



## **COVID19: Updated September 2021 Risk Assessment and Action Plan**

**SCHOOL NAME: Queensway Primary School**

**OWNER: Sonja Smith**

**DATE: 31st August 2021**

### **Purpose of this document:**

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place for the return to school in September 2021 and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

<b>Version</b>	<b>Revision Date</b>	<b>Revised By</b>	<b>Section(s) Revised</b>	<b>Reason for Revision</b>
<b>Risk Assessment reviewed fortnightly whether changes are needed or not</b>				
	25/05/2020	Sonja Smith	Whole Risk Assessment	Re-opening of school
1	01/06/2020	As above	Whole Risk Assessment	Fortnightly review/updates
	19/08/2020	As above	Whole Risk Assessment	Full opening of school following summer holidays
2	05/11/2020	As above	Use of face coverings Separate bubble rest areas Breakfast Club re-starting Hot meal for FSM children	National lockdown in place from 5th November
3	05/01/2021	As above	Staffing rotas Social distancing Cohort to class bubbles Remote learning Virtual staff meetings Wraparound care suspended Changes to lunchtime catering provision	National lockdown - school open to key worker children and those defined as vulnerable only
	25/01/2021	Sarah Horbury-Jakeman/Sonja Smith	New rapid Lateral Flow Testing (LFD) introduced for staff	Staff encouraged to engage in staff testing twice weekly
4	05/03/2021	As above	Whole Risk Assessment Nursery re-opened	Full re-opening of schools on 8th March 2021 following national lockdown

5	16/04/2021	As above	Class to cohort bubbles Visitors on site Return to cohort bubbles Changes to lunchtime catering provision	Following return from Easter holidays and move from class bubbles to cohort bubbles
6	17/05/2021	As above	Whole Risk Assessment	Document reduced in size to reflect current risks and measures in place. Updated in line with Step 3 of the Government's Roadmap.
7	31/08/2021	As above	Whole Risk Assessment	Return to school - September 2021

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed / Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.	Staff unaware of, or do not understand, procedures and measures and therefore risks are not mitigated.	H	Risk Assessment to be published on the school website and reviewed/updated as required.	Ongoing	L
<b>Buildings and Facilities</b>	Premises and utilities have been health and safety checked after any periods of closure and building is compliant.	Caretaker lives on site and together with School Business Manager, has ensured that all planned and preventative health & safety maintenance checks have continued in line with Government guidelines.	H	Health and Safety checks are up to date *PAT testing completed *Fire drills continue to be carried out *Water testing completed *Water temperatures tested weekly *Boiler and Gas Safe service completed.	Ongoing	L
	*Water treatments *Fire alarm testing *Repairs *Grass cutting *PAT testing *Fridges and freezers *Boiler/heating servicing *Internet Services *Any other statutory inspections *Insurance covers reopening arrangements.	Flushing and temperature checks of all hot and cold water systems completed weekly by Caretaker.		Caretaker must be able to enter all areas of school (occupied or otherwise) to fulfil his maintenance duties and when necessary, will wear appropriate PPE to avoid cross contamination.	Until further notice	
	Office spaces allow office-based staff to work safely.	Admin offices may not allow for adequate space between staff members.	M	Desks sited 2 metres apart. 2 metres social distancing maintained.	Ongoing	L
			H	<b>Strictly no children, parents or carers in office area at any time.</b>	Until further notice	L

		More than 1 parent/visitor congregating in Main Reception lobby prevents social distancing.	M	Office workstations / phones / video intercoms individually allocated to avoid use by others. If a telephone is needed by others, cordless telephone to be provided which must be sanitised before and after use. Non-office staff have limited access to offices. Office staff to ensure doors and windows are open as much as possible for ventilation. Only 1 parent permitted in main Reception lobby at any one time.	Ongoing  16/04/21  Ongoing  Until further notice	L
		Inclusion Manager and SEN Teaching Assistant share an office which provides limited scope for social distancing.	H	Hatch windows prevent breach of social distancing provided parents/visitors. Office staff to wear facial mask at hatch. Inclusion Manager & SEN TA office workstations provide for 1m+ social distancing Doors and windows are open as much as possible for ventilation. SEN TA on standby for absence cover.	Ongoing  5/3/21 until further notice 05/01/21	M

	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrances to school. Social distancing unlikely to be maintained.	H	<p>One-way system in place to enter and exit the school. Procedure communicated to parents and staff via emailed letter.</p>	24/08/21	L
				<p>School start and finish times will revert to normal. Doors will open at 8.30am and registration is at 8.40am and 8.45am for Reception classes. Collection at the end of the day is 3.05pm for Years 1-6 and 3pm for Reception classes.</p> <p>Children in nursery drop off and collection times as follows:  15hr mornings: 8-30-11.30am  15hr afternoons: 12pm-3pm  30hrs: 9am-3pm</p> <p>Parents must leave site immediately.  Only one parent to drop off or pick up each child.</p>	02/09/21	
	Consideration given to the arrangements for any deliveries.	Delivery drivers coming into contact with staff and/or pupils. Social distancing may not be maintained.	M	All deliveries to be left in external reception lobby or outside boiler room or external kitchen door. A member of the site team will bring them into school. Deliveries will not be signed for.	28/05/20	L

	Use of school's networked photocopier/printers presents a contact point.	Photocopiers may be used by different staff and create cross contamination.	H	Social distancing to be maintained in IT room and staffroom when waiting to use the staffroom copier. Door to be propped open for easy detection of occupants. Anti-bacterial wipes or spray to be kept alongside photocopier to wipe after use of any parts. Hand sanitiser pump available for staff use only.	02/09/21	L
	Consideration given to premises lettings and approach in place.	N/A – School does not let premises.	L		Ongoing	L
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Consideration given to Fire Marshals being reassigned according to available persons and locations.  Consideration given to PEEP – buddies are assigned or reassigned according to available persons.	Evacuation routes could cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.	H	Revised Emergency Evacuation procedure shared with all staff. Evacuation procedures shared with children.  All classrooms lead to outside space for safe exit in the event of a fire.  Fire drills will continue to be practiced ensuring safe evacuation.	01/09/21          Ongoing	L

	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Buddy system in line with classroom evacuation procedures.		PEEPS (Personal Emergency Evacuation Plan) updated in line with new school year and buddy system updated.	02/09/21	
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance.</a>	<p>Cleaning regime impacted due to lack of cleaning staff and/or cleaning products as well as staff not being suitably briefed, or risk assessment being shared.</p>	H	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc are all thoroughly cleaned and disinfected regularly.</p> <p>Numatic sanitiser unit to be used regularly where needed.</p>	Ongoing	M
		<p>Current cleaning takes place before and after school but not in-between.</p>	H	<p>As many doors as possible (with the exception of fire doors) to be propped open to reduce contact points. Hand towels and hand wash are to be checked and replaced as needed by Site Team and cleaning staff. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Deep cleaning to take place at the start/end of school day. Numatic sanitiser unit to be used regularly where needed.</p>	Ongoing	M

	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Enhanced cleaning regime may not be possible during cleaning staff normal working hours	H	Teaching Assistants to undertake ongoing cleaning of surfaces and resources throughout the day.  Appropriate PPE provided.	Ongoing  Always	L
	Adequate cleaning supplies and facilities around the school are in place.	No hand sanitiser for visitors to Reception.	H	Hand sanitiser and tissues available at the school Reception entrance.	Ongoing	L
				Cleaning station provided to all classrooms and staffroom which includes trigger spray bottle with anti-bacterial cleaning solution, blue paper towel, hand sanitiser pump, anti-bacterial wipes, refuse sacks and PPE supplies. Checked weekly to ensure adequate supplies.	Ongoing	
	Arrangements for longer-term continual supplies are also in place.	Classrooms do not have tissues.	H	Weekly stock check and monitoring of all cleaning supplies and PPE by Caretaker/office staff and orders made.	Ongoing	L

		Low supply of soap or sanitisers for staff and children.		Children to wash hands before entering and on exiting classroom. Hand sanitiser pump provided for each classroom, in addition to soap. Pupils may ONLY bring their own hand sanitiser into school if it is known that the school provided sanitiser results in any type of allergic reaction. The pupil's sanitiser must be labelled with the child's name and stored in teacher's cupboard on a high shelf to avoid use by any other child and to meet COSHH safety regulations.	05/01/21	
		No lidded bins	H	Lidded pedal bins in all classrooms, emptied twice daily and double bagged to minimise risk.	Ongoing	L
				Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Cleaning box in each classroom, checked weekly to ensure adequate supplies.	Ongoing	
	Sufficient time is available for the enhanced cleaning regime to take place.	Cleaning hours are limited to contractual hours or agreed overtime.	M	All staff mindful that cleaners need access to concentrate on classes, offices and all areas of school and that social distancing needs to be maintained.	Ongoing	L

	Waste disposal process in place for potentially contaminated waste.	Waste contaminates other waste.  Waste transmits virus to caretaker or refuse workers.	H	Waste bags from lidded tissue bins and used PPE double bagged and stored securely and separately from communal waste for 72 hours. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Parents/carers requested to wear masks on school site. Disposable masks to be disposed of at home.	Ongoing  Ongoing	L  Low
	Process in place for safe removal and/or disposal of facemasks.	Infection risk if masks are brought into school and / or not removed safely.	H	All children dropped off by an adult will be asked to remove mask and take it home if child arrives wearing one.	09/02/20	L
	Safe and appropriate storage of supplies of alcohol gel			If parent does not comply with instructions and child arrives unaccompanied with a mask, the child will be asked to remove it and place in a plastic bag. Staff must not touch mask and child must immediately wash hands.	Ongoing	
		No flammable store available in school.	H	Flamstores purchased for each block and stored within locked cleaners cupboards. Alcohol gel stored safely in flamstores.	17/05/21	L
<b>Classrooms</b>	Consideration of ventilation in classrooms	Risk of infection is greater indoors than outdoors.	H	Non-fire doors (internal and external) and windows to be left open for ventilation whenever possible.	09/02/20	M

	Classroom entry and exit routes have been determined and parents informed.	Some classes have more than one entry/exit point. Some classes enter from/exit into the same shared space. Bottlenecks likely at entrance to classrooms. Social distancing among adults unlikely to be maintained.	H	Restricted parent numbers at drop off and pick up times will reduce numbers of adults using each entrance.  Avoid access points converging into one small space where possible.  Signage on doors for parents.	02/09/21  05/01/21	M
		Where classrooms share an external door, social distancing will be even more difficult to maintain.		Avoid access points converging into one small space where possible.		
	Non-essential equipment or resources which are not easily washable or wipeable have been removed.	Some resources, such as those with complex parts, cannot easily be washed and could harbour and transmit the virus.	M	Children not permitted to bring pencil cases, soft toys, or other items from home.	09/02/20	L
		Increased risk of infection being brought into school building from home.		Only essential items allowed in school – bags, PE kits, wipeable lunch boxes, water bottle. No toys or mobile phones. Parents informed through letters home.	Ongoing	
	Approach to marking	Possible infection risk from children's workbooks.	M	'In the moment marking' requires adults to be closer than 2m but has significant impact on children's progress. Adults to mark to the side as opposed to the front of children and restore 2m distance as soon as possible.	02/09/20	L

	Approach to access to drinking water.	Water fountains pose infection risk.	H	Water fountains taken out of use but to be flushed daily by caretaker to avoid build up of stagnant water. Children required to bring a named bottle of water each day which can be refilled under supervision from indoor water dispensers.	09/02/20	L
				'Nurture' rooms may be available for emotional or behaviour issues in HSCLW office or block middle areas.  Children in these rooms must always observe strict social distancing measures.		
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	Children will need constant reminders, visual and verbal, to maintain health and hygiene measures.	M	e-Bug posters displayed: *Horrid hands *Super sneezes *Hand hygiene *Respiratory hygiene * mania  Information letter to parents. Covid Staff Handbook prepared, supported by regular staff briefings to provide full information to staff.	09/02/20	L
<b>Staffing</b>	Staffing numbers required for all cohorts have been determined including support staff such as facilities, IT, midday and office/admin staff.	School cannot open if required statutory staff are not on site.	H	Risk assessments undertaken for any high risk staff to ascertain ability to make suitable modifications.	01/09/21	L

	<p>Including at least one of the following:  *Paediatric First aider (where children under 3yrs)  *Designated Safeguarding Lead (DSL)  *SENCO  *Caretaker/site member  *Office staff member</p>			<p>Covid Staff Handbook provides full details of procedures to be followed. All other procedures remain the same. Staff cover agreed in staff briefing co-ordinated by HT.</p>		
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Staff absent without warning may leave a group short of staff and unable to operate safely.</p>	<p>M</p>	<p>Groups with insufficient staffing may be unable to attend until staffing levels resume. Teaching Assistants allocated to classes.</p>	<p>01/09/21</p>	<p>L</p>
	<p>Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff) to ensure there are sufficient arrangements in place for mitigating risks as identified. Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - <a href="http://www.gov.uk">GOV.UK</a> (<a href="http://www.gov.uk">www.gov.uk</a>)</p>		<p>H</p>		<p>01/09/21</p>	<p>M</p>
	<p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>		<p>M</p>	<p>Regular staff communication via email regarding Covid updates and procedures.</p>	<p>01/09/21</p>	<p>L</p>
	<p>Plans to respond to increased sickness levels are in place.</p>		<p>M</p>	<p>Staff absence covered as per pre-Covid arrangements.</p>	<p>02/09/21</p>	<p>L</p>

	Consideration given to staff clothing expectations and information shared with staff.	Code of Conduct is in place.	L	Staff to adhere to normal dress code, as per Staff Handbook.	Ongoing	L
	Approaches for meetings and staff training in place.	Social distancing is difficult to maintain for large groups.	H	Staff meetings, and training if necessary, will be held face to face in the largest, ventilated, available space with social distancing implemented. Morning Briefings will continue to be held virtually.	01/09/21	L
		Admission of visitors into school could risk bringing infection into the school community.		Face coverings no longer need to be worn by visitors as no longer legally required, but all visitors will be asked to respect social distancing measures while on school site.		
	Consideration given to staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision.	Staff workload and wellbeing may be impacted by requirement to provide high quality home learning for individuals or groups of children who are unable to attend due to self-isolation. Staff are unclear on role and responsibility in providing home learning. School obligation to provide high quality home learning may be compromised if robust plans are not in place, placing school at risk.	H	Whole school approach to home learning agreed, resourced, and communicated with all staff.  Teachers responsible for isolating individuals or group is clear on role and responsibility for home learning and is provided with appropriate training, support and equipment.	01/09/20  Ongoing	L

		Children's education may be further impacted by poor quality home learning offer.				
	Consideration given to the options for redeployment of staff to support the effective working of the school.	Teaching Assistants may be required to lead some classes if there are not enough teachers on site.	M	Teachers to prepare planning/resources as per normal absence procedures. Teachers to take their PPA time near to classroom so as to provide support.	05/01/21	L
	If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Cover staff are not adequately prepared to cover staff absence.		TA cover for absences will be provided from within cohort bubbles where possible.	16/04/21	
				Teaching Assistants asked to lead a group will work under the direction of teachers or Senior Leadership Team who will complete planning and provide support.  If additional hours required and agreed, overtime will be paid.	02/09/20	
	Approach to support wellbeing, mental health and resilience in place, including bereavement support.	Staff with higher workload may experience poorer wellbeing and may be absent from school as a result, leading to higher workload for remaining staff.	M	Staff are aware of available support within school and advice for schools and pupils available from OCC: <a href="https://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss">https://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss</a>	01/09/20	L



	The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters may miss key information and the chance to familiarise themselves with school and their class prior to September.	H	<p>Induction Policy folders updated to reflect current situation. Social distancing to be maintained for all induction training.</p> <p>Ensure all staff are clear on expectations and arrangements in place. Lateral Flow tests to be carried out prior to any face-to-face meetings and social distancing observed.</p>	17/05/21	M
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.	Visitors and contractors are unaware of protocols and would increase transmission.	H	Check with the contractor any requirements their employer has specified before visit.	01/09/20	M
	NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the contractor.	Nature of work may mean additional protocols have to be in place at this time.		Check with the contractor any requirements their employer has specified before visit. Share school protocols.		
				<p>Ensure Covid Risk Assessments received in advance of works being carried out on site. Where possible, contractors to attend outside of school hours. Working areas to be fully cleaned after works completed. Ensure full contact details are requested for track and trace purposes and securely destroyed after 3 weeks.</p>	05/11/21	

	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Externally employed adults increase risk of bringing infection into the school community and compromise the integrity of bubbles if children from different classes attend.	H	Covid Risk Assessments received for all external visiting professionals working in school and shared with staff. School protocols shared in advance of visits outlining controls and requirements for social distancing. Covid Declaration Forms to be completed on arrival at each visit. Essential visitors on site only. IT Technician to be allocated IT Room for one afternoon weekly. No staff to enter during this time.	Ongoing	L
<b>Mixing and 'bubbles'</b>	GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.	Mixing between different groups of children increases risk of infection and increases the number of children unable to attend school if a case of COVID is confirmed	H	Bubbles no longer operated within school. Contingency Plan (sometimes called Outbreak Management Plan) in place and covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly due to the detrimental impact this could have on the delivery of education.	02/09/20	M

<p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>Restricted school drop off/pick up times cancelled.</p>				<p>Additional measures in place to mitigate effect of lack of social distancing including hand and respiratory hygiene, plus enhanced cleaning regime.</p> <p>School start and finish times will revert to normal. Doors will open at 8.30am and registration is at 8.40am and 8.45am for Reception classes. Gates are opened 10 minutes before. Collection at the end of the day is 3.05pm for Years 1-6 and 3pm for Reception classes.</p>	02/09/21	
				<p>Children in nursery drop off and collection times as follows:  15hr mornings: 8-30-11.30am  15hr afternoons: 12pm-3pm  30hrs: 9am-3pm</p>		
Classroom design				<p>No additional measures for classroom design. Classrooms will return to pre-Covid set up.</p>	02/09/21	
Break and lunch times are staggered.				<p>Lunchtime arrangements will return to pre-Covid setting. All playgrounds (x3), outdoor multi-use games area, and separate outdoor Foundation Stage play area will be fully utilised.</p>	02/09/21	

	Toilet arrangements			<p>Each classroom has its own cloakroom with toilets and handwashing facilities. Each toilet within Year 6 block has sink basin within cubicle and has been labelled per class. Children reminded regularly of the importance of hand washing.</p> <p>Reception parents asked to bring a wipeable bag with spare set of clothing in case of any toileting incidents. Apron and gloves to be worn by staff when putting wet/soiled clothes into a refuse sack, which should be <b>double bagged</b>.</p>	05/01/21	
				<p>Baby wipes provided in school to ensure child can clean themselves. If child needs assistance, staff should wear an apron, gloves and mask if social distancing is <b>breached</b>.</p>		
				<p>Children who are old enough to understand social distancing measures will be encouraged to do so. (KS2 children should be old enough although adjustments may need to be made for those with SEND).</p>	02/09/20	

				No extra curriculum clubs running during Autumn Term. This will be reviewed at the end of Term 1.	02/09/21	
	Consideration given to communal staff spaces such as toilets and staff room.	Areas used frequently by all staff present increased risk of infection.	H	Staff urged to spread out in staffroom and restroom areas leaving spaces between seats and ensuring good ventilation by keeping windows open. Enhanced cleaning of communal spaces.	01/09/21	M
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Social distancing unlikely to be maintained if children or adults allowed to congregate before or after school.	H	Only one parent encouraged to come onto school site per family. Parents encouraged to move off site swiftly after drop off and collection.	02/09/21	M
				Parents will not be allowed into buildings unless they urgently need to speak with a teacher. Parents wishing to speak to their child's teacher are asked to do this whilst respecting social distancing. The end of the day is better than before school as learning starts promptly after registration.		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Bringing all children together for assembly would increase risk of contamination.	H	Class, cohort or Key Stage assemblies will be timetabled but no whole school or sharing assemblies with parents attending will be held until further notice.	02/09/21	L

	<p>Approach to parents entering the school building including:</p> <ul style="list-style-type: none"> <li>· Settling children in Nursery &amp; Reception classes</li> <li>· Communication with class teachers</li> <li>· Meetings with professionals and other agencies</li> <li>· Using the toilets</li> </ul>	<p>Risk of infection from parents entering the school building.</p>	<p>H</p>	<p>Ideally, Nursery children will be dropped off at the gate. Parents can settle any distressed children in outside area before staff taking the child. Reception children will be dropped off at the door into the EYFS area and greeted / collected by class adults. The school office email address can be used for non-urgent communications or to request a phone call home. Communications will be forwarded to the appropriate Class Teacher or other member of staff as appropriate.</p> <p>Face to face meetings with visiting professionals can resume. Limited visitors into school and any meeting must take place in a ventilated space that allows 2m distances to be maintained.</p> <p>No parents allowed on site to use school toilets. Urgent messages and communications will take place outside of the classroom door wherever possible and at a safe distance.</p>	<p>02/09/21</p> <p>01/09/20</p> <p>01/09/20</p>	<p>M</p> <p>M</p>
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	Social distancing plans communicated with parents, including approach to breaches.	Social distancing may be compromised if adults and children do not understand guidelines and expectations.	H	Covid-19 Risk Assessment published on school website.	Updated as required	M
		Previously shared in weekly communications via letter from Headteacher, prior to full re-opening of school.		Changes to Government guidance or school protocols communicated via letter from Headteacher.  Home School Agreement for parents and carers revised and shared.		
	Arrangements in place for the use of the playground, including equipment.	Risk of infection if groups mix or share equipment.	H	Signage in place to prevent children/siblings accessing play equipment outside of school hours.	Ongoing	M
<b>Before and After School Provision</b>	Approach to the provision of Before and After School wraparound care. <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings</a>	Provision of clubs may lead to mixing of bubbles and increased risk of infection. Previous measures removed in line with Government guidance.	H	Wraparound care will be provided for families from 7.45am to 6pm.	05/03/21	M

		Impact of loss of Breakfast or After School Clubs on working parents needs to be taken into account.		Breakfast Club will be held in the school hall. Enhanced cleaning of all tables, benches and equipment will take place after children have left the area. Year 3 toilets to be allocated for children and sanitised regularly. Parents will be required to book and pay in advance via the ParentPay cashless system.		
<b>Transport</b>	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Dedicated school transport (registered taxi) follows the arrangements in line with the protocols in school, as far as possible.	Use of public transport or car sharing may increase infection risk and compromise the integrity of bubbles.	H	Government guidance strongly urges families to walk to school where possible.	02/09/20	M
		Use of taxi company may increase infection risk and compromise the integrity of bubbles.	H	Transport provider protocols that meet the requirements of the Government Guidance to be shared with school to ensure transport arrangements meet Covid and school safety protocols.	01/09/20	L
<b>Catering</b>	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place.	Mixing groups at social times risks the spread of infection.	H	Lunch arrangements will revert back to our pre-Covid plan. Nursery, Reception and Year 1 children eat their lunch in school hall 11.30am-12noon. Years 2 & 3 eat their lunch in school hall 12-12.30pm and Years 4, 5 & 6 will eat their lunch in school hall 12.30-1pm.	02/09/21	L

		Absence of staff due to self-isolation or illness may require change of procedures. Cover staff may pose risk of mixing bubbles.		Covid-19 Risk Assessments received from school catering company. Catering company agree and implement arrangements for maintaining social distancing.  Agree contingency procedures and menu for use during periods of reduced staffing if required.	01/09/20	
	Consideration for lunchtime hygiene.	Virus transmission risks are enhanced at lunchtime when children are eating. Children are putting hands to their mouths and packed lunch boxes have come into school from home.	H	Enhanced cleaning regime to take place between settings.		M
				All children to wash their hands before eating. Parents asked to provide children with wipeable lunch boxes that can be easily cleaned with anti-bacterial wipes. Close supervision to ensure no sharing of food. Catering team to clean tables and benches between sittings using anti-bacterial cleaner.		
	Arrangements for food deliveries in place.	Social distancing may not be maintained during deliveries.	Medium	Clear signage at kitchen door including 2m markers.  Deliveries will not be signed for.	Ongoing	L

				Food deliveries to be made outside of pupil arrival and collection times where possible. All deliveries to be left outside kitchen door. Catering team or caretaking team will bring them into school.		
	Food vouchers for eligible children ordered during school holidays.	Vouchers will not be received if deadline is missed and children may go hungry.	H	Communication sent out to all parents via letter/email to notify eligible parents that e-voucher scheme will cease upon return to school.	02/09/21	L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<p>School may not have enough PPE to meet the safety needs of staff.</p> <p>Inappropriate use of PPE could raise infection risk.</p> <p>PPE is to be used only when administering first aid treatment, toileting incidents in Early Years and with a Covid-19 symptomatic child.</p> <p>PPE to be used in line with guidance for cleaning staff.</p>	H	<p>Caretaker and Admin team to maintain PPE log to ensure orders are placed in good time to maintain supplies.</p> <p>Guidelines for PPE use followed and written into staff guidance.</p> <p>Cleaning station with gloves, aprons and masks available in each classroom for quick access if suspected case or if a child coughs or sneezes on resources, tables or chairs.</p> <p>PPE for first aid purposes will be available in each classroom or via the school office.</p> <p>PPE provided for cleaning staff. Parents are aware that PPE is available to staff should it be needed.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>16/04/21</p>	L

				Staff guidance details PPE requirements for changing nappies/pull ups.	01/09/20	
	Procedures for staff who need to change nappies and/or are working with children who are known to bite or spit.	Increased risk of infection if appropriate PPE not available and worn.	H	Risk assessments completed for all children known to display these behaviours.  Intimate Care Policy in place and communicated to parents.		M
	Schools Operational Guidance highlights that all staff and pupils, including those who are <b>clinically extremely vulnerable (CEV)</b> should attend work/school unless they are self-isolating or have been advised not to by their GP or clinician. However, CEV staff may wish to take extra precautions.	Risk to some individuals if they catch Covid-19 remains high.	H	Individual risk assessments completed for CEV staff and pregnant staff beyond 28 weeks gestation, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from Covid-19 at any gestation.	01/09/21	M
		Some staff feel anxious and wish to wear face coverings although the guidance states that this is not required/desirable.	M	Staff guidance details position on face coverings which remains in line with Government guidance.		L
	Approach to suspected COVID19 cases in place: during school day		M	Processes to be written in line with guidance and shared with staff and parents prior to re-opening. Included in Staff Guidance document (updated regularly to reflect any changes in wider guidance).		L

	<ul style="list-style-type: none"> <li>· Which staff member/s should be informed/ take action</li> <li>· Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>· Cleaning procedure in place</li> </ul>					
	<ul style="list-style-type: none"> <li>· Arrangements for informing parent community in place</li> </ul>		H	Headteacher, or member of Senior Leadership Team in her absence, to be informed immediately if pupil or staff member displays symptoms of virus. If a child shows symptoms they must be isolated immediately and accompanied to dedicated sick bay by a classroom adult wearing gloves, apron and mask. A non-contact digital thermometer is provided to take child's temperature. Parents will be contacted immediately to collect.		M
<b>Response to suspected / confirmed case</b>		Risk of spread of infection	H	De-contamination and deep cleaning process to be initiated for all affected areas of site. Numatic sanitiser unit to be used regularly where needed.	05/01/21	M

		School does not have any additional spaces with opening windows that can be used as an isolation room.		Rest of class removed to school hall or library, as directed by Headteacher.  Child can be isolated outside if a suitable shaded space is available.	01/09/20	
				Symptomatic child or adult must be PCR tested. If negative, adult or child can return when feeling well enough. If positive, self-isolation guidance must be followed. Training given to staff about safe removal and disposal of PPE and safe disposal of waste where infection is suspected. Communication with staff will be prompt if a suspected outbreak occurs.		
				Warn and inform letter to parents to notify when a positive case has been identified.		
	Process in place to engage with Test and Trace and contact tracing process. <i>Refer to ECC and public health guidance for more information.</i>	Risk of spread of infection if process is not engaged with.	H	Staff guidance issued. Schools to assist if contacted by Test and Trace team.	01/09/20	M

<b>Pupil Re-orientation Back into school after periods of closure / being at home</b>	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Children may suffer anxiety about leaving parents and returning to school. Children's mental health may have been impacted negatively during extended periods of isolation.	H	School able to make referrals to Mental Health Support Team (MHST). New consultation line operational for school staff to access support/advice for children/families.	Ongoing	M
		<p>Children may find socialising in larger groups difficult after long periods spent only with adults or siblings.</p> <p>Children may be anxious about the spread of the virus itself.</p> <p>Children may have been affected by bereavement during closures. Social and emotional responses may lead to challenging behaviours. Social distancing between children and adults may be difficult to maintain if children are distressed or angry.</p>		<p>Staff guidance contains information about supporting children's mental health and social and emotional wellbeing. Staff have access to resources.</p> <p>Suite of materials and training provided for staff to help them support children with social, emotional and mental health issues.</p> <p>HSCLW will be available to offer advice and support to teachers and families as required.</p> <p>Fegans mental health counselling provided to school as bought-in service. Bereavement support resources available and policy in place.</p> <p>Updated risk assessments for dealing with distressed or angry children will be shared.</p>	<p>Ongoing</p> <p>02/09/21</p> <p>02/09/20</p>	

	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>· Financial</li> </ul>	<p>Some families may be experiencing difficulties which may impact on their children's ability to cope with returning to school.</p>	H	<p>Continue contact with those families that we know are experiencing difficulties and / or are already on our wider vulnerable list.</p>	Ongoing	M
	<ul style="list-style-type: none"> <li>· Increased FSM eligibility</li> <li>· Referrals to social care and other support</li> </ul> <p>PPG/ vulnerable groups</p>	<p>Families facing financial hardship due to Covid may be experiencing a range of issues that we are unaware of due to reduced contact.</p>		<p>Parents reminded to check eligibility for Free School Meals.</p> <p>HSCLW to signpost families to organisations such as food banks.</p> <p>Continue to share ways in which we can support via parent communication and website.</p>		
<b>Remote Education Plan</b>	<p>Contingency plan for remote learning developed should self-isolation or restricted attendance be required.</p>	<p>Children's learning will be further impacted if, in the event of self-isolation, the school does not have a robust plan in place to ensure remote learning offer matches in school provision.</p>	H	<p>Remote learning contingency via Google Classrooms available and ready to be switched on when needed. Access is password protected.</p>	01/09/20	M
		<p>Due to the levels of disadvantage, not all children will have the same access to technology.</p>		<p>Deliver training to all teachers so that they are prepared to switch to online or blended learning if required.</p> <p>Spare laptops available for loan for any children not able to access equipment needed.</p>	September INSET 2020	

				<p>All eligible children have been recommended for the Government laptop scheme.</p> <p>Online survey form sent to all parents to get an accurate picture of access to technology in pupil's home so that a plan can be developed for those without access to suitable technology.</p>	01/07/20	
<b>Safeguarding</b>	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. Updated Child Protection Policy in place.</p>	<p>Staff may be unsure of adapted procedures.</p> <p>Child Protection Policy may not adequately reflect the situation when more children are in school.</p>	H	<p>Adopted most recent update to COVID19 Child Protection Policy</p> <p>– agreed by Governors and shared with staff.</p> <p>Review policy in light of welcoming additional children.</p>	02/09/20	M
	<p>Where physical contact is required in the context of managing behaviour ensure appropriate hygiene measures are in place to mitigate any risk of transmission.</p>	<p>Staff may be at additional risk of infection if behaviour issues require restraint or close contact where social distancing measures cannot be maintained.</p>	H	<p>Review individual positive handling plans to ensure they include protective measures and share with relevant teachers.</p>	01/09/20	M
	<p>Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.</p>					

	<p>Provision for children with medical conditions.</p> <p>Updated Behaviour Policy in place.</p>	<p>Current policy may not take account of required protective measures.</p> <p>Children's mental health may be impacted by closure and / or return to school leading to an increase in challenging behaviours, which may not be accounted for in current Behaviour Policy.</p>		<p>Inclusion Manager to source advice and resources to support staff who may have to deal with challenging or unsafe behaviours.</p> <p>Review Supporting Children with Medical Conditions Policy as appropriate. Adopt LA most recent revised Behaviour Policy advice and share with staff.</p> <p>Review Exclusion Policy and Procedure and share with staff.</p> <p>Review and share Individual Behaviour Plans with staff in applicable groups.</p>	01/09/20	
<b>Curriculum / learning environment</b>	Wellbeing curriculum	Children's social, emotional and mental wellbeing may be impacted by previous closures.		Return to school's whole school planning structure implemented focusing on wellbeing as identified priority in School Development Plan.		
	Approach to non-residential educational visits agreed.	Non-residential trips allowed within Government Guidance.	H	Educational trips will not be taking place in Term 1 but will be reviewed at the end of Term 1.	02/09/21	M
<b>SEND PUPILS</b>	Approach to provision of the elements of the EHCP including health/therapies in place.	Face to face meetings with professionals not always possible.	H	Face to face meetings with professionals will resume in Term 1.	02/09/21	M

<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Usual routines have been disrupted and may be difficult to re-establish. Removal of staggered start and finish times may impact on parents.	H	Clear communication with all parents about return to compulsory attendance and pre-Covid drop off and collection times.	02/09/21	M
	Approach to support for parents where rates of persistent absence were high before closure.	Parents may need intensive support to establish/re-establish routines.	H	HSCLW to set up parent contracts with rigorous monitoring.	02/09/21	M
				Ensure attendance is addressed at TAFS/CINS etc.	02/09/21	
<b>Communication</b>	Information shared with staff around returning to site, amendments to usual working patterns/practices and groups.	Staff may be unaware about plans and procedures put in place to meet new Gov UK guidance and to keep them safe.	M	Written guidance produced for staff on September 21 return to school and shared via email. September Inset Day attended by all staff and used to inform of all changes and updates in line with revised Gov UK guidance. Confirmation that documents read and understood requested	01/09/21	L
	Risk Assessment published on website, where more than 50 staff.	New requirement within the guidance to publish Risk Assessment.	M	Risk Assessment published on school website.	01/09/21	L
	Communication with parents for September 21 return to include changes to educational guidance and how it impacts on September return and changes within school.					

	On-going regular communication plans determined to ensure parents are kept well-informed.	Parents may not be aware of ongoing changes to guidance and procedures.	H	Regular communication with parents via website, email and Facebook.	Ongoing	L
<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Some events may compromise social distancing measures if allowed to go ahead.  There may be a financial risk if events are cancelled by the school.	M	Maximum annual spend for parent contributions reduced to £20 per year. More emphasis on educational visitors to school.  Dates published to staff and parents.	Ongoing  16/04/21	L
<b>Additional Measures for Queensway Nursery and Caretaker's School House</b> (in addition to whole school measures)	Consideration given to safe use of outdoor play equipment.	Use of outdoor equipment poses infection risk.	H	Regular handwashing and handwashing station set up.		M
	Staff required to support physical needs of children such as changing nappies and soiled clothing	Changing nappies puts staff at risk from being in close proximity to children and potentially touching bodily fluids. Messy / water play could lead to the children needing their clothes changed	H	Full PPE to be used when changing nappies - gloves, apron and face mask.  Children will be encouraged to change their own clothes as far as possible.	02/09/20	M

	Approach to children bringing in items from home.	Toys and comforters could increase risk of infection being bought into Nursery.	M	Children will be discouraged from bringing in toys or comforters other than in exceptional circumstances e.g. they are unable to settle without. Any items must only be used by that child and will be stored safely in a plastic bag away from other children when not needed.	Ongoing	L
	Consideration given to safety of other areas of Nursery site.	Gate will be touched by parents as they leave nursery at drop off and pick up time posing risk of infection.	H	Entrance gate open while staff in attendance for drop off and collection.		L
	Approach to meetings with parents and professionals from other agencies.	Socially distanced guidelines may not be met.	H	Face to Face meetings must adhere to social distancing guidelines with windows and doors open, or outside if appropriate.		M