

Educational Setting	Spring Meadow Infant and Nursery school
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Current risk assessment Completed on	5 th January 2021 (completed 18 th January 2021)
Record of Review Dates	<p>4th January 2021 – Done</p> <p>November 2020</p> <p>14th October 2020 – Done</p> <p>September 2020 – Done</p> <p>16th July 2020</p>

Overview of the partial opening of the school on 6th January 2021

Nursery open in full. Infant assessment unit open in full. Year R restricted to 15 in each class. Year 1 and Year 2 restricted to 15 in each class.

Numbers in Year R to Y2 account for approximately 35% of the school population, but this varies depending on days.

We have 7 classrooms as well as small group spaces for children to work in from the same bubble.

Each class is a bubble of its own and the children do not mix with other children in the year group or across year groups.

We do not have in school assemblies. We do not mix in the dining room or in the playgrounds. Each bubble remains pure throughout the day.

The same adults work with the same bubble of children at all times. We do not mix adults across rooms.

Breakfast club and after school club have low numbers. The adult who manages this club is also a TA in Rainbows. She ensures the children are spaced out in the class so that there is at least 2m between each. She is also careful not to make close contact with any child.

The doors and windows are kept open for periods of time to allow the air to circulate. (playtimes and lunchtimes)

	Eating lunch	Morning play	Lunch play
Nursery – 1 class	Lunch delivered to the class for the 30 hour children only – 11.30 food arrives from the dining room.	Own nursery space	Own nursery space
Reception – 1 bubble	Dining space by the back wall – 11.45am	Outside space for bubble in Reception learning areas	
Year 1 have 2 bubbles	Dining space in the middle – 12pm	Y1 bubble	Y1 bubble
Year 2 – 2 bubbles	Dining space by the front wall – 12.15pm	Y2 bubble	Y2 bubble
Infant Assessment Unit – 1 class	Lunch delivered to class at 11.45am	Outdoor play organised when KS1 are back in the bubble rooms	

- IAU children arrive at 8.45am – all inside by 8.50am – doors closed
- All other children and parents arrive at 9am during partial closure. They will follow a one way system with marked areas indicating the 2m metre distances that must be maintained as they travel to their bubble.
- Home time will then be the reverse, the one way system remains constant.
- All class teaching staff will arrive by 8.30am each day.
- Teachers enter classes via the playground doors – do not enter the main building.
- Before and after school clubs will be open. They are supervised by an adult who may not be in the same class as the child, so the adult will distance from the children and not work closely with them. There are children from different classes in the same club, but each class will have their own specific area of a large space to distance from others.
- All classes remain secure with only those agreed allowed to enter and work in the class.
- Masks – to be worn when conversing with adults. Meet outside.
- Children all enter the classes from the playground only and do not enter the adult spaces (i.e. office corridor areas).
- If the child is distressed the parent may bring the child to the classroom door. REMIND parents re getting children to go in independently.
- 2m distance line at each classroom so parents stand back from the doorway.
- There is an ESRA (event specific risk assessment) for the management of late arrivals to enable them to safely enter the bubble and not need to come into contact with any other adults, other than those in their bubble.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when ?	Done
Prevention <u>Members of the school community may contract infection whilst in the setting</u>	Adults and children	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 clean hands thoroughly more often than usual	We have designated the first aid room as the isolation room in the case of an outbreak. We have a set of PPE to use if a suspected case is seen, all staff have seen the NHS video showing how to put on the PPE and how to remove safely after. (This room can be used for serious first aid incidents) There are basins available for the children and adults to wash hands. All areas are fully stocked with soap and tissues and are cleaned during the day and at the end of each day. All classes have tissues and bins to dispose in all have lids.	Julia/Rachel/Louise and Annette to know where the PPE is kept and how to put on	3 rd Sept induction	All elements completed

		<p>ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>minimise contact between individuals and maintain social distancing wherever possible</p> <p>where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>We have plenty of cleaning materials and there is a list of daily tasks that staff carry out to keep items clean and germ free. E.g. washing plastic toys and P.E. equipment, tables, door handles etc.</p> <p>Staffrooms allocated to teams – space to distance in each room, all tables have sprays and paper cloths too.</p> <ul style="list-style-type: none"> - Nursery to use Studio - Rainbows to use Robins class - Reception use Buttercups class - Year 1 to use Rowan class - Year 2 to use The Den <p>We have an agreed level of materials for cleaning and for cleaning hands and surfaces for each work space in the school. Staff to inform Rachel when this level is getting low so it can be replenished.</p>	<p>There is often a queue for wash basins so we will use hand wash in a bottle – big pumps.</p> <p>Rachel to compile a list for each areas so they know what they must always have available.</p>		
<p><u>A member of staff may be asymptomatic and bring the virus into the school.</u></p>	<p>All members of the school community</p>	<p>At the present time staff remain away from school if they have any concerns/symptoms</p>	<p>We will use lateral flow tests twice a week with every member of staff (with staff consent). The tests will tell the member of staff if they have the virus and they will then isolate. They will then also access a full COVID test to ensure the lateral flow test was accurate and isolate for the agreed number of days if this also comes back as positive.(10)</p> <p>Staff will sign for the tests they take and agree to submit the findings to the agreed collection agency and also provide the result to the head teacher. (data protection is secure and records will only be seen by the head teacher and then locked in a secure space)</p>	<p>Train all staff in the use of the lateral flow tests.</p> <p>Signpost all staff to the online webinars (youtube) so they</p>	<p>22 Jan 2021</p>	

			<p>The Head Teacher will contact the agreed organisation if a positive test is received.</p> <p>Staff who decide they do not want to take the lateral flow tests will follow the same safety systems that the school has in place and not come to work if unwell.</p>	<p>understand the guidance and can undertake the tests accurately</p>		
<p><u>Safeguarding – ensure all our children remain safe when intimate care is provided.</u></p>	<p>Children</p>	<p>We have dedicated spaces for PPE in Rainbows and the Den. Gloves and aprons are available at all times. Staff always wear a mask when they leave any classroom.</p>	<p>All support staff who work with children who need intimate care know and understand the importance of PPE and follow policy guidance at all times. In addition all now wear a mask when supporting children. For older children who may need support if an accident occurs and they need a change of clothing – this is managed at a distance. (Child removes wet items and place in a carrier bag. Child is then given clean dry items to put on. Staff do not provide contact for any child)</p>	<p>Reminders to all staff to adhere to the policy and keep to agreed wearing of masks when leaving the classrooms</p>	<p>Jan 2021</p>	<p>Done</p>
<p><u>Safeguarding – ensure all our children remain safe and well when not in school during lockdown</u></p>	<p>Children</p>	<p>All SEND and vulnerable children have been provided with a place at school.</p> <p>Children whose families have an EHA and contacted daily by the school and the family worker is informed if there are any concerns</p>	<p>List of children who have a SEND and NOT in school are contacted weekly by the SEND leader to encourage the family to bring the child to school.</p> <p>All vulnerable children who are not attending are contacted daily to ensure they are safe.</p> <p>All other children are contacted weekly to find out how the child is and ensure they are safe and well.</p> <p>All children not attending and not accessing live learning (not seen) are provided with paper packs of activities</p>	<p>Produce generic letters about ‘attendance’ during the school closure. The importance of keeping in contact with the school to ensure the</p>	<p>21st Jan 2021</p>	

		<p>Teachers keep a daily register of who is joining the online learning.</p> <p>Teachers inform admin who has not attended</p> <p>All children's families are contacted once a week</p>	<p>For those who do not respond to phone calls a letter is sent in the first instance and then a home visit will take place if there is still no reply.</p> <p>Admin produce a running record of contacts made and responses, this is used by class teachers and the Head Teacher to make the right decisions in terms of action needed next.</p>	<p>child is safe and well.</p>		
<p>First Aid</p> <p>Staff may not have the key skills or equipment to respond to a case of Covid in a safe manner.</p>	<p>Adults</p>	<ol style="list-style-type: none"> <u>engage with the NHS Test and Trace process</u> manage confirmed cases of coronavirus (COVID-19) amongst the school community contain any outbreak by following local health protection team advice 	<p>Staff have been trained to use the PPE resources in the case of an outbreak. See link below if you need to refresh.</p> <p>Staff will be reminded of the Track and Trace process.</p> <p>All first aiders and senior staff know how to act in the case of an outbreak and all class based staff know what actions the SLT will take. Staff know to be vigilant at all times to look out for any signs or symptoms as the children arrive each day.</p> <p>During partial opening, bubble will be restricted to no more than 15. Social distancing will be attempted at all times with the children, but we know this is difficult. Adults in the bubbles will socially distance at all times and wear masks in the common areas of the school.</p>	<p>AB to remind all staff as part of Sept induction. Re show film for staff.</p> <p>Use the EYFS information about responding to a COVID incident and share with all staff</p>	<p>Sept 20</p> <p>Update d Jan 2021</p>	<p>Done</p>

Contingency planning for a further outbreak	Adults and children	In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.	<p>All parents would be contacted via school comms so they do not attend the next day.</p> <p>If we have to close urgently, contact parents via school comm, all of the leadership team will telephone parents to come and collect their children if they do not respond immediately to the school comms message.</p> <p>All children will remain in their class bubbles until a parent comes to collect them.</p> <p>The parents will be informed about the closure and how long this may be for based on information from public health England.</p> <p>Remote learning will recommence as well as telephone calls to hear children read.</p>	Facebook will also be used as an additional source of information sharing but not instead of school comms. Inform the admin team so they know steps to take	16 th October Up-date Jan 2021	
Social Distancing in school	Adults and children	<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</p>	<p>All adults are either in a bubble and remain in that bubble or are in an office working alone. Distancing in the class is attempted (it is not required however) but not always possible. Adults do not sit close to the children. Children in Nursery and Reception and Year 1 will play in small groups in large spaces where possible. Children will be encouraged to work and play outside as much as possible.</p> <p>PPA is not being covered by a different teacher at the present time to reduce contact, support member remaining with the children.</p>	All staff	Daily minute by minute	Continuous

<p>Rooms may contain germs etc causing spread</p>	<p>Adults and children</p>	<p>The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: -Taps and washing facilities, -Toilet flush and seats, -Door handles and push plates, -Handrails on staircases and corridors, -Machinery and equipment controls, -All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, -Telephone equipment, -Keyboards, photocopiers and other office equipment, classroom desks and chairs.</p>	<p>In the event of a positive Covid-19 case then the room that was in use by the infected person will be kept out of use until it has been deep cleaned.</p> <p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>All children wash their hands before outdoor play before they use outdoor play equipment and always wash their hands afterwards.</p> <p>There is a class timetable for all items that require more regular cleaning and who will do this in each space across the school.</p> <p>All surfaces must be managed under the 'good housekeeping guidance' – surfaces must be regularly cleared.</p> <p>(See Lianna, Rebecca, Alice and Laura W and Anthea to discuss cleaning in the EYFS)</p> <p>Cleaners to wear masks, teachers to wear these also if cleaners need to enter the room.</p>	<p>Rachel Mathie and SLT.</p> <p>Up-date COSHH as needed Rachel Mathie</p> <p>Rachel and cleaning team.</p>	<p>Immediately a case has been identified.</p>	
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<u>Lunchtime Catering facilities</u>	Adults and children	<p>Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas</p> <p>-Serving food -Queuing -Different lunch periods</p>	<p>All meals booked and ordered in advance.</p> <p>Agreed use of time and spaces set out in the earlier part of this assessment.</p>	Lucy and the midday team.	Update Jan 21	Done
Fire Safety	Adults and children	<p>Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site</p> <p>Ensure all emergency escape routes / doors are fully operational and kept clear.</p> <p>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</p>	<p>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.</p> <p>All routes remain clear, weekly checks by premises team.</p> <p>Undertake a fire evacuation on before the end of each half term. Inform the Children's Centre and the IAU to support trauma.</p>	Rachel and Annette.	Plan for this when we meet on.	
Access/Egress of school building	Visitors to the school and all adults and	One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.	One way system for arrival and departures. System remains the same at all times so no adults or children need to come face to face with another. Adults are encouraged to wear face masks when on-site, this is to add additional protection when social distancing is not	Rachel has produced a clear map which will be	The one way system is	Done

	children attending	<p>Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</p> <p>Wipes and sanitiser available at both sides of doors.</p> <p>Increased cleaning of handles and touch plates.</p> <p>Allocated drop off and collection times</p>	<p>possible, especially where there can be bottle necks at the start and end of the day when waiting for your child to leave the classroom. First children will arrive at 8.45am into Rainbows then remainder of children will arrive at 9am during the current partial closure</p> <p>Parents have been given clear drop-off and pick-up guidance and times and we must do everything possible to stick to these times to limit any congestion. Some parents have more than one child to collect and so will arrive at slightly differing times as a result.</p> <p>Marking in place to divide the down and up ramp near the office.</p> <p>Rainbow children enter via the one way system.</p>	<p>sent to all parents. Key staff/marshals will be present to support distancing to ensure safety at arrival and departure times</p>	<p>now well established and used by all parents</p>	
First Aid	Adults and children	<p>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</p> <p>Staff or pupils with medical needs have been</p>	<p>First aid provisions is adequate. Playground first aid certificates have expired and staff are concerned that we have not yet renewed this training. We do have enough fully qualified, 3 day trained first aiders. Playground first aid training/updates will be provided before the end of the Spring first half term.</p> <p>There is a clear record of the medical needs of all staff and children and this information is given to relevant members of staff.</p> <p>Medicines as given to a child when a request from the parent has been made or when the protocol for a child requires this. Adults always wear PPE, but cannot distance when giving medicine for example.</p>	<p>Rachel, Cath and Annette to do review</p> <p>As above but for all medicine and all adults with medical conditions.</p>		Done

		<p>assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <p>Review of the First Aid policy to include consideration of the risk of infection of covid-19.</p>	<p>First aid policy was reviewed and all protocols in the document met the needs of Covid concerns and actions required.</p>			
Waste may allow the spread of infection	Adults and children	<p>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</p> <p>Bins should be emptied daily.</p>	<p>All rooms have bins with lids on.</p> <p>All rooms have hand gel and soap and water for staff to wash their hands after undertaking cleaning activities.</p> <p>Signs reminding people to wash hands are in prominent places around the school.</p> <p>Weekly briefings remind all staff of the need to continue hand washing throughout the day and after specific actions such as emptying bins, working with a child.</p>	<p>Rachel and the premises team.</p> <p>Annette during briefings.</p>	<p>All in place since 1st June 2020 and continues</p>	Done
Break/Lunch times		<p>The school will stagger breaks/lunchtimes to achieve the social distancing.</p>	<p>During partial closure and with very low numbers the grounds have been divided into four sections to ensure bubble do not mix. Four small bubbles may be outside at the same time, but children will remain in their own areas.</p>	<p>Rachel and operation team and Annette</p>	<p>6th Jan 2021</p>	Done

<p>Staff/Pupils within the shielded group</p>	<p>Adults and children</p>	<p>Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</p> <p>Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</p>	<p>Clinically extremely vulnerable staff and children :</p> <p>Each person will go through the risk assessment process for individuals. Each will be informed of actions they must take to remain safe. All staff will be made aware of the safety concerns related to the above staff and follow school guidance.</p> <p>CEV staff will be asked not to enter the building.</p>	<p>Annette to contact each member of staff with an outline RA and complete in advance of returning on 5th January 2021</p>	<p>4th January 2021</p>	<p>Done</p>
<p>Contractors</p>	<p>Adults and children</p>	<p>All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.</p> <p>All planned/reactive maintenance to be</p>	<p>All visitors must telephone Rachel to inform of their arrival – they may not enter the building in advance of this call. Risk assessments must be sent to the school in advance of the meeting. Only emergency work to be carried out during the school day. All members of school to be removed from the area in this case.</p>	<p>Rachel to ensure any contractor provides the risk assessment before being permitted on-site.</p>	<p>Update Jan 2021</p>	<p>Done</p>

		carried out during out of hours unless seen as an emergency.				
Property Compliance	Adults and children	<p>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</p> <p>Daily and weekly checks have been reinstated and pre-opening checklist completed.</p>	<p>All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.</p> <p>Checks are all undertaken in line with agreed policy</p>	Rachel to ensure all checks completed and signatures recorded	Rachel	Done
Hygiene	Adults and children	<p>The school has a suitable supply of soap and access to warm water for washing hands.</p> <p>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</p>	<p>Soap, water and cleansing gel is available for all staff and children. Systems already in place mean every child regularly washes hands. If a child sneezes staff remove all children and clean the wider area to ensure all germs removed.</p>	Premises team	Update 4 th Jan 2021	Done

Accident reporting Covid-19 incidents	Adults and children	<p>The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p> <p>For further advice and guidance you should contact your competent Health & Safety Adviser.</p>	<p>All staff to be informed of the need for any cases contracted as a result of work practices to be report to the HSE.</p> <p>Head Teacher and Rachel to prepare for this eventuality. Head teacher to remind all staff to follow agreed guidance on distancing and hand washing systems and regimes</p> <p>For further advice is needed contact county adviser for H and S.</p>	Annette and Rachel	up date Jan 2021 .	Done
Administrative Staff	Adults	Staff shift rota to be in place so as to keep social distances and allow school office to function.	<p>All office staff have own work office so none have more than one person in.</p> <p>All staff have been advised not to enter any of these offices and to make phone calls instead.</p>	Remind all staff of non-entry into office areas.	HT to remind all staff	Done
Personal Protective Equipment	Adults and children	Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.	<p>PPE can be used in classrooms. Individual risk assessments will be updated for staff who have been 2m distancing and not working in the classrooms because a family member is vulnerable. If staff feel wearing a mask is important to them then this will be advised and permitted. The same process will be used for staff shielding as mentioned above.</p> <p>PPE will not be shared. We have the pack sent to us by the county and this will be destroyed if used.</p>	Rachel and Annette and Cath	In place since 1 st June.	Done

		<p>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</p> <p>Re-usable PPE should be thoroughly cleaned after use and not shared between staff. (e.g. own fabric masks)</p> <p>Intimate care needs to be managed safely and in line with the school policy and use of PPE.</p>	<p>All staff who provide intimate care have been trained in the use of appropriate PPE, see policy. The staff use gloves and wear a mask when working in close proximity to a child. Where possible the child manages their own change of nappy/pull-up. All items are then placed in a yellow bags and securely removed by the premises team.</p>			
Behaviour	Adults and children	<p>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</p> <p>School will carry out inductions to inform staff and pupils of the changes.</p> <p>Encourage staff to cooperate with</p>	<p>During the first week back all specific safety measures were shared with the children and staff reminded. Behaviour policy was shared with staff and children. Adult code of conduct was shared as part of the safeguarding re training also.</p> <p>Explain the track and trace process and ensure all staff understand why we must comply with this in the case of an incident.</p>	Annette and all class teachers and TAs.	w/b 5 th Oct	Done

		government plans for contact tracing.				
School Staffroom	Adults	Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff.	<p>There are 5 designated areas for use by staff to limit the numbers of adults using the same space. All spaces and resources, e.g. chairs etc must be wiped down. All staff must bring their utensils and cups etc. And take these away with them when finished.</p> <p>Staffrooms allocated to teams – space to distance in each room, all tables have sprays and paper cloths too.</p> <ul style="list-style-type: none"> - Nursery to use Studio - Rainbows to use Robins class - Reception use Buttercups class - Year 1 to use Rowan class - Year 2 to use The Den <p>Only one person in the kitchen area at a time. Only one person to use the hot water provision at a time. Microwave cannot be used at any time. Fridges can be used, all staff must wash hands before eating food and after meals are finished. Windows open Ensure enough 'social distancing' can be enacted.</p>	<p>Rachel to organise.</p> <p>Annette to inform all staff in advance eof September 2020</p>	7 th September	Done
Infection Control	Staff Pupils Handwashing	Staff and pupils have access at all times to water and soap for hand washing.	All staff and children have access. Gel is used to enable children to 'wash' their hands on arrival in a more speedier manner.	Rachel and Annette Re – check the provision of hand gel in each class.	Updated Jan 2021	Done

		Removal of shared items eg. utensils		Check with all parents to ensure no allergies to the hand gel.		
Equality Impact Assessment	Staff & Pupils	An equality impact assessment has been completed.	All staff with differing vulnerabilities already have risk assessments in place. The new format provided by County on 16 th July has been sent to all staff and these will be updated for those in this category in advance of 5 th January 2021 start date.	All staff mailed by Annette. Those known to need a RA contacted to complete new document	Updated Jan 2021	Done
Lack of staff	Pupils	Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted	If a member of staff in the child's class is unwell, we will seek to use other staff if available in that bubble to keep the class open. However, if this is not possible, safety is the main priority for every child so we may have to close a bubble for a period of time until safe staffing numbers can be achieved. There is a remote learning policy in place. This sets out how learning will be provided for children not in school. The approach used will depend on the numbers of children not attending.	Annette and Louise and Alice	Updated Jan 2021	Done
Increased risk of transmission	Staff and Pupils social distancing	Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out	During partial opening we have small separate bubbles. Lunchtime and playtimes are staggered/divided areas used. Every child washes their hands before and after each session and as a result are able to use equipment as safely as can be expected when writing or painting for example.	Annette and Louise to provide staff with clear timetables.	Updated Jan 2021	Done

		<p>The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</p> <p>Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.</p>	<p>Only small red book bags permitted in school, forest school clothing should be in a plastic carrier bag, which should be brought into school on a Monday and then either remain in school for the half term or if you prefer taken home each Friday.</p> <p>Lunch boxes may be brought to school and these are placed on a trolley immediately away from the classroom spaces. PLEASE NOTE: We make packed lunches each day which are 'free' paid for by the Government.</p> <p>PE kits not to be in school at this time. Review 18th January 2021 – kits are not to be used at this time. Review February half term.</p>			
Dedicated school transport, including statutory provision	Children	It is important to consider: use of hand sanitiser upon boarding and/or disembarking	We now have more taxis being used to reduce the numbers in each one. But the children are not able to socially distance. This is because the science says it is unlikely that the children will pass the virus to each other. The driver always wears a mask.	Kate to check assessments undertaken by transport	Jan 2021	Done

May 2020 reviewed July 2020, reviewed again 14th October 2020, Reviewed November 2020. Reviewed 4th January 2021 and 5th January 2021.

		<p>additional cleaning of vehicles</p> <p>organised queuing and boarding where possible</p> <p>distancing within vehicles wherever possible</p>				
Learning outside the classroom (day trips, etc.)	Adults and children	Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.	<p>Visits are not planned at this time as we are only partially open.</p> <p>Outdoor learning is undertaken in small bubbles</p>	Annette and Louise	Jan 2021	Done
Extra-curricular activities (coaches, tutors, after school)	Adults and children	Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate.	At this time Premier Sport are not offering clubs – this is because the planned take-up was low so they cancelled these.	Rebecca P	Jan 2021	Done
Physical activity	Adults and children	Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising	Curriculum plans for the spring term include the teaching of gymnastics in school. During partial opening because of the high level of risk of transmission we will not deliver gymnastics as planned. Ensure appropriate clothing is in place for every child so that outdoor sports can take place on cold/damp days.	Rebecca to adapt annual plan and advise staff of actions to be taken.	Jan 2021	Pending

		<p>distancing between pupils and paying scrupulous attention to cleaning and hygiene</p> <p>Pupils should be kept in consistent groups</p> <p>Sports equipment thoroughly cleaned between each use by different individual groups</p> <p>Contact sports to be avoided.</p>	<p>Hall will only used as a last resort. When used all windows will be kept open. Small groups only to use space. E.g. no more than 15 in bubble.</p> <p>Jan 2021 – Physical activity is being prioritised. Children are taking part in high action multi skills sessions in the outdoor spaces up to February half term, this will then be reviewed.</p>			
Signage	Adults and children	<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	Signage is in all prominent places around the school. In all toilet facilities, main doors and windows.	Rachel to check the condition and replace when needed	weekly	Done

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](#)

- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)