



Dorset Council – Holy Trinity C of E Primary School and Nursery Risk Assessment: Managing school opening for September 2020

This document is based on the arrangements communicated to schools in the documents below. The definitive advice for schools remains the DFE guidance. Individual school level planning should take account of these, and not go beyond the requirements of these documents.

This document covers:

- Planning and organising
- Communicating your plans
- When open
- Cleaning and hygiene
- Social distancing
- Use of outdoor space
- For shared rooms
- Shared resources
- Transport

Following completion of this document maintained schools should return a copy of it to childrenc19@dorsetcouncil.gov.uk . Academy schools and trusts may use this for guidance or use their own templates. Where this is so please send a copy of your template to the same email address so we can monitor provision across the council area.

Specific education advice and support is available through the childrenc19@dorsetcouncil.gov.uk email box or if urgent through calling Mark Blackman on **01305 228241**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june>

School Name: Holy Trinity C of E Primary School and Community Nursery	Specific Actions	Residual risks	Lead responsible and completed date
Planning and organising			
<p>ensure that all health and safety compliance checks have been undertaken before opening in respect of:</p>	<ul style="list-style-type: none"> • <u>hot and cold water systems</u> <ul style="list-style-type: none"> -Flushing of water systems occurs on a weekly basis. -Legionella temperature checks have been completed and are checked on a regular basis. -Water checks completed by DC on 11/5/20 • <u>gas safety</u> <ul style="list-style-type: none"> - Up to date, annually checked • <u>fire safety</u> <ul style="list-style-type: none"> -Fire alarm system, emergency lighting and all related maintenance is up to date. - The fire alarm was last tested on 20/5/20 as part of the annual maintenance checks. - Weekly fire alarm checks will take place. - Our normal fire procedure will remain in place. If the fire alarm sounds, the risk of fire is greater than the risk of COVID-19 therefore children must evacuate the building as normal following our normal fire procedures. - Staff must make sure that all doors that have been propped open are closed to prevent the spread of a fire as they leave. -When on the school field, classes will line up with their teacher. The teacher will then take the register for the class and raise their hand when this has been completed. -Social distancing rules must be followed on the field when waiting for further instructions/following normal fire procedure • <u>kitchen equipment</u> <ul style="list-style-type: none"> -Systems run through on a weekly basis. • <u>security including access control and intruder alarm systems</u> <ul style="list-style-type: none"> -Access control and CCTV fully working 	<p>Low-normal checks ongoing</p> <p>Risk of fire is low. Having internal doors open for increased ventilation and to reduce contact with hard surfaces (door handles) reduces the risk of COVID-19 spread. Should the fire alarm sound, the risk of fire becomes the first priority.</p> <p>Low-normal checks ongoing</p>	<p>JP/ Site manager (15.7.20)</p>

	<p>- Keyholder information updated</p> <ul style="list-style-type: none"> • <u>ventilation</u> <p>- All rooms should be well ventilated therefore windows and internal doors should remain open where possible. This contravenes fire safety measures, however the risk of spreading the virus is greater than the risk of a fire. However, if a fire alarm is sounded, you must ensure those doors are closed. This measure will reduce the use of door handles significantly. For ground floor classrooms that have an exterior door onto outdoor space, this should also be open as much as possible. All roof lights have been function checked.</p> <p>-This is in line with the government’s document advice on ‘<u>Implementing protective measures</u>’ which states that, ‘<i>where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</i>’</p> <p>- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles/press to exit buttons and to aid ventilation</p>	<ul style="list-style-type: none"> • Ventilation measures reduces the transmission of virus. • Two skylights in Y5 are malfunctioning. DC is aware and Turrells have been commissioned to repair these. Repair carried out on one of these on 15th July. Second repair to be carried out pending the success of the first one. 	<p>Class based staff</p>
<p>organise classes to minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>Reduce the number of contacts between children and staff by:</p> <ul style="list-style-type: none"> -Consistent class / year group ‘bubbles’ -Each class will work with one teacher and one TA for the majority of time. One MDS or TA assigned to the group will supervise lunchtime and break arrangements. -Regular teachers will cover PPA “<i>All teachers and other staff can operate across different classes and year groups...Where staff need to move between classes and year groups, they should try to keep their distance from pupils as much as they can</i>” -DFE “<i>Consistent groups reduce the risk of transmission.....in recognition that children cannot socially distance from staff and from each other</i>”...”<i>It is acceptable for younger children not to distance within their group</i>”. -Social distancing will be adhered to when moving around the building, and within the classroom, wherever possible, whilst delivering a broad curriculum. -Children will be encouraged not to touch staff where possible. -Children will mix in wider groups for specialist teaching and for wraparound care. 	<p>Medium – many children have siblings/ friends in other classes who they will mix with outside of school. Parents will be encouraged to follow government guidance and to limit the number of contacts their children have outside school.</p>	<p>SLT 14/7/20</p>

organise classrooms to minimise transmission	<ul style="list-style-type: none"> -Seating arranged for children to sit side-by-side and facing forwards -Unnecessary furniture removed to maximise space for social distancing. -Children sat at consistent table spaces, where possible. 	Low-risks managed	Class teachers 17/7/20
ensure that we teach an ambitious and broad curriculum in all subjects	<ul style="list-style-type: none"> -Curriculum planning will be driven by formative and summative assessments, and plans will aim to close the gaps -Flexibility will be used to create time to cover important missed content, particularly in Reading (and phonics)/Writing/Language development/Maths in addition to PSHE and PE. This may require substantial modification to the curriculum, particularly in the Autumn Term. -In EYFS, the Prime Areas of Learning will be prioritised, particularly language, early reading and maths. -Access to practical activities will be given, with enhanced cleaning where possible. - Cleaning equipment provided for every classroom to enable shared resources to be washed. -A detailed plan for home learning and remote learning has been developed, and will be shared with all staff on September inset days. -ICT & Learn pads can be booked in the same way using online timetables; however, they must be fully cleaned and wiped down after use, as must computers in the ICT suite. -Each child will have a tray with some individual resources and equipment, such as pens, pencils, ruler. 	Low- risk managed by class 'bubbles'. Group based work can take place. Some shared resources in play based learning/ group work represents some transmission risk but these sessions are significantly reduced with the use of a class 'bubble'	FD 1.9.20
preparing resources	<ul style="list-style-type: none"> -Email resources to the office so that they can be photocopied in advance and left in the year group box. -Should you need to photocopy (as it is not always possible to do in advance) then the machine must be wiped down after use. - Additional resources will be purchased, such as stationary, where necessary to support classes and to reduce sharing of items. -Practical lessons can go ahead, with equipment cleaned thoroughly wherever possible. 	Low- use of shared resources significantly reduced but these will require cleaning between groups.	Office staff
marking and feedback	<ul style="list-style-type: none"> -Teachers will be expected to provide feedback to work, and they can mark in books. Handwashing should be carried out. - Teachers will look at books on a whole group level and decide on next steps. They will then use this to adapt the next lesson. 	Low-teaching staff will need to wash hands regularly when handling children's books. Children and staff have been told not to be in work if they show	Class based staff Ongoing

	<p>-Whole group feedback sheets will be kept as evidence of feedback and children will respond to feedback in purple pen to show the impact that this has had on their work.</p> <p>-See annex for framework for this.</p> <p>-Teachers/TAs will record in Reading Records. These books will go between home and school. Regular hand washing will mitigate the risks of this.</p>	any signs of covid. Hygiene measures will be stringent.	
managing workload	<p>-Staff can take physical resources (such as books) home, but should clean/wash hands.</p> <p>-Staff will receive PPA</p>	Low- Usual workload expected	SLT; Teachers 21.7.20
consider which lessons or classroom activities could take place outdoors	<p>-Opportunities for outdoor learning maximised in planning.</p> <p>-Outdoor spaces zoned and YLs to book use of these into their timetable.</p> <p>-Use of outdoor resources minimised and where used, will be cleaned between classes.</p> <p>School ground split</p> <p>Each class/ year group will have allocated space outdoors so that they don't come in to contact with other children from different groups. (see annex) These spaces can be rotated between different groups of children but must be agreed by teachers before hand.</p> <p>The outdoor space will be split into:</p> <ul style="list-style-type: none"> • Bottom field 1 • Bottom field 2 • Bottom field 3 • Top Field 1 • Top Field 2 • Main Playground • MUGA 1 • MUGA 2 • Garden <p>-If it is raining normal wet play procedures will take place. The children will stay in their classrooms.</p> <p>-Nursery and Reception will use their outdoor spaces, but will rotate classes so no additional mixing between classes occurs. -Resources will need to be cleaned between classes, where possible.</p>	Low- being outside reduces the transmission rate of the virus.	SLT ; Class based staff 22.5.20

<p>PE, sport and physical activities</p>	<ul style="list-style-type: none"> -children will be kept in consistent class groups -sports equipment will be thoroughly cleaned between each use by different classes -no contact sports are allowed, encouraged use of games that encourage distancing -Outdoor sports prioritised, halls used where this is not possible -distancing between children should be maximised, especially when indoors -equipment must not be returned to storage until it has been cleaned -scrupulous attention must be given to cleaning equipment used -handwashing must take place prior to, and following physical activity -sports coaches and external clubs can operate, but the PE lead and business manager must be satisfied that it is safe to do so. 	<p>Low – enhanced cleaning and consistent class groups mitigate risk</p>	<p>PE lead</p>
<p>use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</p>	<ul style="list-style-type: none"> -Children only move around school in their classes and not mix with other children, - During ‘busy times’ when entering and exiting different wings of the school, the use of different doors will be encouraged to avoid unnecessary passing. - All classrooms where there are external doors leading to the playground, these can be used for exiting and entering the room. <p><u>Access to building plan during the school day</u></p> <p>Children in Nursery classroom – Enter and leave via outside door Children in R classrooms- Enter and exit block via the door closest to the centre of the school (or classroom door) Children in Y1 classrooms- Enter and leave block via the door closest to the centre of the school (or classroom door). Children in Y2 classrooms- Enter and leave block via outside classroom doors Children in Y5/6 corridor- Enter block upstairs via the door closest to the centre of the school & exit via the door furthest away from the centre. Y3/4 corridor- Enter and exit block via the door by the swimming pool. If congestion, enter or exit via central block.</p>	<p>Children are permitted to walk past one another in corridors – the risk of contracting the virus by walking passed one another has been assessed as minimal therefore one-way systems are not necessary.</p>	<p>FD 31.8.20</p>
<p>stagger assembly groups</p>	<ul style="list-style-type: none"> -No large gatherings of adults or children. Where possible, meetings (if any) will take place in large spaces (or outside) so that adults can appropriately socially distance. - Class assemblies to be delivered, with some virtual assemblies. 	<p>Very low</p>	<p>FD 31.8.20</p>

<p>stagger break times (including lunch), so that all children are not moving around the school at the same time</p>	<p>-Playtimes and lunchtimes will be staggered and outside spaces zoned to ensure classes of children stay together.</p> <ul style="list-style-type: none"> - Outside zones will be clearly marked on the field, Muga and playground. - Children will all eat in classrooms. All children will have packed lunches. - Staff breaks will be staggered as a result of staggered lunchtimes in different year groups. <p>-During break and lunch, one member of staff per class will be out at all times. Teaching Assistants or Midday supervisors will take the children out for their break and lunch breaks so will need their own breaks at other times agreed with their class teacher. The timings for break times are timetabled to avoid classes coming into contact. Children must be walked in a straight line to their break area to avoid ‘breaking off’ and mixing with other classes. Where a member of staff is absent another member of staff will cover the break, maintaining social distance if possible.</p> <p>Lunch time breaks are strictly timed to avoid contact between classes. Children are not allowed out after finishing their lunch, they must wait until the allocated time and be walked down to their area together.</p> <p>To reduce movement around the school and the use of shared spaces,</p> <ul style="list-style-type: none"> -Lunch will be eaten in classrooms -Children will bring their sandwiches if they normally do -Children accessing school meals will receive a packed lunch. We are only offering packed lunch provision so that children do not need to leave the room to eat their lunch in the large hall. -Packed lunches will take in to account dietary requirements as the kitchen normally would. Kitchen staff will sort the lunches and MDS will deliver them to classrooms before undertaking a duty in class. <p>Midday supervisors will be in to support the supervision of the children in school and, where possible, one will be allocated to classes. A teaching assistant and a MDS member of staff will then be able to split the taking children outside/supporting very slow eaters and cleaning the tables after lunch. In classes that do not have a MDS, the TA will take the children out at</p>	<p>Low- some young children may need reminding not to drift away from their zone or class. Some children with SEND will be supported by a TA to keep to their zones. Staff may need to touch packets to open them for the children.</p>	<p>SLT, teachers 20/7/20</p> <p>TAs/MDS</p>
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	<p>their allocated time. Any slow eaters will take their unfinished lunch outside with them, and finish it before playing.</p> <ul style="list-style-type: none"> -MDS will be prioritised for classes where the TA is morning only. -All lunch time staff will be deployed supporting children both inside and outside. MDS who normally work in the kitchen/lunch hall will be available to support groups. -Whilst children are outside, teaching staff are to have their lunch. Teaching assistants to take their lunch break either before or after their group's allocated time, as agreed with the class teacher. 		
<p>stagger drop-off and collection times</p>	<p><i>DfE guidance states that schools should reduce 'pinch points' (such as parents dropping children off at the start and end of the day)</i></p> <p>We will:</p> <ul style="list-style-type: none"> -Have staggered start and finish times for children in different year groups. -Only allow one parent on the school grounds to limit adult numbers entering the school grounds. -Employ a one-way system when entering and exiting the school grounds to avoid the 'pinch-points' that could occur during entering or exiting our school gates. Parents will enter the school grounds through the gate at the top of Cross Road, go down the pathway, and through the main school entrance. They will drop off their children at a number of locations, and exit following the one-way system. - All entry points for all year groups will be open from the earliest drop off time (8.40am) to avoid parents with siblings gathering on the playground. - Children with siblings will be kept by their teacher until the latest collection time of their sibling (3.15pm) to avoid parents gathering while they wait. -One member of staff will man each drop off point, with a space between them and the parents. - No parents will be allowed into the main school building or into the nursery or reception outside areas in the morning. Parents will be allowed into the Reception playground at collection time. Teachers and TAs will need to be on hand/on the door to each classroom to ensure that the children enter the correct classrooms. 	<p>Low-some parents may need prompting to not congregate or remain on site. Some families may need to use public transport. Parents need to ensure that their child does not mingle with others after school on the playground.</p>	<p>FD 31.8.20</p>

	<p><u>Drop off and collection points and times:</u></p> <p>Nursery Children 8.40 -3.15. Nursery entrance to outside area.</p> <p>Reception children 8.50 – 3.00. Entrance to Reception outside area. Exit via Reception outside doors.</p> <p>Y1 children 9.00 – 2.55. Entrance main door to Y1/2 corridor. Exit 1H via Y1 gate, 1T via corridor door, 1P door at end of building.</p> <p>Y2 children 8.50 – 3.00. Y2 outside classroom doors.</p> <p>Y3 children 9.00 – 3.10. Main playground. (Children enter and exit via Y3/4 outside door). Collection by gym equipment</p> <p>Y4 children 8.40 – 3.15. Main playground. (Children enter and exit via Y3/4 outside door). Collection by gym equipment</p> <p>Y5 children 9.00 – 3.10. Main playground. (Children enter via main stairwell, and exit via furthest Y5/6 door)</p> <p>Y6 children 8.40 – 3.15. Main stairway to Y5/6 corridor.</p> <p>-Clear signage and information to parents in letters home.</p> <p>-Parents will follow the one-way. The entrance and exit paths will be separated by a fence.</p> <p>- Parents must arrive on time for entry to school (hence not employing normal 15 window of arrival), they must not arrive early or late. In the instance that parents have children in more than one-year group, parents should arrive at the earliest time allocation and send their other children straight in to their classrooms.</p> <p>-Parents have been asked to drop off and leave, rather than remain on school grounds.</p> <p>-The school day will end at different times for each year group.</p> <p>-Staggered times will ensure that parents do not come in to contact with more people than necessary.</p> <p>- Parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. Parents with children in different year groups will collect at the time of their latest child. The playground will be open to parents to briefly wait in before their children are released to them and for parents who may pick up from multiple year groups. Whilst parents are waiting, social distancing must be adhered to.</p>		
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	<p>- Classes must be released at their allocated time. Children who have not been collected, and who have siblings, must stay with their teacher</p> <p>-Once collected, children must leave the school grounds immediately and should not congregate with other groups/parents.</p> <p>-Children are not permitted to use the outdoor exercise equipment after school.</p> <p>-Children should stay physically close their adult at all times.</p> <p>-Parents and children will be encouraged to walk or cycle to school.</p> <p>- Children and staff who wear face coverings to come to school should remove them in a safe manner when entering school. Children should not touch the front of their face covering during use or when removing them.</p> <p>-Children and staff should wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. This has been communicated to parents.</p>		
<p>plan parents' drop-off and pick-up protocols that minimise adult to adult contact</p>	<p>To reduce face-to face contact between adults we will notify parents that:</p> <ul style="list-style-type: none"> • Teachers will not be available to speak to unless teachers initiate the contact. If teachers do initiate contact, social distancing must be maintained. • Parents should accompany their children to school and supervise them to ensure social distancing at all times. • Teachers must commit their time to ensuring that all children safely leave their care. • Parents can contact teachers by emailing or phoning into the office if they have queries about the day. • The school office is CLOSED to visitors/ parents. If parents need to talk to someone they must ring, or email to make an appointment. • Where possible, communication will be strictly by telephone. If a parent, needs to drop off something for a child they must phone ahead to let the office know. 	<p>Low-class based staff should remind parents of these rules should they approach them.</p>	<p>SLT/ Teachers 20.7.20</p>
<p>consider how to keep classes of children together throughout the day and to avoid larger groups of children mixing</p>	<p>-Staggered timings and timetabling of outdoor space ensures that there is no contact between different classes.</p> <p>-A timetable will be shared that includes breaks and lunchtimes. If teachers wish to use an outside space during lesson times this must be booked by their Year Leader on the online timetable. These spaces must not be used during break times.</p>	<p>Low- a risk of transmission of the virus between the class members remains. Some children will need reminding not to run off from their class and interact with another.</p>	<p>SLT/ teachers/TAs 20.7.20</p>

	<ul style="list-style-type: none"> -Where possible, children should retain the same seat and desk. -Children will not be permitted to walk around school independently or to access different parts of the school using the class white card. They must be supervised at all times. -Supply and peripatetic teachers will be used when required. They will be advised to minimise contact and maintain as much distance as possible from other staff, and follow the school's protective measures. School will consider how to minimise the number of visitors to school, where possible -Specialists, therapists, clinicians and other support staff for children with SEND will provide interventions as usual, and may work with pupils from different classes or year groups. Hands should be washed more regularly than usual. -Volunteers may work in school. School will minimise mixing the classes where volunteers work, and will advise them to keep to 2 metres from staff and pupils where necessary. -On entry to school, visitors will be informed about social distancing and hygiene measures. -Where visits can happen outside of school hours, they will be arranged for these times. -A record will be kept of all visitors. 	Low – visitors to school increase the number of potential contacts, but safety measures mitigate these where possible	
consider how staff deployment will support pupils education	-Support staff and teachers may provide catch-up interventions. <i>“TAs may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, nominated teacher”</i> . Changes to the deployment of staff will be discussed with them, and staff will be suitable experienced and skilled to carry out this work.	Low – training and support available if required. Teacher direction will ensure children adhere to behaviour expectations.	FD/ CP 20/7/20
consider resuming extra-curricular provision	<ul style="list-style-type: none"> -Breakfast club and after school club will resume for the autumn term -This will be limited in the first instance to groups of 15 children, and built up over time -Keeping children within their class/ year group 'bubbles' will not be possible in these clubs, so small, consistent groups will be formed -Parents will be advised to limit the number of different wraparound providers they access, as far as possible -Where parents use out of school activities for their children, we will require parents to seek assurance that the providers are carefully considering their own protective measures, and to only use providers that can do this. -No contact sports will take place 	Medium – children from mixed 'bubbles' will attend. Keeping the group small and consistent, with stringent hygiene measures will mitigate this	FD DJ SC 1/9/20

	-Sports coaches will be required to work with small, consistent groups. If possible, these will be class or year group based to reduce transmissions		
consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	-The amount of equipment in use will be minimised, and cleaned after use. -Static outdoor play equipment can be used, but must be cleaned after use. -Shared resources such as bikes in EYFS will be cleaned between use by multiple groups.	Low- cleaning of equipment.	Teachers/TAs ongoing
remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	-Class spaces and corridors maximised by the removal of unnecessary equipment. -Removal of unnecessary items reduces surfaces to be cleaned.	Low- space maximised	SLT/teachers 31.8.20
remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	-Most soft furnishings and areas including these items removed from the classroom. -Cabinet drawers turned to face the wall to reduce independent selection of items by children. -Children will have their own individual set of personal stationary and learning resources in trays (e.g. pencil, whiteboard, whiteboard pen, unifix cubes, playdough tub etc.) This will reduce the use of shared resources.	Low-some soft furnishings remain-such as curtains	SLT/teachers 31.8.20
reducing items brought into school	-Communication with parents clearly informs them that only limited items should be brought into school. Bags and bookbags are allowed, and reading books, and other shared resources can be taken home. -Hand washing, cleaning of shared resources, and a rotation of resources will be applied where possible.	Low-transmission of home/school items	Parents/class staff to enforce FD letters to parents 20.7.20 31.8.20
supporting vulnerable staff and students	- Vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children with education health and care (EHC) plans this will be informed by a risk assessment approach) -Shielded staff and children are able to return to school, following social distancing where possible, and good hygiene measures -If rates of the disease rise in our area, the school will follow the government 4 tier approach. Children (or family members), may be advised to shield during	Low- caution will be applied to this group. Some anxieties may remain despite these measures.	SLT/DJ 20.7.20

	<p>the period where rates remain high and therefore they may be temporarily absent.</p> <ul style="list-style-type: none"> -Any pupils no longer required to shield but who generally remain under the care of a specialist health professional will be encouraged to discuss their care with their health professional before returning to school <u>COVID-19 - 'shielding' guidance for children and young people.</u> -Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education, which we will monitor engagement with this activity -Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. -Counselling services, bereavement support and mental health services will be signposted to those staff and children in need of this. -Pastoral support and family support will be available if needed -Medical guidance sought from specialists and parents in relation to children's specific medical needs. -PPE will be provided for staff dealing with intimate care and for the medical or high level needs of specific children, if these present a risk. It will also be provided for teachers supporting children who become unwell within school, with symptoms of coronavirus. -A social story will be provided to parents for their children before they return to school explaining the changes to reduce anxiety. 		
consider measures to support staff mental health and well being	<ul style="list-style-type: none"> -Additional resources are available through Dorset Healthcare – see link. (https://www.dorsethealthcare.nhs.uk/coronavirus-1/mental-healthwellbeing-advice) -Communication of plans and collaboration of risk assessment will support understanding. 	Low-anxiety of staff may remain despite measures.	All staff 20.7.20
school uniform	-Children will be expected to wear full school uniform to school	Low-transmission of home/school items	FD letter to parents 20.7.20 31.8.20
Communicating your plans			
tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the	-Clear notices for parents , electronic communication and reminders on a regular basis provided.	Low – sufficient guidance given to parents	SLT 20.7.20 31.8.20

education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)		DJ to have conversations with parents if children present as unwell	
engage parents and children in education resources such as e-bug and PHE schools resources	<ul style="list-style-type: none"> -Encourage parents to reinforce hygiene messages at home. -Children will be educated in the importance of social distancing and hygiene in school and this will form a distinct part of their daily timetable. 	Low- some parents may not adhere to social distancing or encourage it in their children's behaviour.	SLT 20.7.20
communicate how behaviour expectations should be met	<ul style="list-style-type: none"> -Behaviour policy will be reviewed, with covid related rules and sanctions added. These will apply to movement around the building and hygiene measures. -Children will be expected to adhere to the school's Behaviour Policy and Home School Agreement. Parents will be contacted and may be asked to collect their child if deliberate breaches are made. -An updated Home School Agreement will be sent to parents in September and this should be shared with their child and agreed by the parent. 	Medium – some children will be disengaged from school and may display disruptive or dangerous behaviours. Pastoral team and family support to work with these children.	JF
talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times)	<ul style="list-style-type: none"> -This risk assessment will be shared with all staff and they will be invited to ask questions to clarify safety measures. -Staff will be informed of their deployment within the new timetable. -Staff will be provided with clear timetable plans to support their understanding of what they are expected to teach, and when and how this will happen. 	Low- Questions raised by staff will be answered by SLT.	SLT 20.7.20
communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	<ul style="list-style-type: none"> -Specialist contractors and any on-site visitors necessary to the safe running of the school will be expected to follow social distancing and hygiene measures. -Hygiene supplies are fully stocked. Staff to inform School Business Manager if stock is getting low. Cleaners to regularly check. -Caterers informed and ready for reopening 	Low-additional visitors to school increases the school 'bubble'.	JP/EC Ongoing

<p>discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</p>	<ul style="list-style-type: none"> -Cleaners have had their hours extended. -Cleaners will clean at the end of every day and the toilets will additionally be cleaned at lunchtime. -Every classroom will contain its own cleaning kit (including hand sanitiser, soap, antibacterial wipes and spray). 	<p>Low-regular cleaning of surfaces, particularly desks will need to take place throughout the day.</p>	<p>JP</p>
<p>When open: Prevention</p>			
<p>minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</p>	<p>Clearly communicate to parents and staff that pupils, staff and other adults must not come into the school if they have coronavirus symptoms, or have tested positive in the last 7 days. Anyone developing those symptoms during the school day will be sent home.</p>	<p>Moderate – Regular, clear information will minimise risk.</p>	<p>FD July 2020 31.8.20 ongoing</p>
<p>procedure for dealing with a child who becomes unwell with:</p> <ul style="list-style-type: none"> - a new continuous cough - high temperature - loss of, or change in sense of taste or smell 	<ul style="list-style-type: none"> - The child will be removed to a designated isolated space, behind a closed door, where they can be monitored and supported until they are collected by their parents or carers. The window in this room will be opened. -All parents have been asked to inform school if their details have changed recently. Parents will be contacted. In the case of an emergency, 999 should be called. -First aider supporting unwell child will use PPE, and maintain a 2 metre social distance, if this is appropriate for the needs of the child. -Any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them, do not need to go home or self-isolate unless they develop symptoms themselves (in which case they should arrange a test), or if the symptomatic person tests positive, or is they have been requested to do so by NHS Test and Trace. -There will also be a designated toilet assigned to children who fall ill. The designated toilet is the disabled toilet opposite the school office. -Once the child is collected, both spaces will be out of use until they have been cleaned and disinfected using standard cleaning products. - Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with someone who is unwell. - The designated isolation spaces are as follows and used in order should one be already be being used by someone who may have the virus: 	<p>Moderate-Use of PPE minimises risk if a child displays covid symptoms.</p>	<p>All staff ongoing</p>

	<ul style="list-style-type: none"> • Medical Room • Y1/2 corridor group room closest to the central block • Downstairs intervention room (Year 1/2 corridor) • Y1/2 corridor group room furthest from the central block • Dolphin room <p>-Communicate to parent that they must follow ‘stay at home guidance for households with possible or confirmed coronavirus infection’, including;</p> <p>-Arrangements should be made to book a test (https://www.nhs.uk/conditions//coronavirus-covid-19/testing-for-coronavirus/), or ordered by telephone via NHS119.</p> <p>-School will hold a small number of testing kits.</p> <p>-School should be informed immediately of the results of a test.</p> <p>-They should self-isolate until they know the results of the test</p> <p>-They will also need to provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace</p> <p>-If the test is negative the child could return to the setting assuming they are well enough.</p> <p>-If the test is positive, the child should self-isolate for at least 7 days from the onset of their symptoms, and not attend the setting while they exhibit any symptoms. Other members of their household should continue self-isolating for the full 14 days.</p> <p>-This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p> <p>-Should a positive COVID-19 case occur we will follow the guidelines outlined within this document: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
managing confirmed cases of coronavirus amongst the school community	-If someone who has attended has tested positive for coronavirus we will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus	Medium – PHE will advise on measures to limit risk	FD 31.8.20

	<p>-The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>-The health protection team will work with us and we will follow their guidance.</p> <p>-Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>-The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each class, and any close contact that takes places between children and staff in different groups.</p> <p>-We will not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>-We will send a letter (a template letter will be provided the health protection team), to parents and staff if needed.</p> <p>-We will not share the names or details of people with coronavirus unless it is essential to protect others.</p> <p>-Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</p> <p>-If someone in a class that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p>		
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	<ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> <p>-We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>		
contain any outbreak by following local health protection team advice	<p>-If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and we will continue to work with our local health protection team who will be able to advise us if additional action is required.</p> <p>-In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p>-In consultation with the local Director of Public Health, if we have a confirmed outbreak, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	Medium - PHE will advise on measures to limit risk	FD 31.8.20
For cleaning and hygiene: follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u>	<p>Mark A Foxwell m.a.foxwell@dorsetcc.gov.uk Can advise on specific issues.</p>		
social distancing	<p>The DfE states that <i>'early years and primary age children cannot be expected to remain 2 metres apart from each other and staff'</i></p> <p>-At this school we aim to adhere to social distancing rule as much as reasonably possible, whilst teaching the children appropriately</p>	Low- social distancing within a class will not be possible, however the class will be kept consistent. If children and staff are non-symptomatic, and good	SLT /all staff 20.7.20

	<p>-Class grouping in each room kept consistent, mitigating for the lack of social distancing within the class</p> <p>- Staff should wash their hands after contact with children.</p> <p>The DfE states that schools should ‘<i>work through the hierarchy of measures</i>’ set out in their <u>guidance</u>:</p> <ul style="list-style-type: none"> • <i>avoiding contact with anyone with symptoms</i> • <i>frequent hand cleaning and good hygiene practices</i> • <i>regular cleaning of settings</i> <p><i>and minimising contact and mixing</i></p>	<p>hygiene measures are in place, this risk is low.</p>	
<p>keep cohorts together where possible.</p> <p>ensure that children and young people are in the same groups at all times each day, and different groups are not mixed wherever possible</p>	<p>- Classes will be consistent</p> <p>- Children and staff will be kept within their own consistent class both during curriculum time and play/lunchtime to avoid mixing.</p> <p>-Increased staffing at play and lunchtimes in specific zones are in place to ensure this aim is achieved.</p> <p>-Staff from different classes will be expected to maintain social distancing from other groups and other staff wherever possible.</p> <p>-Should a positive COVID-19 test occur, all members of the group (including staff) will follow government advice on testing and self-isolation</p>	<p>Low-contamination of groups may occur outside the school gates.</p>	<p>All staff Ongoing</p>
<p>ensure that wherever possible children and young people use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day.</p>	<p>-All children will be allocated a desk and they should use this same desk and chair for their time in school, wherever possible. –Individual resource sets and specific resources will be provided for each child in their personal trays situated on their desks, wherever possible.</p> <p>-Where possible and appropriate , children will be expected to work at their individual desks. This will not always be possible, and group activities are allowed as long as robust hygiene measures are in place.</p>	<p>Low- consistent class groups reduces risk</p>	<p>Teachers/TAs Ongoing</p>
<p>ensure that protocols are in place for recruitment</p>	<p>- Remote recruitment in the case of localised outbreaks</p> <p>-Normal pre-appointment checks to be carried out, in person</p>	<p>Low – visitors would follow protective measures in school</p>	<p>FD</p>
<p>ensure that school and public transport protocols are in place, where possible.</p>	<p>-Children should be kept in their ‘bubbles’ when using the school minibus</p> <p>-Use hand sanitiser when boarding/ disembarking</p> <p>-Clean the vehicle after use</p> <p>-Encourage parents to walk to school where possible</p> <p>-Walking bus to support children to walk to school, with limited numbers of children and social distancing where possible.</p>	<p>Low – some risk of mixed ‘bubbles’ for walking bus. JF to advise walking bus staff on control measures</p>	<p>JP/ JF</p>

<p>ensure education visits follow agreed guidelines</p>	<ul style="list-style-type: none"> -No overnight educational visits are allowed at present, following government guidance -Educational visits will resume when safe to do so. -Children will be kept within their consistent group -The trip destination must have covid secure measures in place, which must be checked by school staff -More use of outside spaces in the local area will be encouraged -Full, thorough risk assessments must be in place, in accordance with school procedures -Trip arrangers must visit https://www.gov.uk/government/publications/health-and-safety-on-educational-visit 	<p>Low – Robust risk assessment will identify risks and put control measures in place</p>	<p>JR / FD</p>
<p>ensure that no child is disadvantaged by poor attendance</p>	<ul style="list-style-type: none"> -We will record attendance and follow up absence -We will support parents to secure good attendance -We will issue sanctions, including fixed penalty notices if required -Pastoral and Family support workers will help disengaged families -Social workers will be involved if required 	<p>Low- control measures in place</p>	<p>GB 20/7/20</p>

<p>ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p>	<p>-Every classroom has a sink and handwashing facilities. ‘Toilet steps’ have been purchased to assist children to reach the sinks in the classrooms.</p> <p>-As some children will not be able to reach the classroom wall-mounted soap dispensers, bottles of liquid soap are available in classrooms.</p> <p>-Alcohol-based hand sanitiser will be available in each classroom, however, soap and water is proven to be more effective than hand sanitiser, so should be used in most circumstances.</p> <p>- At various intervals, adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment that will be stored appropriately within the classrooms.</p> <p>-Pupils and staff will understand that they must cover their mouth and nose with a tissue (or the crook of their arm) before they cough or sneeze, then throw the tissue away. ‘Catch it, Bin it, Kill it’ will be promoted.</p> <p>-Everyone will be encouraged not to touch their mouth, eyes and nose.</p> <p>-Lidded bins will be located in every classroom for the disposal of tissues and high risk materials.</p> <p>-Frequently touched objects and surfaces will be cleaned and disinfected more regularly than usual.</p> <p>-Coronavirus infection control measures information posters are displayed around the school.</p>	<p>Low-risk from air-borne particles. Staff must be stringent in sticking to the regular cleaning requirements.</p>	<p>All staff ongoing</p>
<p>Hygiene: ensure that all adults and children...</p>			
<p>frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <u>guidance on hand cleaning</u></p>	<p>-Good hygiene will be expected by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:</p> <ul style="list-style-type: none"> • Before leaving home • On arrival at school • After using the toilet • After breaks and sporting activities • When they change rooms • Before eating any food, including snacks • Before leaving school • Anytime they cough or sneeze into their hand 	<p>Low-risk of children not washing hands on departure from home.</p>	<p>Class based staff Ongoing</p>

	This will become a strict daily routine.		
ensure that help is available for children who have trouble cleaning their hands independently	<ul style="list-style-type: none"> -Staff will model these behaviours and explain why handwashing is important. -Young children will be encouraged to learn and practise these habits through games, songs and repetition. 	Low-some children may not wash hands thoroughly enough.	Class based staff Ongoing
ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> -Ensure sufficient tissues and bins are available. -Ensure children, including those with complex needs are supported to maintain good respiratory hygiene. -Communicate to parents that, PHE does not recommend the use of face coverings in schools, as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. They may also be negative effects on communication and education. 		
supporting those with medical needs and those requiring intimate care.	<ul style="list-style-type: none"> - Children will be taught in new classes, by teachers they are not used to which is why sharing medical information is important. -The office will produce a report that itemises the medical requirements of each group. This will be shared with the members of staff responsible for that group. Following that, appropriate medicine and record-keeping will be placed in the correct classroom so that the child has appropriate access to their medication. - For the administration of some medications, adults should wear gloves to further reduce the risk of spreading the virus, proceeded by thorough hand-washing. -Those adults administering intimate care should wear protective equipment, including gloves, a mask and apron. -Waste should be disposed on in the normal way using nappy bins provided. -Stringent hand washing should follow an intimate care procedure. -The Intimate Care Policy should be followed. 	Low- Use of PPE minimises risk.	Class based staff Ongoing
emptying of bins throughout the day	<ul style="list-style-type: none"> -If bins are used regularly for tissues these will be double bagged and left for 72 hours -Lidded bins reduce transmission and should be used for items such as tissues and disposable face coverings. -Gloves should be worn when emptying bins. 	Low-potential transmission of contaminated contents.	All staff ongoing
use of toilets	<ul style="list-style-type: none"> - Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. -Staff supervision will reduce groups mixing in shared toilets. 	Low-Toilet doors and surfaces may become contaminated by children after use. Additional cleaning mitigates this.	All staff ongoing

	<ul style="list-style-type: none"> -Staff should be mindful of social distance in the corridor whilst waiting in a queue if all toilets are in use. -Toilets will be cleaned more regularly than usual 		
staff hygiene measures	<ul style="list-style-type: none"> -Staff should conduct normal personal hygiene measures relating to Covid 19, including increased hand washing. -Hand sanitiser at 70% has been provided for staff. - The school will follow the DFE guidance that says that staff in an educational establishment do not need to wear PPE unless they are dealing with first aid or intimate care requirements, when PPE will be provided. -The government does not recommend the use of face coverings in primary schools. However, staff may wish to wear a face covering when they are in communal areas where they are mixing with staff from other bubbles, and where social distancing is not possible. This does not include within classrooms. -Any shared resources, for example telephones, must be cleaned by staff after use. - Paper towels will be provided in the cloakrooms, staff should avoid using hand driers. 	Low – possible cross contamination possible in shared spaces, e.g. toilets. Staff need to maintain social distancing with each other when outside of their class ‘bubble’	All staff Ongoing 31/8/20
stagger the use of staff rooms and offices to limit occupancy	<ul style="list-style-type: none"> -The staff room will be open to adults; however, strict social distancing must be in place. - All staff are responsible for Health and Safety. They should avoid public areas, including the staff room, if it busy. They have the responsibility to act on issues of H+S and to report concerns to SLT. -Staggered break and lunches will reduce ‘traffic’. -Computers can be used in the staff room, but must be wiped down after use. Anti-bac wipes are available and replacement supplies are in the office. It is each member of staff’s responsibility to get / request replacement supplies if they notice these are low. -Staff are encouraged to use empty outside spaces, or classrooms for breaks. -The number of staff able to access the main office, the SLT, SEN or Headteacher’s office will be limited. 	Low- Use of shared spaces means that ‘bubbles’ can become cross contaminated.	All staff ongoing
Ensure that staff are aware of the government requirement to self isolate following foreign travel, if required to do so.	<ul style="list-style-type: none"> -Inform staff of the requirement for them to adhere to government quarantine advice if visiting specific countries. 	Low – Medium.	FD 15/7/20



Dorset
Council