

<b>DIRECTORATE AND SECTION</b>	Alvaston Infant and Nursery School
<b>LOCATION</b>	Derby City Council Elvaston Lane
<b>DATE OF ASSESSMENT</b>	<b>17.6.21</b>
<b>NAME OF ASSESSOR/S</b>	Chris Mabbutt

**Document control**

<b>COVID 19 – Schools risk assessment</b>	<b>Document Number: Sch_ 007</b>	<b>Version No: June 2021</b>
<b>Author: M Allen</b>	<b>Approver:</b>	<b>Version Date: 28.5.21</b>
<b>Security Classification: Unclassified</b>		<b>Page 1 of 23</b>

## WORK ACTIVITY OR ENVIRONMENT

Every setting should review and update the current risk assessment by building on the learning to date and the practices already developed. Consider additional risks and control measures to enable a return to full capacity in the autumn term. This assessment aims to directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children, contractors, visitors and staff. Employers have a duty to involve employees on health and safety as they are best placed to understand the risks in individual settings. This document will be shared ahead of reopening and staff will be invited to ask questions and share thoughts. This risk assessment will be monitored to ensure the controls in place are effective and they will be updated regularly in line with Government and DCC guidance, or when the controls of the risk assessment are no longer effective. In addition, further audits are completed by the school and Elite and there will be regular monitoring and compliance visits.

### Summary of COVID-19 guidance

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

Alvaston Infant and Nursery School will follow the guidance set out in this risk assessment so that together, we can be confident we are managing risks effectively. Early years settings are no longer required to keep children in small, consistent groups within settings and therefore, we will now allow drop off and collections from child minders. We will ensure that children are kept in class bubbles as much as possible, however, there may be times when children access a 'year group' bubble, and this will mainly be when in an outdoor area.

Steps that will be needed are:

#### Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have Coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and disinfectants.
- 5) Minimise contact between individuals and maintain social distancing wherever possible. With the age of our children, it is understandable that children will need to 'mix' socially, However, this will be restricted to class/year group bubbles.
- 6) Where necessary, wear appropriate personal protective equipment (PPE) – e.g. when administering first aid, when accessing communal areas.
- 7) Reducing the interactions with parents/carers and limiting the amount of time that they are on site.

#### Numbers 1 to 4 will be in place, all the time.

Number 5 has been properly considered and we are ensuring that the measures put in place ensure that we are minimising the cross contamination between bubbles (more guidance below). We think it is important to consider the emotional wellbeing of our children.

Number 6 applies in specific circumstances (guidance below).

Alvaston Infant and Nursery School

**Response to any infection:**

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of Coronavirus (COVID-19) amongst the school community – A member of the SLT will report cases to Local Authority.
- 9) Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

We will ensure that our premises is regularly inspected and all checks are undertaken at the prescribed intervals, e.g. displaying posters is to be encouraged throughout the premises. Elite Safety and Katie Lymer will ensure that these checks are done. Policies and procedures have been and will continue to be reviewed due to the Coronavirus (COVID-19) pandemic e.g. emergency procedures, first aid stations in each classroom, infection control e.g. disposal, behavioural policy and school culture.

All colleagues will be involved in the completion of the risk assessment prior to opening.

Consult with Trade Union Health and Safety Representatives as required by the law, prior to opening.

Update the schools' 'Equality Impact Assessment' accordingly.

Individual risk assessments will be carried out for students and staff who have individual needs such as disability or new and expectant mothers. Assessments will also be conducted when students or staff return to school after injury, illness or accident.

If a person becomes unwell during the day, please refer to: [covid-19-stay-at-home-guidance](#)

**Coronavirus covid-19 getting tested**

Principles of cleaning after a case has left the setting or area: [Covid-19 decontamination in non-healthcare settings](#)

**Attendance:** Those with symptoms or who have tested positive for COVID-19 within the last 7 days should not attend any setting and are required to self-isolate for 14 days. Shielding advice for adults and children may pause following March 8<sup>th</sup>, subject to a continued decline in the rates of transmission for coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. [Guidance on shielding and protecting extremely vulnerable persons from covid-19](#). Where the child, young person, visitor, contractor or staff member tests positive, test and trace will be instigated. Derby City Council Public Health Team will provide advice.

List significant hazards – anything that could cause harm.	What harm could occur and who might be affected?	Suggested measures that should already in place.	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed and the person responsible for action and timescales.
Staff or pupils symptomatic with COVID-19.	Staff and pupils. Reduced infection control, which may result in the spread of COVID-19.	<ul style="list-style-type: none"> <li>• Any member of staff/pupils who have symptoms of COVID-19 should self-isolate for 7 days and will not be allowed on school premises. All other household members who remain well must stay at home and not leave the house for 14 days. The period starts from the day when the first person in the household became ill. Individuals should book a <a href="#">coronavirus test</a> or order by phone via NHS 119 (new number). If the test is positive, then test and trace will be instigated.</li> <li>• Must follow current Foreign and Commonwealth Office (FCO) guidance on foreign travel and returning to the UK.</li> <li>• See Derby City Council COVID-19 pages for all COVID-19 updates. This includes the link to the local outbreak plan - <a href="https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/">https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/</a></li> <li>• Where a COVID-19 infection is 'likely' to have been contracted through work activities this requires reporting under <b>RIDDOR</b>.</li> </ul>		Contact the CHST who will guide you through this process.
Staff travelling to work. Staff using staff car park.	Staff, visitors and contractors. Reduced infection control, which may result in spread of COVID-19.	<ul style="list-style-type: none"> <li>• Staff are encouraged to cycle or walk to work where possible.</li> <li>• If public transport is used a face covering must be worn unless they are exempt for health, disability or other reasons (<a href="#">list of face covering exemptions</a>)</li> <li>• Staff will avoid travelling with anyone outside their household or year group bubble, refer to <a href="#">Coronavirus covid-19 safer travel guidance for passengers</a></li> <li>• Where possible, colleagues will take it in turn to get in or out of their vehicle when parking and/or leaving the site.</li> <li>• Reverse parking only where practicable.</li> </ul>		

<p>General safety on school premises.</p>	<p>Staff and pupils. Reduced infection control which may result in spread of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Robust hand and respiratory hygiene will be in place to help prevent the spread of coronavirus. Clean hands thoroughly and more often than usual ensuring ample hand washing stations/hand sanitiser is available.</li> <li>• Hand sanitiser will have had a COSHH assessment and fire risk assessment updated to take into account increased flammability risk.</li> <li>• Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. The school have enough tissues and extra bins to support pupils and staff to follow routines and for additional waste i.e. face coverings and PPE. New bins purchased and these will be emptied frequently to avoid overflowing / spread of infections. Face coverings or PPE not to be placed in recycle bins – use PPA room bin, where waste will be emptied after 72 hours. Teachers to ensure that children understand not to put tissues etc. in the recycle bin. All pupils understand that this is now part of how school operates.</li> <li>• Any staff and pupils who wear face coverings on arrival at school, reminded of process for i.e. not to touch the front of the face covering during use and on removal. Wash hands immediately on arrival, dispose of temporary face covering in covered bin or place reusable face covering in plastic bag they can take home for washing, wash their hands again before heading to the classroom.</li> <li>• Use one-way systems within and around the site, install signage, and floor markings. SLT to remind parents of where to go etc. in the mornings and at collection time.</li> <li>• Good ventilation throughout the school i.e. open windows</li> <li>• Air conditioning and air-cooling systems. Please refer to HSE guidance - <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> <li>• Government advice is there are no educational visits abroad or overnight.</li> <li>• Display the staying Covid-19 secure in 2020 notice in</li> </ul>		<p>Pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This will be in risk assessments in order to support these pupils and the staff working with them.</p> <p>Provide information and instruction on the safe use of hand sanitiser.</p> <p>Breakfast and after school clubs will resume keeping children in groups of no more than 10 (2 clubs to be set up.) ??</p>
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		<p>foyer and staff room workplace to show that we have complied with the guidance on managing the risk of coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>• Ensure social distancing is in place in the school office.</li> <li>• Teachers should wait outside the school office or use the reception hatch when requiring assistance from the office staff.</li> <li>• Rearrange furniture to avoid face-to-face contact.</li> <li>• Good housekeeping measures in place.</li> <li>• .</li> <li>• Avoid sharing equipment.</li> <li>• Ensure all staff have read key documentation.</li> <li>• Ensure that ALL parents understand that anyone who is ill must stay at home. Communicate the importance of handwashing.</li> <li>• Regular cleaning of toilets – additional cleaning hours purchased.</li> <li>• Ensure good standards of cleaning to be undertaken. Adhere to the guidance – protective measures to be used e.g. gloves etc. (KL / MA to monitor)</li> <li>• Additional cleaning wipes, anti-bacterial and set up new hand washing stations purchased. Each class to have set of cleaning equipment, which will be locked away under the classroom sinks. Regular wiping down of handles, equipment etc.</li> <li>• All equipment to be wiped down after use, including the photocopiers. The library door will be propped open. (All staff)</li> <li>• First aid stations to be set up in each classroom. PPE available in the PPA room. Staff to wear PPE when administering first aid within their ‘bubble’, if required. This will be in the form of a visor, latex free gloves, a disposable apron and a PFE mask, if necessary. Once the PPE is taken off, it must be double bagged and stored for 72 hours in the designated isolation room. This will need labelling with a sticky label, documenting the date and time the waste was bagged up. This will be</li> </ul>		
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		<p>collected and disposed of after 3 days.</p> <ul style="list-style-type: none"> <li>• If CPR needs to be given, a towel or piece of clothing should be laid over the mouth and nose of the casualty.</li> <li>• Assemblies to be done on PE days so that year group bubbles are maintained. Turns to be taken with regards to who leads the assembly (across the year group).</li> <li>• Resources (such as pens / glue) will not be shared outside of class bubbles.</li> <li>• Sanitising stations will continue to be available around the school and in the classrooms.</li> <li>• All staff and volunteers to read all up to date guidance. The 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' - <a href="https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities">https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</a>, DfE and PHE (2020) 'COVID-19: guidance for educational settings' <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• Nurseries to be cleaned after breakfast children have left, ready for after school. Cleaning to be done at 8:45am by the caretaker.</li> <li>• Cleaning staff to clean the Nurseries at 5:30pm.</li> <li>• Child minders will be able to collect but they must ensure they have read our guidance.</li> <li>• School will reopen every school day and will aim to resume normal school day hours where possible.</li> <li>• Staggered start/finish times will be reinstated for all year groups. SEE SECTION BELOW.</li> <li>• Staff to be encouraged to remain in class bubbles, where possible, except for when they are outside, e.g. playtimes, outside provision.</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Staff will be encouraged to test themselves at least twice a week on both a Sunday and a Wednesday using NHS tests. These will be issued by the office staff. Staff are expected to log their results online themselves.</li> <li>• In order to re-establish routines, teachers will be expected to teach in their classrooms, unless they have non-contact agreed with Headteacher.</li> <li>• Designated areas will be provided for each year group in should they need to conduct work in the afternoons; e.g. home-learning, phone calls etc. These rooms should be cleaned after use. These rooms are:</li> </ul> <table border="1" data-bbox="792 523 1473 711"> <tr> <td></td> <td></td> </tr> <tr> <td>FS1/Nursery</td> <td>Quiet room(s)</td> </tr> <tr> <td>FS2</td> <td>PPA room</td> </tr> <tr> <td>Year 1</td> <td>Library and end office</td> </tr> <tr> <td>Year 2</td> <td>Staff room</td> </tr> </table> <ul style="list-style-type: none"> <li>• Due to the increase of numbers of staff needing to work in school, it is recommended that staff breaks take place in a designated area where possible. The staff room can still be used to prepare hot drinks and/or to warm food – however, the consumption of these should be elsewhere. Lunchbreaks where possible, in the designated year group area/classroom.</li> <li>• Staff meetings may take place in the hall, with staff socially distanced or virtually.</li> </ul>			FS1/Nursery	Quiet room(s)	FS2	PPA room	Year 1	Library and end office	Year 2	Staff room		
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General safety on school premises relating to teaching and learning.		<ul style="list-style-type: none"> <li>• Staff members in other ‘year group bubbles’ must remain 1m apart and where possible, must try not to enter into other bubbles and breach the 1m distancing.</li> <li>• PPA will be done in teams when possible. If staff are required to cover PPA / classes, this will be done from the internal year group bubble, wherever possible.</li> <li>• All staff to have phones in rooms and radios and will communicate when they are planning on using shared space/ moving around the school in order to minimise</li> </ul>												





		<p>contact between groups (this includes using the photocopier). (All staff)</p> <ul style="list-style-type: none"> <li>• All staff members to bring in own cutlery etc.</li> <li>• Staff to be encouraged to be off-site by 4:45pm each day to allow cleaners to carry out duties thoroughly. Everyone must be mindful of the cleaning regime – ensure you consult the cleaners regarding the space so that nowhere is missed.</li> <li>• TA meetings, when needed, make take place in the hall or virtually.</li> <li>• TAs / Teachers to take children over to the hall for after school at 3:15pm. AB to supervise the children.</li> </ul>		
Deliveries and collections.	Staff, visitors. To reduce the transmission through contact with objects that come into the workplace e.g. post-delivery.	<ul style="list-style-type: none"> <li>• Implement cleaning procedures for goods and merchandise entering the site. Hand sanitiser and wipes available in the foyer.</li> <li>• Increase handwashing for workers handling goods and merchandise. Provide hand sanitiser where this is not practical.</li> <li>• Restrict non-business deliveries e.g. personal deliveries to workers.</li> <li>• Revise pick-up and drop-off collection points, procedures, signage and markings. (See below.)</li> <li>• Minimise unnecessary contact.</li> <li>• Reduce frequency of deliveries e.g. order larger quantities less often.</li> <li>• Where possible deliveries will be arranged around drop off / pick up time of pupils. These will be left outside the school premises and after transporting / coming into contact with any goods, hands will be fully sanitised.</li> </ul>		
Visitors to site.  Supply teachers, agency, support staff who work between schools.	Staff, pupils, parents/guardians, visitors and contractors. Reduced infection control which may result in spread of COVID-19	<ul style="list-style-type: none"> <li>• People will not be allowed on site unless with a pre-arranged appointment through the office or M Allen.</li> <li>• Parents and visitors are restricted to site. Only parents and visitors with prearranged appointments are allowed on site. Where possible, parents and visitors will be encouraged to use either the phone or to arrange a virtual meeting (e.g.</li> </ul>		

<p>Peripatetic teachers i.e. sports coaches, those engaged to deliver before and after school clubs. Volunteers.</p>		<p>Zoom). However, meetings can take place face-to-face in school when necessary (i.e. as the matter may be sensitive, such as a safeguarding meeting or meeting with parents of a vulnerable pupil etc.).</p> <ul style="list-style-type: none"> <li>• Where possible, contractors should be encouraged to attend out of school hours.</li> <li>• All visitors will have provided contact details and must sign in via Inventory with COVID-19 contact details (information to be deleted after 21 days.) Visitors will be asked if they have any symptoms or have had contact with anyone who has symptoms of COVID-19, before they arrive on site.</li> <li>• Any supply teacher will be designated a year group bubble and will stay within this bubble. Any teacher, midday supervisor, teaching assistant, cleaner or volunteer moving between bubbles must aim to maintain social distancing between other pupils/staff not in their bubble. The school will aim to:             <ol style="list-style-type: none"> <li>1. minimise the number of supply staff / agency visits to the school.</li> <li>2. ensure all staff comply with school’s arrangements for managing and minimising risk, maintain distance from other staff and pupils</li> <li>3. restrict crossing of groups.</li> </ol> </li> <li>• Identify and support pupils with SEND to help prepare them for the changes to routines to meet their needs.</li> <li>• Regular visitors to school, i.e. enrichment activities such as Forest Schools, Yoga Bugs, will be asked to read this risk assessment prior to their return after March 8<sup>th</sup>.</li> <li>• Educational visitors to school, will be encouraged to deliver their sessions/workshops outside. The school will provide a canopy and will ask visitor to communicate any arrangements beforehand; e.g. number of tables, other equipment needed etc.</li> </ul>		
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		<ul style="list-style-type: none"><li>• Resources shared between year groups, for example, the chick incubators, should be stored in a communal area and have a hand-wash station located nearby with wipes for any equipment.</li><li>• Governor visits will begin to take place face-to-face in the main school hall, with all attendees adhering to social distancing. Governors, like all visitors to site, will adhere to this risk assessment; i.e. using handwash on entry. They may choose to wear a facemask whilst on site but this is not compulsory. Any governor displaying symptoms will be asked to attend virtually if possible.</li></ul>		
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Drop off /pick up, start and finish times.	Staff, pupils, parents/guardians, visitors and contractors. Reduced infection control which may result in spread of COVID-19	<ul style="list-style-type: none"> <li>• One-way system will be maintained (see separate plan) – direct access/egress to site and pupils’ classrooms are communicated to pupils, parents/guardians before arrival to the site e.g. final emergency exits. This will aim to minimise contact between groups of children and their families.</li> <li>• One adult to drop off / collect and reduce siblings wherever possible.</li> <li>• Adults will be encouraged to wear a mask when on the school site.</li> <li>• Staggered drop off and collection times for each year group from March 8<sup>th</sup> will be:</li> </ul> <table border="1" data-bbox="757 625 1534 908"> <thead> <tr> <th></th> <th>Drop off time</th> <th>Pick up time</th> </tr> </thead> <tbody> <tr> <td>Beantree nursery</td> <td>9.00</td> <td>3.00</td> </tr> <tr> <td>Woodlands nursery</td> <td>8.45</td> <td>3.15</td> </tr> <tr> <td>FS2</td> <td>8.30</td> <td>2.45</td> </tr> <tr> <td>Year 1</td> <td>8.45</td> <td>3.00</td> </tr> <tr> <td>Year 2</td> <td>9.00</td> <td>3.15</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Arrangements for school days, drop off/pick up will be communicated with all staff members during virtual meetings before March 8<sup>th</sup> and parents (via Dojo, newsletter and website).</li> <li>• SLT will address any gatherings at the school gates. Repeat offenders may be approached and/or contacted.</li> <li>• Staff and parents will be informed not to conduct face-to-face conversations at drop off/pick up times. They will be reminded to make contact via other systems; Class Dojo and/or telephone.</li> <li>• In the morning, teaching staff should wait in their</li> </ul>		Drop off time	Pick up time	Beantree nursery	9.00	3.00	Woodlands nursery	8.45	3.15	FS2	8.30	2.45	Year 1	8.45	3.00	Year 2	9.00	3.15		
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		<p>classrooms for pupils, with only the most senior member of staff for each year group (JH, TD, CM) being present in the hall.</p> <ul style="list-style-type: none"> <li>• To ensure pace of dismissal, all classes will exit via the hall (bar Class 1/HP and nurseries) – parents will be allocated a spot/area to wait.</li> <li>• Considerations regarding public transport will be taken into account.</li> <li>• Children will be able to travel by bike/ scooter but must come off their scooter / bike when entering school (up the path). These cannot be stored in school so <b>must</b> be taken home.</li> <li>• Use one-way systems around the site and install signage and floor markings.</li> </ul> <div style="text-align: center;">   </div>		
<p>Use of cloakroom/toilet areas.</p>	<p>Staff and pupils. Reduced infection control which may result in spread of COVID-19</p>	<ul style="list-style-type: none"> <li>• Regular hand cleaning should be encouraged when entering/exiting the classrooms, when arriving and leaving school, when returning from each break time, when in changing rooms and before/after eating.</li> <li>• Staff and pupils should be encouraged to check their hands regularly for dryness due to excessive handwashing.</li> <li>• Build routines into school culture supported by behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them, e.g. help to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative.</li> <li>• Supervise the hand sanitiser stations given the risks around ingestion.</li> <li>• All classes have their own toilets so the number of children accessing these facilities is reduced. In Year 2, ensure that the shared use of toilets is monitored and</li> </ul>		

<p>Use of classrooms/ corridors and shared spaces, including lunch arrangements.</p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID-19</p>	<p>ensure that children are supervised.</p> <ul style="list-style-type: none"> <li>• School registers will be the school record for pupils and staff in each bubble/group and any close contact that takes place between staff and pupils in another bubble/ group.</li> <li>• Teachers and other staff can operate across different classes and year group bubbles in order to facilitate the delivery of the school provision e.g. breakfast and after school club provisions. Staff will be consulted regarding this in order to check they are happy with the arrangements and if they are needed to move between year groups bubbles, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres, where possible. This may not be possible with younger children and this action aims to minimise the risk. Teachers can still work across groups if that is needed to enable a full educational offer.</li> <li>• Reduce the number of contacts (between children and staff) and maximise distancing between those in school wherever possible and minimise potential for contamination, so far as is reasonably practicable ( see below for break / lunch arrangements).</li> <li>• The school will avoid contact between bubbles/groups. They should be kept away from each other where possible.</li> <li>• Children to be educated regarding the importance of not having close face-to face contact. This is not always possible with pupils who have complex needs, younger children or who need close contact care. Pupils education and care support should be provided as normal. All SEND children with additional needs will have a risk assessment, which will be shared with appropriate staff.</li> <li>• Staff should try and maintain social distance from other pupils and staff in other bubbles as much as possible, ideally 1 metres from pupils and other</li> </ul>		<p>Specialist teaching, transport will allow mixing into wider groups. Keep these groups at least partially separate to minimise contacts.</p>
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		<p>adults.</p> <ul style="list-style-type: none"> <li>• Where possible, pupils remain in the same classroom throughout the day.</li> <li>• PE days to be taken on set days (same year group each day) and the hall will be cleaned after each use. Pupils will be encouraged to come into school wearing their PE kits. PE days will be:</li> </ul> <table border="1" data-bbox="969 392 1346 555"> <tr> <td></td> <td>Day:</td> </tr> <tr> <td>FS2</td> <td>Mon</td> </tr> <tr> <td>Year 1</td> <td>Tue</td> </tr> <tr> <td>Year 2</td> <td>Wed</td> </tr> </table> <ul style="list-style-type: none"> <li>• There will be no whole school or mixed year group assemblies in the hall. Where a year group wish to use the hall for an assembly, this must be arranged on the year group PE day and children to be spaced out safely. (Over 2m between).</li> <li>• Keep movement around site to a minimum. Brief passing in the corridor or playground is low risk. Avoid creating busy corridors and lunch times. Use radios / telephones where necessary.</li> <li>• Current Government advice is no contact sports during physical activity.</li> <li>• Timetable for playtimes and lunchtimes. Nursery and Year 1 will use AIS hall, whilst FS2 and Year 2 will use AJA hall.</li> <li>• Year group playtimes to take place. Rota will be agreed.</li> <li>• Staff will be encouraged to wear a mask in communal areas; e.g. in the corridor, when entering the main office etc.</li> </ul>		Day:	FS2	Mon	Year 1	Tue	Year 2	Wed		
	Day:											
FS2	Mon											
Year 1	Tue											
Year 2	Wed											
Sharing class resources/equipment	Staff, pupils, visitors and	<ul style="list-style-type: none"> <li>• For individual and very frequently used equipment e.g. pens and pencils, staff and pupils must have their own</li> </ul>										

including outdoor play.	contractors. Reduced infection control which may result in spread of COVID-19	<p>items that are not shared.</p> <ul style="list-style-type: none"> <li>• Pupils will be asked to minimise the amount of essential equipment bought into school e.g. lunch boxes, hats, coats and stationery.</li> <li>• Classroom based resources, such as books and games, can be use and shared in a ‘group/bubble’. These will be cleaned regularly or will be put back after 72 hours.</li> <li>• Shared resources between groups/bubbles i.e. playground equipment, sports, art and science equipment should not occur. If this does occur it must be cleaned frequently and meticulously and always between bubbles/groups. Shared resources can be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/groups.</li> <li>• Section areas of the playground to ensure that only one bubble/group within an outside area any one time.</li> <li>• Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.</li> <li>• Hand washing, cleaning of the resources and rotation should apply to these resources.</li> <li>• Remove difficult to clean items form the classroom.</li> </ul>		
Sports lessons – contact sports, sharing of sports equipment.	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID-19	<p>Controls to be put in place for sports lessons: -</p> <ul style="list-style-type: none"> <li>• Kept in consistent groups – year group bubble per day (see above). Each class to have own set of equipment.</li> <li>• Thoroughly cleaning equipment between use by different individual groups.</li> <li>• Contact sports avoided.</li> <li>• Outdoor sports priorities. Large indoor spaces used when not – maximise distance between pupils, paying attention to cleaning and hygiene.</li> <li>• Can work with external coaches, clubs and</li> </ul>		



		organisations for curricular and extra-curricular if safe to do so. E.g. Reception Yoga Bugs – this coach will be assigned to a year group.		
Music lessons – singing, shouting, chanting, playing instruments (wind or brass.)	Staff, pupils, visitors. To minimise the risk of transmission whilst pupils are playing instruments (wind or brass) or singing/ chanting/ shouting in small groups such as in music lessons.	<ul style="list-style-type: none"> <li>Physical distancing and playing instruments outside whenever possible, limiting the group sizes to no more than 15. Position pupils back to back or side to side, avoiding sharing of instruments. Fix bubbles/groups to reduce contacts.</li> <li>Ensure adequate ventilation. Singing, wind and brass playing (high risk activities due to potential for aerosol productions) should not take place in larger groups such as school choirs and ensembles or school assemblies. Singing lessons will be limited to 15 children per group where possible.</li> </ul>		
Social distancing not being carried out at break/lunch times.	Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID-19	<ul style="list-style-type: none"> <li>Timetabling large climbing frame use into year group bubbles / classes so each year group bubble gets to use them over the course of a week. The equipment will be left for 72 hours before another year group uses the climbing equipment.</li> <li>Reception children to use the Reception playground for their play times, including lunchtime.</li> <li>A rota will be drawn up regarding lunchtime arrangements – mid day supervisors (MDS) will be allocated to a specific classes, where possible. MDS to provide relief for break / lunch times.</li> <li>Breakfast and after school club will resume and in line with the new guidance. This will take place in both nurseries. Fees will be charged from 7:30 – 08:50pm and 3:15pm – 5:30pm.</li> <li>Stagger breaks and lunch times to maintain and prevent bubbles/groups mixing. Designated areas for each year group bubble.</li> <li>Pupils should be reminded not to touch their mouth and</li> </ul>		

		<p>eyes and to wash hands before/after eating/drinking and at break times.</p> <ul style="list-style-type: none"> <li>• Wet breaks will commence in classes and teachers, TAs and MDS assigned to the year group bubble will cover this period, ensuring that ALL staff members have had their breaks.</li> <li>• AIS kitchen staff and MDS to ensure that the lunch tables are cleaned rigorously.</li> <li>• There will be no shared plates and/or cutlery.</li> <li>• Class teachers to record pupil meal choices daily via a paper register. This register should denote any dietary requirements. These registers will then be taken to the main office so that orders can be made with Village. These forms will be then used when distributing the lunches to the children.</li> <li>• If activity is carried out by external provider a risk assessment must be shared with MA. The school's risk assessment will be shared with the provider.</li> </ul>		
Carrying out first aid – fleeting contact under 15 minutes.	First aider, person being treated by the first aider.	<ul style="list-style-type: none"> <li>• No PPE is required for fleeting contact i.e. applying a plaster to a graze other than good hand washing.</li> </ul>		
Prolonged first aid contact lasting longer than 15 minutes.	<p>First aider, person being treated by the first aider. (Carrying out first aid may require the social distancing rule to be broken.)</p> <p>This activity requires the social distancing rule to be broken. This could lead to either person</p>	<ul style="list-style-type: none"> <li>• A first aider will <b>NOT</b> be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless it's a life threatening condition. Use St John's ambulance guidance (link at end of document.)</li> <li>• If a child presents symptoms of COVID-19 they will be isolated ideally in a separate room behind a closed door. This will be in the PPA room. The window will be open for ventilation. PPE must only be worn (correctly donning) by staff caring for the child while they await collection if social distance cannot be maintained (such as for a very young child or a child with complex needs.) MA will supervise and CM in her absence. PPE will include latex free disposable gloves, a disposable apron</li> </ul>		

	<p>involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the person's eyes, nose or mouth.</p> <p>The first aider may have an allergic reaction to latex gloves.</p>	<p>and a fluid-resistant surgical face mask. If there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will be worn.</p> <ul style="list-style-type: none"> <li>• Following any contact with an unwell person, staff/first aider must wash their hands for at least 20 seconds with soap and running water. The member of staff does not need to self-isolate, only do if case is confirmed by test and trace. The area around the unwell person must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people (refer to cleaning section below.) Parents called to collect child. Parents will be advised to ensure their child undertakes a COVID-19 test. If positive result/out-break, the school must contact the local health protection team for advice and guidance.</li> <li>• The school's First Aid Policy/procedure has been reviewed to include the COVID 19 situation.</li> <li>• Once the school has been notified of the results appropriate action can be taken. If it is negative, the person can return to site, unless they are unwell with other symptoms. If positive, they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</u>'</li> <li>• If the use of a bathroom is required while waiting to be collected, the child should use a separate washroom if possible. The washroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. Refer to cleaning section below.</li> <li>• After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</li> <li>• There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building.</li> <li>• Ensure aprons, nitrile/latex disposable gloves, splash resistant goggles and surgical face masks that conform to BS EN 14683:2019 Type IIR are procured. These</li> </ul>		
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		<p>should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF.)</p> <ul style="list-style-type: none"> <li>• Ensure adequate stocks of PPE and first aid provisions are available at all times.</li> </ul>		
<p>Providing social care including the administration of medicines.</p>	<p>Member of staff providing social care. Injury, violence and aggression.</p>	<ul style="list-style-type: none"> <li>• The staff member providing the personal care will wash hands thoroughly before and after providing personal care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>• Review SEND plan for medicines management - CM</li> <li>• Consider physical equipment that may be used by pupils such as mobility aids.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Where a child, young person and student already have routine intimate care needs, e.g. feeding tube which already involves the use of PPE due to their personal care, they will continue to receive their care as described in their care plan in the same way, using the same PPE, i.e. fluid repellent masks, should be continued. Parent will be able to come in to feed any child who does not have a trained medical professional available to support (due to COVID 19). <u>Safe working in education, childcare and children's social care</u></li> <li>• If a child, young person or other learner becomes unwell with symptoms of Coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if social distancing cannot be maintained. The surgical masks used conform to <b>BS EN 14683:2019 Type IIR.</b></li> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a</li> </ul>		

		<p>double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</p> <ul style="list-style-type: none"> <li>• Ensure children who are accident prone have spare clothes, in school. Staff to advise / assist with changing. If needed PPE may be worn – this will be pre agreed in an intimate care plan with parents.</li> </ul>		
Social distancing not being carried out during the use of staff welfare facilities.	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff spaces to be set up and used to help staff social distance from each other.</li> <li>• Reduced capacity of staff room, PPA room and toilets. Signs on each door stating how many people are able to access each room.</li> <li>• Staggering of break and lunch times will reduce numbers. Staff to be flexible with breaks to allow everyone to have their entitled break / lunch times.</li> <li>• Use of signs to inform of hand washing prior to entering/leaving/using facilities.</li> <li>• Don't share cutlery or cups – use own.</li> <li>• Cleaning of rooms between uses.</li> </ul>		
Social distancing not being carried out during catering provision.	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID-19.	<ul style="list-style-type: none"> <li>• Robust communication links with hot meal provider. Delivery arrangements for meals to maintain social distancing. Lunches to be delivered to main kitchen and to be delivered by MDS.</li> <li>• Hand cleaning facilities to be available upon entering and when leaving dining room.</li> <li>• <u>Good hygiene practice</u>, for anyone handling food. Hands to be washed with soap and water for at least 20 seconds before doing so.</li> <li>• All children to have pre-packed meals which will be delivered to the designated hall. Food choice will be denoted on container where appropriate. Dietary requirements (e.g. dairy free) to be denoted on all occasions. MDS and staff to use paper copy of lunch registers to check allocation.</li> <li>• Staggered lunch times to maintain social distancing.</li> </ul>		<p>Comply with guidance for good businesses on Coronavirus. Kitchens to be fully open in autumn.</p> <p>Food business operators should continue to follow the Food Standard Agency's (FSA) <u>guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point</u></p>

		<ul style="list-style-type: none"> <li>• Where necessary, increase the frequency of cleaning after each bubble/ group, clearing of the dining room following service and frequently hand touched surfaces including equipment used and the cleaning of that equipment including chairs, tables and door handles.</li> <li>• Plates, cutlery and glasses will not be shared.</li> <li>• All staff will be sent updated Risk Assessment via email.</li> <li>• For deliveries refer to the school office/kitchen deliveries section above.</li> </ul>		(HACCP) processes, and preventative practices (pre-requisite programmes (PRPs.)
Large gatherings i.e. assemblies and collective worship.	Staff and pupils. Reduced infection control which may result in spread of COVID-19.	<ul style="list-style-type: none"> <li>• Keeping bubbles/groups apart .i.e. assemblies/collective worships. Assemblies to be done on PE days when necessary– hall cleaned at the end of each day by cleaning staff.</li> <li>• Head/teaching staff addresses individual bubbles/groups within their classroom.</li> </ul>		
Cleaning.	Staff. Reduced infection control which may result in spread of COVID-19.	<ul style="list-style-type: none"> <li>• Enhanced frequency of cleaning throughout the building. Wipes, disinfectant, tissues, anti-bacterial and additional soap purchased.</li> <li>• More frequently cleaning of rooms/shared areas that are used by different groups.</li> <li>• Extra attention to be given to frequently hand touched areas and surfaces being cleaned more often than normal e.g. doors handles, table tops/work surfaces, toilets, taps, door handles, elevator buttons, phones, light switches, door fobs/key pads, grab rails or any surface or item which is designed to be or has a high likelihood of being touched.</li> <li>• Different groups don't need to be allocated their own toilet blocks but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Nursery, Reception and Year 1 children have individual toilets in own classrooms, which will minimise risk.</li> <li>• Paper hand towels and hand wash are to be checked and replaced as needed by the caretaker and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities</li> </ul>		

		<p>particularly door handles, locks and the toilet flush, etc.</p> <ul style="list-style-type: none"> <li>• Only cleaning products supplied by the school are to be used.</li> <li>• Please refer to the school's COSHH assessments for further control measures in relation to cleaning chemicals used.</li> <li>• PPE required for cleaning will be identified in the outcome of the COSHH assessments conducted for cleaning products/chemicals used.</li> <li>• Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. Children educated about not putting tissues in recycling bin.</li> <li>• Dispose of extra cleaning waste as normal in 'black bag' waste bin.</li> </ul>		
Cleaning after a suspected COVID-19 case.	Staff. Reduced infection control which may result in spread of COVID-19.	<p>If you're managing a suspected or confirmed outbreak of coronavirus follow the guidance on <u>cleaning non-healthcare settings</u>.</p> <ol style="list-style-type: none"> <li>1. hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>2. disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions, application and contact times for all detergents and disinfectants.</li> <li>3. if an alternative disinfectant is used ensure that it is effective against enveloped viruses.</li> <li>4. rinse goggles and visor with clean water after being disinfected.</li> <li>5. use chlorine in tablet form so that it is easier to calculate dilution. New batches of solution must be made up each morning.</li> <li>6. personal waste and waste from cleaning areas i.e. PPE, cloths, tissues, should be double bagged in plastic rubbish bags, tied and stored safely until individual test results are known or after at last 72 hours.</li> </ol>		

<p>Carrying out daily building maintenance.</p> <p>Contractors working on site.</p>	<p>Staff, pupils, parents/guardians, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID-19.</p>	<ul style="list-style-type: none"> <li>• General maintenance/contracted work is carried out by appointment only. See 'Lone Working' risk assessment. This appointment must be made through MA or the school office.</li> <li>• Only essential maintenance is carried out during school opening hours.</li> <li>• Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>• Social distancing is maintained throughout working procedures.</li> <li>• Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>• Safe systems of work/risk assessment, which include COVID-19 control measures (social distancing, hygiene) are received and agreed by the school before work commences. K.Lymer to ensure that the risk assessment is shared and agreed.</li> </ul>		
<p>Emergency procedures.</p>	<p>Staff, pupils, parents/guardians, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID-19</p>	<ul style="list-style-type: none"> <li>• Fire risk assessment take into account the new COVID-19 measures. Emergency evacuation procedures, takes into account separate assembly points. In an emergency, risk to life takes precedence. In an emergency situation evacuate premises by nearest safest exit.</li> <li>• Staff, visitors and contractors social distance at assembly areas (2m separation, if possible) as far as is reasonably practicable.</li> </ul>		
<p>Use of public transport.</p>	<p>Staff, pupils, parents/guardians, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID-19</p>	<ul style="list-style-type: none"> <li>• Pupils are encouraged to cycle or walk to school where possible.</li> <li>• Schools offers staggering start and finish times, to allow parents to avoid peak hours on public transport.</li> <li>• If public transport cannot be avoided, the wearing of a face covering must be worn unless you are exempt for health, disability or other reasons. <u>exemptions for wearing of face coverings</u></li> <li>• Parents will be encouraged to maintain social distancing</li> </ul>		<p>Implement 'walking buses' and/or promote safe cycling routes/ travel patterns.</p>



		of 2 metres from people outside their household or support bubble, or 1 metre plus where this is not possible.		
Local lockdowns.	Staff, pupils, parents/guardians, visitors and contractors. Reduced infection control which may result in spread of COVID-19	<ul style="list-style-type: none"> <li>• In local lockdowns shielding may be reintroduced/staff may be temporarily absent. Year group leads to communicate plan of action.</li> <li>• Update contingency plan for local outbreak for individuals, bubbles/groups of self-isolating pupils, remote education plans. Use the school website and Class Dojo to enable children to access education remotely. Resume safe and well calls etc.</li> <li>• Some pupils no longer require shielding but remain under the care of the specialist health professional. Prior to returning to school, discussions should take place or remote access to education provided.</li> <li>• These decisions will be led by DCC Public Health.</li> <li>• See Derby City Council COVID-19 pages for all COVID-19 updates. This includes the link to the local outbreak plan - <a href="https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/">https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/</a></li> </ul>		
Individual risk assessment e.g. at-risk groups.	At risk groups i.e. Black, Asian and Minority Ethnic (BAME) backgrounds, clinically vulnerable, including pregnant women.	<ul style="list-style-type: none"> <li>• Specific risk assessments for individuals must be completed prior to returning to work. Examples of individual risk assessments include: <ul style="list-style-type: none"> <li>- Staff clinically vulnerable or extremely clinically vulnerable. Steps taken in this risk assessment will mitigate risks to all staff. KL / MA to oversee.</li> <li>- Clinically extremely vulnerable maintain social distancing within their roles (check guidance) or work remotely.</li> </ul> </li> <li>• High risk categories to take particular care as transmission rate falls.</li> </ul>		Contact CHST for template examples of these risk assessments.
Mental Health/ Wellbeing.	Staff, pupils. Risk of mental	<ul style="list-style-type: none"> <li>• Adjust timetable to ensure sufficient or increased time for social and emotional support for students.</li> </ul>		

	health/wellbeing.	<ul style="list-style-type: none"> <li>• Review or consider support offered to those directly affected by COVID-19.</li> <li>• Pupils to be in school to promote wellbeing.</li> <li>• Staff wellbeing free helpline to school staff for mental health and wellbeing. <u>Education support</u></li> <li>• SLT to share plan of action with staff and parents.</li> <li>• Staff invited to comment / ask questions about the strategy. (All staff)</li> <li>• Prior to March 8<sup>th</sup>, there will be a virtual meeting in order for returning staff to reconnect and hear main messages from SLT.</li> <li>• Staff to be reminded of the range of different ways to access wellbeing support e.g. questionnaires, staff drop in vouchers with choice of who they can talk to, and part funded confidential councillor service offered. Training has been given regarding how these systems work. (SC/SB/MA)</li> <li>• SLT will continue to promote a culture of leaders 'listening to understand'.</li> <li>• SLT will ensure that they send out regular letters and communication when necessary.</li> <li>• Staff will be encouraged to revisit the recovery curriculum, this involves a 'Rising Strong Museum' which involves lots of PSHE, Art, Drama / wellbeing activities. (See separate shared drive folder / documentation.)</li> <li>• Protected wellbeing time for children who require additional support. Talk and Sort lead to have dedicated day to visit and support children. (MA/AM)</li> <li>• Upload links to the school website / Dojo so that support is readily available. (MA)</li> <li>• Parents to be offered support from SLT, if requested. (SLT)</li> <li>• Worry monsters to be introduced into each classroom. Children will have a variety of ways in which they can express their worry. E.g. through writing, coming to tell the teacher, protected wellbeing time, safety circles, through the curriculum e.g. the rights of a child. Rights of a child to be read</li> </ul>		
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		<p>daily and activities to be done surrounding this. (MA/KL)</p> <ul style="list-style-type: none"> <li>• If a child has experienced loss in the family, there may be a referral to the Educational Psychologist. (CM)</li> <li>• SLT to continue to contact any children who are not attending.</li> </ul>		
Education visits/activities	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID-19.	<ul style="list-style-type: none"> <li>• Consult with your Educational Visits Coordinator or senior member of staff (EVOLVE) when planning any visit to ensure any venue/premises is COVID-19 secure. (CM)</li> <li>• Complete the EVOLVE risk assessment. <ol style="list-style-type: none"> <li>1. Consider a suitable risk assessment has been carried out for activities including breakfast clubs and after school clubs – 2 groups of 10?</li> </ol> </li> <li>• Where possible, staff will look at replicating experiences onsite rather than conducting visits.</li> </ul>		Contact CHST (community schools only) or your safety provider to support with external audit.
Running breakfast and after school clubs.	Staff, pupils, parents/guardians.	<ul style="list-style-type: none"> <li>• Current procedures to be monitored.</li> <li>• 2 separate clubs to be run – one in each nursery.</li> </ul>		Inform/update parents/guardians.
Transitional visits for new to school pupils	Staff, pupils, parents/guardians.	<ul style="list-style-type: none"> <li>• Visits will be mostly conducted outside where possible.</li> <li>• Small groups of parents with children will be allowed inside the school building.</li> <li>• Handwash facilities will be available on entrance to the school building for both parents and children.</li> <li>• Parents will be asked not to attend if they have symptoms.</li> <li>• Additional staff will help supervise, to ensure that the number going into the school building are kept to a controllable level.</li> <li>• Any buggies, pram, scooters to be stored outside and not brought into school building.</li> <li>• On move up day, FS2 pupils to come into school without parents. Parents to be contacted prior Dojo about children bringing minimal belongings into school.</li> <li>• Headteacher to follow most up to date COVID 19 guidance.</li> </ul>		Parents/carers will be informed of procedures as part of communication. Parent/carers attending will be verbally informed on attending. Additional staff will be considered to supervise parents/carers and children whilst on site.

		<ul style="list-style-type: none"> <li>• School staff to check daily forecast. In the event of heavy rain, event to be cancelled.</li> <li>• In the event of high temperatures, staff to set up a station in the shade of the trees. Parents to be reminded to keep their distance.</li> </ul>		
Transitional visits – in school	Staff, pupils	<ul style="list-style-type: none"> <li>• Pupils visiting new classrooms as part of in-school move up will wash hands on arriving in new class and when returning to old class.</li> <li>• Year group bubbles to be maintained on both the playground and at lunchtime.</li> <li>• Minimal belongings to be brought into school and transported to new class (i.e. water bottle, coat).</li> <li>• Staff to use antibacterial wipes to clean tables on exit, prior to a children returning to their class.</li> <li>• Walkie talkies to be used to communicate when children can move to and back to classes (timings to be agreed and shared with all staff – i.e. 9:30/2:30).</li> <li>• Staggered times to be maintained for drop off/pick up.</li> <li>• A one day playground rota to be circulated by CM to ensure supervision.</li> <li>• First aid and/or medication to be dealt with by staff in the (new) year group, where possible.</li> <li>• Headteacher to follow most up to date COVID 19 guidance.</li> <li>• School staff to check daily forecast. In the event of heavy rain, event to be cancelled.</li> <li>• In the event of high temperatures, staff to set up a station in the shade of the trees. Parents to be reminded to keep their distance.</li> </ul>		Staff to read risk assessment prior to transition day/event. Pupils to be informed verbally – staff to reinforce/remind during course of the day. All staff responsible for overseeing during course of day.
Transitional visits – Year 2 to junior	Staff, pupils, parents/guardians.	<ul style="list-style-type: none"> <li>• Pupils visiting junior schools from AIS will wash hands prior to leaving and on returning.</li> <li>• Any accompanying staff from AIS should maintain 2 metre distance. AIS staff may choose to wear face masks when walking in communal areas (i.e. corridors).</li> <li>• Any pupils with symptoms and not able to attend ‘move up day’ may ask for an alternative visit if possible.</li> <li>• Minimal belongings to be transported to the junior school – i.e. coat, water bottle and packed lunch.</li> </ul>		Staff to read risk assessment prior to transition day/event. Pupils to be informed verbally – staff to reinforce/remind during course of the day. All staff responsible for overseeing during

		<ul style="list-style-type: none"> <li>• Movement between sites to be kept to a minimum. Once pupils have left AIS they should only return at the end of the day if possible. If a pupil is ill/injured they should be collected from the junior site where possible.</li> <li>• Junior school to be contacted prior to transition events and most up-to-date risk assessment requested. Risk assessment to be shared by all staff attending event or accompanying children to or from junior school. AIS to share COVID risk assessment section relating to transition(s). Junior school to be asked to minimise equipment used during transition events and where possible this will be cleaned prior/after transition events.</li> <li>• AIS to request that Year 2 pupils are allocated separate toilet facilities during move up day/events.</li> <li>• Parents of a child attending another junior school than AJA will be asked not to bring in their child on Tuesday 6<sup>th</sup> July (move up day).</li> <li>• Year 2 bubble should be maintained during the course of the day; e.g. playtime and when eating lunch should be conducted separate to junior children</li> <li>• Junior school staff, including MDS, to maintain distance when supervising</li> <li>• Parents to be reminded, via Class Dojo, of COVID protocol if their child shows symptoms after attending another site.</li> <li>• Headteacher to follow most up to date COVID 19 guidance.</li> </ul>		course of day.
Sports day – parent invited	Staff, pupils and parents/guardians	<ul style="list-style-type: none"> <li>• All year groups to have a separate day for their sports events.</li> <li>• All parents/carers must undergo a self-assessment for any COVID-19 symptoms. No-one should leave home to spectate if they, or someone they live with, have symptoms of COVID-19 currently recognised as any of the following: <ul style="list-style-type: none"> <li>○ A high temperature</li> <li>○ A new, continuous cough</li> <li>○ A loss of, or change to, their sense of smell or taste.</li> </ul> </li> </ul> <p>If this is the case, parents/carers to be reminded to follow NHS and PHE guidance on self-isolation</p>		Staff to read risk assessment prior to transition day/event. Pupils to be informed verbally – staff to reinforce/remind during course of the day. Parents to be have risk assessment signposted. All staff responsible for overseeing during

		<ul style="list-style-type: none"> <li>• To limit the time spent congregating at a venue before and after the sporting, children to come into school in their sports clothes and be ready to go out 10 minutes before the start times (see below). At the end of events, children to return to the school building before parents exit.</li> <li>• Discouraging unnecessary transmission risk from shouting and conversing loudly, particularly in close proximity situations and when face-to-face.</li> <li>• If necessary, a member of staff will wait at the nursery gate to usher parents out.</li> <li>• To reduce the number of parents, they will be offered one of three slots (separate groups of up to 30): 9:30-10:30/11:00-12:00/1:30-2:30</li> <li>• One way system on to and exiting school playground to be maintained.</li> <li>• Gates onto playground to be closed after parents arrival.</li> <li>• Office staff to monitor gates to ensure they are secure.</li> <li>• Reception parents to wait for Year 1 and Year 2 children/parents to leave before coming on to the school playground.</li> <li>• Parents to be issued with a ticket.</li> <li>• Children to be sent home after completion of the third event.</li> <li>• Assembly areas for parents, the start line and holding areas to be designed so that participants can maintain social distancing, where possible.</li> <li>• Year 1 and Year 2 to have earlier playtimes on Tuesday and Wednesday morning to avoid being out when parents arrive – suggested time 10:30-10:45</li> <li>• Parents to be asked to wear face coverings/mask when arriving/leaving the school grounds.</li> <li>• No more than 30 individual parents with one class at any time.</li> <li>• Parents to follow their child’s class around to each event.</li> <li>• Pupils to be reminded not to leave their classes during the event. Parents to be reminded to keep their</li> </ul>		course of day.
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		<p>distance.</p> <ul style="list-style-type: none"> <li>• No siblings to attend.</li> <li>• Parent not to come into school building unless it is an emergency.</li> <li>• First aid kits and/or first aid trolley to be taken outside by selected member of staff.</li> <li>• Headteacher to follow most up to date COVID 19 guidance.</li> <li>• School staff to check daily forecast. In the event of heavy rain, event to be cancelled.</li> <li>• In the event of high temperatures, staff to set up a station in the shade of the trees. Parents to be reminded to keep their distance.</li> <li>• Parents to be informed if events have to be cancelled – text and Class Dojo.</li> <li>• Children to bring their own water bottles and ensure they are labelled or highly distinguishable. Water bottles or other refreshment containers should not be shared under any circumstances.</li> <li>• Every parent aged 16 and over to scan the NHS QR code using their NHS COVID-19 app or provide their name and contact details. This is to ensure everyone receives the necessary public health advice in a timely manner. QR code to be attached to school fence on the path into school.</li> <li>• A team sports risk exposure framework to inform risk mitigation strategies and support test and trace - <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events#team-sport-framework">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events#team-sport-framework</a></li> </ul>		
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<p>Failing to follow the controls.</p>	<p>Staff, pupils, parents/guardians, visitors and contractors.</p>	<ul style="list-style-type: none"> <li>• Implement monitoring (inspection/audit) measures and record all findings. These external visits will be completed by ELITE and KL.</li> <li>• Deal with the breaches immediately – KL to provide immediate feedback and rectify issues.</li> </ul>		<p>Update your assessments and controls in line with findings from monitoring.</p> <p>Contact CHST (community schools only) or your safety provider to support with external audit.</p>

Risk assessment action plan				
Actions required	By who	By when	Date completed	Comments



- **Source:** [Actions for schools during the coronavirus outbreak](#)
- **Hand wash video** [coronavirus covid-19 information for the public](#)
- **Guidance for** [Coronavirus covid-19 implementing social distancing in education and childcare settings](#)
- **Guidance on** [Coronavirus infection prevention and control](#)
- **NHS:** [Check if you have coronavirus symptoms](#)
- **Guidance for** [Coronavirus covid-19 implementing protective measures in education and childcare settings](#)
- **Guidance for** [Covid-19 decontamination in non-healthcare settings](#)
- **St. John Ambulance** [Covid-19 advice for first aiders](#)
- **Conducting a:** [Coronavirus covid-19 send risk assessment guidance](#)
- **HSE – talking with your workers** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf> **about preventing coronavirus**  
\*\*\*this doesn't open – you have to cut and paste the address into the search bar\*\*\*
- **[Everyone in the United Kingdom with symptoms now eligible for coronavirus tests](#)**