Checklist – updated
112. Penalty Notice Supplementary Form
113. Changes to isolation periods

- 114. LA Staff advice
- 115. GM Parent Covid advice
- 116. GM Contact Tracing Update
- 117. Swimming risk assessments
- 118. Lateral Flow information
- 119. DfE latest guidance 301220
- 120. DfE Contingency Framework
- 121. Gov Tier 4 guidance