

Early Years (Abercorn Place) Risk Assessment

Reopening Plan for Nursery, Pre-Reception and Reception (Updated April 2021) RS MM

(Most recent changes are represented as red text)

- Re-opening the school requires the cooperation of the entire school community. The risk assessment has three main underlying caveats;
- The Government have said it is safe enough for schools to open for all pupils
- The school community attending each day is well and symptom free
- The internal class communities are contained with limited contact with others to enable contact tracing if a member of staff or pupils become symptomatic (obviously some staff/pupils will be asymptomatic) but by reducing overall contact, tracing will be easier.

	RISK	WHO IS AT RISK?	CONTROLS	RISK LEVEL BEFORE CONTROL	ACTION ED BY
1	Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	Staff	<ul style="list-style-type: none"> • Issue questionnaires to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable • For staff identified as clinically vulnerable or clinically extremely vulnerable, Line Managers to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment will be carried out and recorded to agree on a suitable role (i.e. whereby social distancing can be maintained), and suitable control measures to reduce the risk so far as is reasonably practicable N.B. It is recommended that risk assessments are signed and dated by both the assessor and person being assessed, and are regularly reviewed and updated in line with any changes. • For any staff with particular characteristics who may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report and who have concerns about working at the school, the school will discuss their concerns, explain the measures that are in place to reduce risks, and accommodate additional measures where reasonably practicable. Staff in the most at risk categories are advised to take particular care while community transmission rates continue to fall. • Advice for those who are <u>clinically-vulnerable, including pregnant women</u>, is available. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they should request to work from home where possible. Advice for those who are extremely clinically vulnerable can be found in the <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>. • Current DHSC guidance advises that Clinically Extremely Vulnerable individuals should continue to shield even after they have been vaccinated. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 	High	HR/SLT

2	Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	Pupils	<ul style="list-style-type: none"> Review pupil health records or issue questionnaires to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable. For pupils identified as clinically vulnerable or clinically extremely vulnerable, parents/ carers to provide details of any medical advice and an individual risk assessment to be carried out and recorded prior to their return to school to agree on suitable control measures to reduce the risk to an acceptable level. N.B. It is recommended that risk assessments are signed and dated by both the assessor and parents/carers, and are regularly reviewed and updated in line with any changes. Contingency plans are in place to enable immediate access to remote education for pupils where necessary (i.e. for those pupils who may need to self-isolate). Shielding advice has been paused nationally from 31 March. All Clinically extremely vulnerable (CEV) pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. 	High	HR, SLT
3	Cleaning	Staff and pupils	<ul style="list-style-type: none"> A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles /plates, taps, flush handles, toilet door handles, banisters, light switches, key code pads etc. are all thoroughly cleaned and disinfected regularly Increased and in-depth cleaning programme across the school lunchtime and daily Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout the day All teachers to have a bottle of anti - viral sanitising spray/ sanitising wipes in classroom Cleaning supplies to be of the required alcohol/anti -viral content to combat the virus Reduce clutter and remove any items that are difficult to clean Increased/ enhanced cleaning of shared/common areas including the garden/ outdoor area and resources Hand towels and hand wash to be checked and replaced as needed by site / cleaning staff 	High	Maintenance

4	Personal hygiene	All pupils, staff and visitors to site and site users	<ul style="list-style-type: none"> ● Children shown the correct way to wash hands using NHS video and wash their hands regularly particularly after using the toilet ● Whole class handwashing/ hand sanitising on arrival, before and after food and after break times and before and after moving from home classroom ● Tissues and antibacterial wipes for laptops/ tablets - cleaned between uses ● Provide tissues for classrooms. Staff to replenish as needed ● Ensure lidded bins are provided for tissues in every classroom ● Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class ● Posters displayed around school and in bathrooms ● Classrooms to be ventilated with fresh air ● Staff / children to use tissues when coughing or sneezing and then place the used tissue in the bin before washing/ sanitising hands ● Increased and in-depth cleaning programme across the school lunchtime and daily ● Individual anti- virus sprays and cloths for each class, in the locked cleaners cupboard ● Provide alcohol/ anti-viral hand sanitiser at entrances/exits to be used by all persons when entering/leaving ● All staff to monitor signs of illness and children with underlying health conditions ● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal ● Site staff to regularly clean the hand washing facilities ● Hand sanitiser provided in each class in which teaching will be conducted and when teachers are required to use their classrooms to teach remote lessons to other year groups. 	High	All staff
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5	Managing arrival and departure from school to allow for social distancing	Parents and Pupils	<ul style="list-style-type: none"> ● Children can arrive between 8.00am and 8.45am ● Children wearing face masks will dispose of them in the bin provided at the entrance or for reusable face coverings they will be asked to place them into their bags ● Staff to ensure that they wash their hands thoroughly upon arrival to the site. ● Staff to direct pupils to wash their hands thoroughly upon arrival to the site (N.B. younger pupils and/or those with complex needs may require supervision/assistance). <ul style="list-style-type: none"> ● Dismissals will be staggered in intervals ● 11:45am Nursery- Duckling AM ● 3pm Giraffe Class ● 3:05pm Lion Class ● 3:10pm Mouse Class ● 3:15pm Gruffalo ● 3:30pm Nursery- Duckling PM and full time ● On arrival, family units should ensure they are at a social distance of 2m apart ● Use of external stairs to allow for Nursery children to enter in a socially distant way if necessary ● A staff member will be present to greet the family and scan each child's temperature at a distance and pupils will be asked to enter the building one at a time ● A second staff member will be present to ensure that the children use hand sanitiser on entry into the building and will be directed to their home class ● For dismissal, each group of children will be dismissed in their class bubble groups. Each bubble group will have a specific dismissal time. Parents wait outside at a distance of 2m. Children will be dismissed in a sequential and orderly manner ● Parents to vacate the school premises as quickly as possible once they have dropped off/ collected their children ● Only one parent/ carer to attend drop off and pick up ● Parents encouraged to wear face masks/coverings when dropping off and collecting children 	High	All staff
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6	Contamination from outside the school	Staff, pupils, visitors	<ul style="list-style-type: none"> • Children should not be on site until their start time (staggered) • Parents to maintain social distancing rules outside of the school and to move away from school premises quickly after dropping off/ picking up children. 1 parent to drop off / pick up their child/ren • Children to bring their school bag with a snack and a water bottle. Water bottles will be sent home each afternoon and should be washed • Pupils to have temperature checked on entry into the building. Any pupil with a temperature greater than 37.8°C should not be allowed on site and sent home immediately. • No individual belongings to be brought from home including birthdays, treats etc. • Resource packs for all children – individual wallets with pencil, white board pen and white board eraser etc. • Inner ear thermometers available in Nursery and 2 x non contact thermometer available in the school office for children and staff if required • Staff should not attend if unwell and contact online NHS 111. Documents provided by NHS 111 to be sent to Bursar • All parents to be asked to not bring children to school if they are unwell/ have a high temperature and if they are concerned to take temperatures before children come to school. • No parents or visitors on site except essential maintenance. Essential personnel only. • Parent meetings, evenings or appointments to be completed virtually • Meetings still take place via video-link etc. • Children and staff to use hand sanitiser upon entering the building through either the front door or the garden • Prospective parents to have virtual viewings and not to have tours of site • No toys to be brought from home • Long hair should be tied back and jewellery should not be worn • No blazers to be worn, parents politely advised to wash uniforms daily • Minimise contact across the site/ sites and maintain social distancing wherever possible 	High	Parents, staff & pupils
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7	Contaminati on within the school	Staff, pupils, visitors	<ul style="list-style-type: none"> ● Children to work within their class/year group bubbles. Children will not cross year groups ● No gatherings of staff or children. Therefore, no assemblies, staff meetings. Year group planning meetings can still happen maintaining the correct social distance or via Zoom ● Staffroom only in use for 3 people except to get drinks and use the microwave. Food to be eaten in the dining room with social distancing in place. Staff may eat in the old Owl Classroom if the dining room is occupied ● Use of PPE – order of masks, gloves, hand sanitiser (as advised by the Government or as staff wish to) ● Increased toilet cleaning and regular checks to ensure soap is available ● Increased touch point cleaning ● Classroom doors will be propped open and windows opened to ensure rooms remain well ventilated while rooms are occupied. ● Lidded bins in home classrooms and in other key locations around the site for the disposal of tissues and any other potentially infectious waste. ● Bins to be double bagged and emptied daily or when required. Maintenance staff to check this at regular intervals. ● Limit amount of toys/ resources that can carry infection. Do not rotate equipment between classrooms where possible. ● Maintain healthy stock of PPE and cleaning products ● Handwashing and antibacterial stations ● Minimise movement around the building - French and EAL to take place in home classrooms ● R Gruffalo to use second floor toilets, R Mouse to use first floor toilets, PR Lion to use ground floor toilets, PR Giraffe to use ground floor toilets, N Duckling to use toilets located in the Nursery ● Specialist teachers must wear a visor (or face mask) and remain at a 2m distance from children and supervising adults ● Minimise contact across the ste/ sites and maintain social distancing wherever possible ● Staff to be advised to wear face masks in communal areas such as corridors or resource room ● Staff are advised to bring in their own face coverings/face masks, but provision on site for anybody struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe. ● Reasonable plastic pouches are also available to store face coverings/masks ● Staff to be given guidance on how to safely store, dispose of, remove and put on face masks. This includes: <ul style="list-style-type: none"> - cleaning of hands before and after touching – including to remove or put face coverings on - not touching the front of their face covering during use or when removing it - dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) - place reusable face coverings in a plastic bag they can take home with them. ● Exemptions to the wearing of face coverings/masks are as follows: <ul style="list-style-type: none"> ❑ individuals who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability ❑ Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places. 	High	ALT/S LT/ Site Team
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			<ul style="list-style-type: none"> ❑ Transparent face coverings to be worn for communication with someone who relies on lip reading, clear sound or facial expression to communicate ❑ Staff with medical exemptions to be offered alternatives such as visors as additional measures for protection. 		
8	Contaminati on within the classroom and managing hygiene of equipment/ resources used	Pupils and staff	<ul style="list-style-type: none"> ● Each child to have their own learning pack consisting of a whiteboard, pen, white board rubber, pencil, number line etc. ● Sharing of individual and very frequently used equipment, such as pens and pencils, to be avoided (i.e. staff and pupils to have their own items). ● Review cleaning regime for shared items/resources that will be shared within bubbles, that will be shared between different groups or bubbles, and that will be shared between staff. ● Classroom based resources (such as books and games) used within the bubble to be cleaned regularly. Books to be separated into days of the week and quarantined at the end of each day and returned for use the following week. ● Resources that are shared between classes or bubbles (e.g. sport, art, science equipment etc.) to be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles. ● It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as snacks, hats, coats, books, stationary and mobile phones. Bags are allowed. Children and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources ● Using disinfectant spray (that doesn't require to be wiped down) to clean construction, small world objects, pencils, paintbrushes and any other resources used that day ● No dressing up costumes to be out in provision ● No soft toys or furnishings. These to be removed, washed and stored in the Reception room on the second floor ● No playdough or reusable malleable material to be used this term ● Rooms to be kept as well ventilated as possible (opening windows and propping open doors) while rooms are occupied. ● Hand sanitiser provided in each classroom ● Specialist teachers should sanitise hands on entry and exit to the classroom and between each session and wipe down/sanitise the digital device connected to the IWB and IWB before using and after the lesson. ● Children to be taught and reminded of the Catch it, Bin It Kill it and how to wash hands correctly. visual aids/posters and advised educational resources to be used. ● Specialist teachers will work with the same groups of children each week to ensure numbers of staff/ changes are kept to a minimum and wear a face shield ● Use of Tapestry to record work to limit working with shared resources and children taking work home ● Cleaner to be given list of increased cleaning routines in line with guidance and updated timetables 	High	All staff

			<ul style="list-style-type: none"> • Rooms to be kept as well ventilated as possible (opening windows and propping open doors) or via ventilation units while rooms are occupied. • Measures to be taken to maintain a comfortable temperature while still ventilating the room includes: <ul style="list-style-type: none"> - opening high level windows in colder weather in preference to low level to reduce draughts - increasing the ventilation while spaces are unoccupied (for example, between classes, during garden times and lunch, when a room is unused) or open windows for short periods of time (5 minutes every 20 minutes during lessons) - providing flexibility to allow additional, suitable indoor clothing 		
9	Contamination within the staff room	Staff	<ul style="list-style-type: none"> • Staff members to sanitise hands on entry and exit from the staffroom. • Staff members to maintain social distancing in the staffroom at all times, with a limit of 3 members of staff at any given time. • Previous Owl Classroom can be used as an additional break room for staff up to 5 people. • French/EAL room can be used for staff to work in • Staff advised to wear a facemask if working in the French/EAL room for an extended period of time. • Staff advised to wear a face mask when using the staff room unless eating / drinking • Staffroom should remain ventilated while in use by opening the doors. Doors should be closed at the end of the school day. • Food can be consumed in the staff room only if the dining room is not in use for staff and if a 2m distance can be maintained. Staff should eat the school lunch in the designated staff area in the dining room/ staff area in Owl Class. • Responsibility of each staff member to clean frequent contact surfaces prior to and after use such as fridge door handles, kettle, microwave handle, coffee jar, keyboards etc. • Responsibility of each staff member to wash cutlery and mugs after use. • All potentially infectious waste to be disposed of in the lidded/pedal bin 	High	All staff

10	Contractors and visitors attending the site	Pupils and staff	<ul style="list-style-type: none"> ● Hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible. ● Limit the number of contractors/ visitors on site at any one time. ● Record to be kept of all contractors/ visitors attending site. (N.B. there is a contractor/ visitor sign in/ out process in place, and this will be extremely important going forward for tracking and tracing should any go on to develop symptoms). ● Limit the areas of the workplace that contractors/ visitors are permitted to access. ● Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils. Where possible arrange visits outside of school hours. ● Obtain confirmation from contractors/ visitors that both they and all members of their household do not have symptoms of COVID-19, and that they have not been notified to self-isolate through NHS Test & Trace prior to them attending site. ● Deliveries to be left in a designated area, near to the entrance to prevent the need for couriers to enter the school buildings. ● Provide hand washing facilities or alcohol hand rub/ sanitiser at entry points and insist that contractors/ visitors thoroughly clean their hands before entering. ● Upon arrival at the site, staff to brief contractors/ visitors to: <ul style="list-style-type: none"> ○ Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and upon arrival, after using the toilet, before and after eating or handling food, when changing rooms, and after blowing their nose/ sneezing/ coughing/ touching their face), and prior to leaving the site; ○ Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it'); ○ The need to avoid touching their face (and especially the eyes, nose and mouth); and ○ The need to follow the <u>social distancing guidance</u> whilst on site (N.B. you may need to instruct them on your own local rules, such as one way systems to follow etc.). ● Staff to maintain social distancing when escorting contractors/ visitors. ● All visitors/ contractors to wear a face mask ● Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures. ● Clean/ disinfect areas that have been temporarily occupied by contractors or visitors. 	High	Admin staff
11	Maintaining hygiene and provision in the outdoor area	Pupils and staff	<ul style="list-style-type: none"> ● Wash hands before children go outside/ when they come inside ● Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used both inside and outside. ● Outdoor equipment must be cleaned between bubbles so must be wiped down at the end of each garden session ● Ensure water trays are deep cleaned (disinfectant and fresh water) after each session ready for the next session ● Antibacterial/ disinfectant spray to clean large equipment. ● Sand tray/mud kitchen to be closed due to tricky cleaning process ● Outdoor area to be shared with the year group bubble 	High	All staff

12	Contamination and maintaining social distancing at lunchtime	Pupils and staff	<ul style="list-style-type: none"> • The FSA's advice is clear that it remains very unlikely that people can catch COVID-19 from food. COVID-19 is a respiratory illness and not known to be transmitted by exposure to food or food packaging' (source: Food Standards Agency 17/04/2020). • Full time Nursery to eat in classroom • Lunch times will be staggered by year group with a break between each group to ensure that the dining room can be thoroughly cleaned between sittings • Classes will be kept apart although the 2 classes in each year group will form a bubble for lunch time • Food will be served on tables to negate children having to queue • Desserts will be served by teachers/ TAs on lunch duty • Staff to wear face coverings and gloves • Children with allergies will have their food plated, covered and labelled with the child's name • Shared utensils such as water jugs and serving cutlery to be thoroughly cleaned between sittings. • Snacks to be provided by parents (in accordance to school's allergy policy - no nuts or sesame seed products) and eaten in classrooms • Children to sit in class groups • Lunch to start from 11:30 with a 30 minute break between PR and R for cleaning • Staff and pupils to be directed to wash their hands thoroughly before and after eating. 	High	Teachers and TAs/ SLT
13	Managing food and hygiene safely during snack times	Pupils and staff	<ul style="list-style-type: none"> • Hand washing with adult supervision before snack time (and regularly throughout the day) • Snack times seating split. Some on the carpet some at the table • Snacks to be brought into school by children and must be in accordance with the school's allergy policy. No nuts or sesame seed products • Children eat the snack at their desk and all packaging should be returned to their bag/ box • Teachers/ children wipe down their table with disinfectant wipes after eating their snack • Water fountains to be used only to fill up water bottles. Giraffe Class and Lion Class to refill water bottles using large jugs of water or using the outdoor tap. Mouse Class to use the tap next to their room. Gruffalo class to use tap next to their room. Duckling Class to use Nursery tap. Adult to refill bottles 	High	All staff

14	Maintaining social distancing whilst moving around the site	Staff and pupils	<ul style="list-style-type: none"> • Movement around the building to be kept to a minimum with children only leaving their classrooms when required to do so e.g. garden, PE, music etc. • Gruffalo and Giraffe Class to use external stairs to move around the building wherever possible • Lion, Mouse and Duckling Class to use internal stairs • Each year groups uses separate toilet, PR - ground floor, Mouse class - first floor, Gruffalo class - second floor, Duckling Class - Nursery toilet • Children to all use the toilet facilities before any garden sessions to ensure that moving through the Nursery garden to use the toilet is as limited as possible • Timetables must be adhered to, classes should not arrive to garden, Scout Hall, Yoga, Music, Drama sessions earlier than their allocated times • Breaks and lunchtimes are staggered by year groups • Hand sanitizer is located at the entrance to the garden/ dining room • Only one class in a corridor, classes to wait if necessary. See updated timetables • Only one class to be dismissed at one time • Two members of staff to accompany classes at all times when moving around the building. One at the front of the line, one at the end • Individual children can leave class on their own for toilets etc. Although adults should ensure that they have thoroughly washed their hands. Giraffe Class staff to go with the children for the first few weeks as they have moved their allocated toilet • 2 metre distance lines visible in the car park to encourage parents to social distance • Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. In particular, staff should avoid close face to face contact and minimise time spent within 1m of anyone, where possible • Parents and carers to email or phone the school office/ class teacher with any private or confidential matters - earlyyears@abercornschoo.com or 0207 286 4785 	Medium	Site team
15	Maintaining social distancing in the classroom	Pupils and staff	<ul style="list-style-type: none"> • Each class will form a 'bubble' group for the majority of the day. At designated timetable times where greater space is available, year groups will join and form a bubble of no more than 30. This will include lunch in the dining hall, garden time, late room provision and clubs. • Due to the age of the children social distancing will not be possible therefore bubble sizes will remain small and consistent. Due to the creative method of teaching in Early Years, children will be unable to work at forward facing desks. During all carpet sessions where children are in a whole class group, children will be facing forward and distancing encouraged. • Limit number of children per classroom to 15. • Children grouped with key staff and remaining in the same rooms wherever possible • Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. • Staff to redesign rooms, remove excess furniture etc. to allow up to 15 pupils the allocated space • Extra outdoors time planned to allow all children to utilise outdoor area. • <i>See updated timetables for further details</i> 	High	Class teachers, TAs and site team

16	Maintaining social distancing in the outdoor classroom	Pupils and staff	<ul style="list-style-type: none"> • Each class to have additional rotated outdoor learning time • Children encouraged not to touch each other during play as far as possible • Gross motor equipment to be provided instead of fine motor activities as it will be easier to clean and involves less touching with hands. • PD/JH to provide additional PE equipment 	Medium	Class teachers, TAs, JH/ PD and site team
17	Managing social distancing during carpet times/ interventions / transitions	Pupils and staff	<ul style="list-style-type: none"> • Carpet sessions to be short – no longer than 15 minutes • Children to sit arms length away on the carpet. Tables to be moved to accommodate this • Children to line up in groups of 3 to wash hands with a 2m distance rule in place (adult to reinforce) • The JOC Room to be mopped after each session - Music / Drama etc. 	High	Class teachers, TAs
18	Maintaining social distancing measures in staff areas such as – staff offices, meeting rooms, staff rooms/ rest areas.		<ul style="list-style-type: none"> • Staff to be grouped on site with allocated work spaces, staff rooms/ rest areas and toilets according to groups where possible. • Stagger the use of offices, staff rooms, rest areas and toilets to limit occupancy (N.B. staggering breaks and lunches will also assist with this). • Staffroom layout to be reviewed to enable staff to maintain a 2m distance from each other (or 1m with risk mitigations where 2m is not viable). Mitigating actions include: <ul style="list-style-type: none"> o Further increasing the frequency of hand washing and surface cleaning. o Keeping the activity time involved as short as possible. o Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. • Hold staff meetings virtually where possible. Where this is not possible, meetings to be held outdoors if the weather is suitable. Where this is not possible, meetings to be held in the John O'Connor room with social distancing measures in place (i.e. delegates spaced 2m apart, or 1m with risk mitigation where 2m is not viable). Number of delegates to be kept to a minimum, and meeting to be kept as short as possible. Staff to avoid the sharing of pens, documents and other objects during meetings. • Staff to avoid the sharing of pens, documents and other objects. • Communal resources such as digital devices, photocopiers, laminator machines, and paper shredders should be disinfected before and after use. 	High	All staff

19	Behaviour	All pupils, staff and any visitors/ site users	<ul style="list-style-type: none"> • Proactively teaching new rules and routines to staff, children and parents and support young children with following these and supervise them to ensure that they understand and follow the routines • Ensure that staff, pupils, and parents/ carers are briefed on the new social distancing procedures. • Regularly and rigorously reinforcing behaviour throughout every day • All staff to consistently impose sanctions when rules are not followed, in line with the policy, as well as positively reinforcing well-executed rules through encouragement and rewards such as stickers and certificates • Any out of bounds areas, one way systems or queuing to be discussed with and explained to the children • Well-being of children is paramount and new rules will be applied in a child friendly manner and through a variety of recommended resources/social stories 	Medium	All staff
20	Uniform Expectations	Parents and pupils	<ul style="list-style-type: none"> • Children should be wearing the correct uniform • Items from spare clothes can be offered as alternatives if needed • Blazers do not need to be worn • Parents are advised to wash clothes regularly • Parents to be informed of PE days so children can wear correct uniform 	Low	All staff

21	Curriculum - considerations and changes	Pupils and staff	<ul style="list-style-type: none"> ● All planning for Spring and Summer Terms to be adapted on a weekly basis to reflect changing UK Government guidelines and children's needs ● All lessons in Reception to have a focus on CL and PSED to ensure the children have all the skills needed to progress in their education and settle back in their classes ● Classrooms redesigned to reflect the changing curriculum ● As previously stated, children will be assigned some personal equipment to use and it will be kept in an individual folder ● While outdoors, children will be reminded to distance as much as possible as well as not to touch their peers if they can ● Provide as many opportunities to learn in the outdoor area as possible ● Ensure classroom has provision set up in as many areas as possible to provide enough choice for children ● Number sign with visuals, number spots, numicon may be used to help children understand how many can be at one activity ● Talk4Writing, drama, music to be taught in class bubbles in the JOC room with teachers and TAs ensuring no mixing of bubbles ● AP Reward assemblies to take place with individual groups in their classroom ● Both tables in the Art room to be used to ensure a metre distance between each child. Each bubble to sit on a different table ● Consideration to be given to which activities are more difficult/ not possible to be undertaken with social distancing in place. Risk Assessment may be needed for more practical activities 	High	All staff
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22	Delivery of Music	Pupils and staff	<ul style="list-style-type: none"> ● Music to take place in the John O' Connor room ● Keep activities involving singing, chanting, to take place with children facing forward in socially distant spacing. Using drop spots to help ensure that they are distanced. ● Children to be seated at least 1 metre distance apart from each other and side to side not facing each other ● BD to try to remain 2m from each group when teaching ● Group sizes will be no more than 15 ● Any instruments used to be wiped down after each use, sharing to be avoided as much as possible ● JOC room to be mopped after each session ● BD to sanitise hands between each session ● This will be under continuous review and Government guidance will be followed in line with the Department for Culture, Media and Sports (DCMS) and the results of their commissioned scientific studies into the potential high risk of activities such as singing and playing of wind and brass instruments ● Singing, wind and brass instrument playing can be undertaken in line with the above social distancing, hygiene measures and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts. However, these studies have also indicated that it is the cumulative aerosol transmission from both those performing in and attending events is likely to create risk. DCMS is continuing to develop a more detailed understanding of how to mitigate this potential aggregate risk, we will continue to follow the UK Government guidance related to the areas below: <ul style="list-style-type: none"> ○ Minimising contact between individuals ○ Performances ○ Peripatetic teachers ○ Music teaching in schools and colleges, including singing, and playing wind and brass instruments in groups ○ Handling equipment and instruments <ul style="list-style-type: none"> ■ Handwashing ■ Avoid sharing instruments ■ Handling scores, parts and scripts ■ Suppliers ■ Pick up and drop off points ● Individual lessons and performance in groups <ul style="list-style-type: none"> ○ Social distancing ○ Avoid sharing instruments ○ Scores, parts and scripts 	High	BD/ TAs/ Teachers
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23	Delivery of PE	Pupils and staff	<ul style="list-style-type: none"> • Nursery PE to take place in the garden area. PR and R to take place in the Scout Hall where the space is large and well ventilated • Pupils to be kept in class groups for physical activities. • Social distancing to be maintained between participants as far as possible • Any shared sports equipment to be cleaned more regularly, and especially thoroughly between each use by different individual groups. • All PE games to be non contact • Children wash hands/use hand sanitiser under adult supervision before and after physical exercise, before returning to class • Scout Hall to be mopped after each session • Risk Assessment for use of Scout hall has been completed and sent to Scout Hall Manager. A copy is in the school office along with the Risk Assessment provided by the Scout Hall • Doors will be kept open maximising ventilation flow during PE sessions with the exception of the front door for security reasons. • Classes to arrive at the time of their lesson and not before to ensure no crossover • Staff to wipe banisters after each class. Children to use hand gel on entry to and exit from the Scout Hall • No changing will be required as parents will be aware through timetables of the days of sporting activities and the PE uniform to be worn on these days • PD to wear visors and try to maintain distance from children. Teachers and TAs to support with any individual children during sessions • PD to sanitise hands between each session • PD to provide gross motor skills equipment for the garden. 	High	PD/ Teachers/ TAs
24	Delivery of Yoga	Pupils and staff	<ul style="list-style-type: none"> • Yoga to take place in the John O'Connor room • Yoga mats to be available for children and cleaned on a rota after each session • Yoga mats to be placed apart to ensure social distancing • Children to sanitize their hands before and after each session • Yoga teacher (SB) to sanitise hands before and after each session • Classes to arrive at the time of their lesson and not before to ensure no crossover 	Medium	SB/TAs/ Teachers

25	Educational visits	Pupils and Staff	<ul style="list-style-type: none"> • There will be no external trips in the Spring Term • When educational trips begin again, the schools full and thorough risk assessments will be undertaken in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, consideration will be given to what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. The <u>health and safety guidance on educational visits</u> will be consulted when considering visits.” • The Association of British insurers (ABI) has produced information on travel insurance implications • During the Summer Term, Educational Trips to the Outdoor facilities such as Forest School in Holland Park will be considered. Children will attend in class groups on a private coach and a full Risk Assessment will be provided by Holland Park Ecology Centre • Staff responsible for planning and organising educational visits to be instructed to follow the national guidance available in the OEAPNG document 4.4k Coronavirus available <u>here</u>. 	High	Teachers/ TAs
26	Extra Curricular activities e.g. after school provision, before school provision and clubs	Pupils and staff	<ul style="list-style-type: none"> • Painted lines in carpark to be used when waiting to enter the school at designated arrival times • Wrap around care facilities available before school from 8.00-8.30am and after school until 4.00pm • After school clubs to commence from the week of the 26th April with control measures in place relative to specific club. • Club leaders will need to sign to confirm they have read, understood and will follow the School's Covid-19 Risk Assessment • For the Summer term, R to be in the dining room and PR to be in the JOC Room for late room or alternate PR classrooms if clubs recommence at the same time. Early room will be in class bubbles with each child in their own classroom with their bubble staff. This will be kept under regular review • Clubs and after school provision will be kept in year group bubbles • Where before/after school or holiday clubs are provided by the school – review the <u>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</u> guidance and complete and record a risk assessment to identify the hazards and agree on suitable control measures. 	High	Teachers/ TAs/ SLT/ Club leaders
27	Attendance recording		<ul style="list-style-type: none"> • Follow guidance on recording attendance at <u>addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year</u>. • The school has communicated clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) prior to the school reopening and will continue to do so through regular communication • Students who are reluctant or anxious about returning or who are at risk of disengagement to be identified and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with the school regularly during the pandemic. • Use existing pastoral and support services, attendance staff and resources to put measures in place for those families who will need additional support to secure pupils' regular attendance. • Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance. 	Low	Administrator s/ SLT/ Teachers

28

Pupils fall behind in their learning due to quarantine, self-isolating or shielding

Pupils

- Online learning – A Google Classroom for each class has been set up to allow for communication with parents and to allow children who are shielding or quarantining to access class topics and work at home.
- Online reading through Rising Stars available for Reception pupils. Reading will be communicated through Tapestry
- Oxford Owl books to be available for PR and Nursery
- Pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance).
- If parents of pupils with significant risk factors are concerned, the school would discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.
- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children has been updated , please read the current advice [current advice on shielding](#)
- **Shielding advice for all adults and children has been updated , please read the current advice [current advice on shielding](#)**
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend.
- pupils no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care with their health professional at their next planned clinical appointment - you can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#)
- Patients can only be removed from the shielding patient list by their GP or specialist, following consultation with the child and their family, and other clinicians where appropriate. If a child or young person is removed from the shielded patient list in due course, they will no longer be advised to shield in the future if coronavirus (COVID-19) transmission increases. Discussion by a clinician with those previously advised that they were a clinically vulnerable child or young person but can now be removed from the shielded patient list, and with their families are ongoing. Since shielding advice has paused nationally, except in a very few areas where the implementation of local restrictions is ongoing, all previously affected children should be able to return to school except where individual clinical advice not to do so has been provided.
- Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity as set out in the action for all schools and local authorities section.
- Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self-isolation or family isolation, the absence will not be penalised.
- Online learning – A Google Classroom for each class has been set up to allow for communication with parents and to allow children who are shielding, self isolating or quarantining to access class topics and work at home.

Medium

ALT/
SLT

			<ul style="list-style-type: none"> Students who are self-isolating will receive remote education via the Google Classroom, following the structure of the school day. 		
29	Supporting children with additional needs	Pupils	<ul style="list-style-type: none"> The latest <u>guidance for schools</u> states that: "Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. Specialists and therapists should provide support for the children as usual but off site unless school staff or SaLT AP children and parents with Individual Education Plans to have regular contact with class teacher/ SENCO SENCO to liaise with class teachers to support children with reintegration into school. Including providing strategies to support. IEPs to be amended where necessary, 1:1 support if necessary IEP to be updated where necessary to ensure appropriate personalised support is provided Liaise with parents about drop off and pick up procedures where required Risk assessment to be completed for any child with additional PSED needs 	Medium	SENCO, Learning support team, class teachers, TAs
30	Staff and pupils have been affected by bereavement, illness or lockdown	Pupils and staff	<ul style="list-style-type: none"> SLT to meet with staff to check on well being regularly SLT and class teacher to support children and families on an individual basis SENCO to offer therapist and behaviour support to parents in need Rota in place for staff cover including RS, KS, PD 	High	Class teachers/ SENCO/ SLT
31	Managing pupils with intimate care needs or injuries / First Aid	Pupils and staff	<ul style="list-style-type: none"> PPE must be worn when dealing with any intimate care or managing a child with an injury. All first aid bags to contain masks and gloves All intimate care needs to be recorded- e.g changing so contact tracing can happen All injuries must be continued to be recorded in Medical Book A Paediatric First Aider is working in each class Children from different year groups will not be sitting together when first aid is administered It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. children to apply cold pack, wipe, plaster where able to do so TL and KS have adult first aid qualification in addition to full paediatric first aid qualification Paediatric First Aiders photos are displayed in the school 	High	All staff

32	Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school	Staff pupils, wider family groups	<ul style="list-style-type: none"> • When an individual develops coronavirus (COVID-19) symptoms or has a positive test Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>You must follow this process and ensure everyone onsite or visiting is aware of it. Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>Main symptoms of COVID-19 are a temperature (above 37.8°C or chest/back feeling hot to the touch) and/ or new, continuous cough, and/or a loss of sense of smell or taste</p> <ul style="list-style-type: none"> • Establish protocol and train all staff on swift and safe response to suspected cases on site • Communicate protocol clearly to parents and carers • Child or staff member to be sent home immediately and advised to follow the stay at home guidance. • If a child is waiting to be collected they must remain in the medical room away from others. • Staff member/ child/ family advised of Government isolation information and how to obtain a test. School to keep in contact with family and confirm diagnosis 	High	First Aid Staff
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		<ul style="list-style-type: none"> • Supervising staff member and cohort should wash hands thoroughly but do not need to go home unless they develop symptoms, the child subsequently tests positive, they are required to by Test and trace or they have had a positive test result • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance • First aid staff to wear full PPE whilst with a child or staff member this includes fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles. See Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) • First aid staff understand the new procedures in place and how to safely put on and remove PPE. • All children and staff to follow clear healthy practice procedures, including coughing, sneezing and disposing of tissues • Keep up to date with government advice and changes and information from Local Authority • Deep clean and healthy practice procedures to be reviewed consistently • All AP staff have emergency Paediatric First Aid qualification • Paediatric First Aiders (full qualification) will be onsite at all times. One Paediatric First Aider in each class • KS and TL have full qualification for adult first aid in addition to paediatric qualification <ul style="list-style-type: none"> • Ensure that staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures. • For suspected cases, https://111.nhs.uk/covid-19 to be used for identifying symptoms. 		
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33	Asymptomatic Testing	Staff and pupils	<p>Staff</p> <ul style="list-style-type: none"> • Staff in primary schools will test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. • Testing is voluntary • All AP staff have been testing twice weekly at home on Wednesday and Sunday evenings • Results are reported to the NHS and Abercorn School Test Coordinator (PC) • On 8th March, staff returning to work will be given their pack of tests at 7.30am. Testing will take place on site for these staff members on this day. Tests to be disposed of once results are reported in the lidded bin provided in Owl Class. DB will remove the bin as soon as all tests have been disposed of. Testing for these staff will then happen again on Thursday evening before they then join the Sunday and Wednesday pattern from Sunday 14th March • Any member of staff with a positive test result will need to self isolate in line with the guidance for households with possible coronavirus infection. They will also need to book a PCR test and inform both the Head (CH) and Deputy (RS) https://www.gov.uk/get-coronavirus-test. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the staff member can return to school. The following hints should prove useful if booking a PCR test: <ul style="list-style-type: none"> ○ Select “yes” to the essential worker question. ○ “Yes” to symptoms ○ “Yes” to follow up test if asked ○ “They got a positive result and were told to confirm this with another test” ○ “No” to the trial question ○ Then confirm all of the relevant details to book your test. • Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact). 	Medium	All staff
			<ul style="list-style-type: none"> • If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they must: • self-isolate for at least 10 days, the isolation period includes the day the symptoms started and the next 10 full days • arrange to have a test to see if they have coronavirus (COVID-19) <p style="text-align: center;">ACTION LIST</p> <p>1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.</p>		

34

Suspected or confirmed case of COVID-19 on site

All

2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection.

3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE

SITUATION	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

5.If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

6. From 26 August, all schools and FE providers will have received an initial supply of 10 home test kits. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.

7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.

8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.

9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).

- Parents/ carers/ symptomatic staff to be provided with self-isolation advice, and information about seeking help

High

All

- Affected area to be cleaned with normal household disinfectant Safe disposal of PPE and areas occupied and equipment used by the affected person to be cleaned and disinfected, as per guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Always call 999 in an emergency.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance

TESTING PROCEDURE

Testing Procedure for symptomatic cases

Staff members, parents and carers will need to:

book a test if they or their child has symptoms - the main symptoms are:

- a high temperature
- a new continuous cough
- a loss or change to your sense of smell or taste

self-isolate immediately and not come to school if:

- they develop symptoms
- they have been in close contact with someone who tests positive for coronavirus (COVID-19)
- anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
- they are required to do so having recently travelled from certain other countries
- they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation

provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

Polymerase Chain Reactions (PCR) tests for symptomatic testing

Booking a polymerase chain reaction (PCR) test through 119

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the [NHS testing and tracing for coronavirus \(COVID-19\) website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.

- Testing is available for all symptomatic staff, pupils who are eligible to return to school, and their households. Tests can be booked online through the website <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- Tests on children to be administered by parents. Visit the following site for more information on the procedure https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907962/Coronavirus_test_guide_how_to_test_on_a_child.pdf
- Children (aged 5 and over) can be tested via 111 online service; or if aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly.

NEGATIVE TEST RESULT

- Parents and staff to inform the school the results of a test immediately.
- *if someone tests **negative**, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.*
- School should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

POSITIVE TEST RESULTS

- Parents/carers and staff must provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Parents/carers and staff must [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- *if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.*

- With HPT advice, identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 10 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection
- A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.
- Ensure that records of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups, are kept to assist the health protection team In determining close contacts (N.B. schools do 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).

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

- The school must take swift action when you become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.
- If the school would like support on the action they should take to respond to a positive case, you can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you of what action is needed based on the latest public health advice.
- The advice service (or PHE local health protection team if escalated) will work with the school to guide the school through the actions they need to take. Based on their advice, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive

Close contact means:

- ❑ anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- ❑ anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, it is recommended the school keeps a record of pupils and staff in each

group, and any close contact that takes place between pupils and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. You do 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.

- Where individuals are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.
- A template letter will be provided to you, on the advice of the health protection team, to send to parents and staff if needed. You must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate.
- If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:
 - if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
 - if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
- *If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site they must be sent home and advised to follow the [stay at home guidance](#). They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. They must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household should self-isolate for 10 days from when the symptomatic person first had symptoms.*
- If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.
- Head teacher to follow up if the test result is not received.

- Log completed
- If one pupil or teacher tests positive for coronavirus, the whole group should be sent home and advised to book a test using the above link.
- The other household members of the wider class or group do not need to self-isolate unless the child or staff member within that pod subsequently develops symptoms. Isolation rules [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)
- In the event that a parent or guardian insists on a child attending school who is showing symptoms, the school can take the decision to refuse the child if in our reasonable judgement it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

When an individual has had close contact with someone with coronavirus (COVID-19) symptoms

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and [arrange to have a test](#))
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker programme

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the [cleaning of non-healthcare settings](#). If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.

Contain any outbreak by following PHE local health protection team advice

If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak. You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required. You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.

			<p><u>Admitting children and staff back to the school</u></p> <p>The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. You should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation. In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). Your decision would need to be carefully considered in the light of all the circumstances and current public health advice.</p>		
35	Children's wellbeing - possibly unsettled, upset, confused. Requiring comforting and unable to social distance	Pupils and staff	<ul style="list-style-type: none"> • Staff explain to children why and what social distancing is • Incorporate stories and planning through activities to support children's understanding • Activities set up in order to minimise contact although it is understood that social distancing will not always be possible in Early Years • Where possible key workers work with the same children and are able to provide intimate care • PSED to have the highest priority in all Reception planning • Social skills to be a focus of teaching in Reception in the Spring and Summer Terms for the whole class and additional support to be provided in small groups within the classroom. • Regular reference to and reminding of the Abercorn (Growth) Mindset to support physical and emotional wellbeing • All staff to support the rebuilding of friendships and social engagement • To support children suffering from anxiety related to returning to school, teachers may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. • The school will provide support for those who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. • If parents of pupils with significant risk factors are concerned, the school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. • Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc)." • Identify pupils who are reluctant or anxious about returning to school or who are at risk of disengagement and develop plans for re-engaging them (N.B. This should include disadvantaged and vulnerable children 	Medium	All staff

			<p>and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.</p> <ul style="list-style-type: none">• Parents and children to be provided with details of the measures that are in place to minimise the risk of them contracting the virus at the school.• Identify any specific concerns that children, and/or parents/carers have (e.g. certain activities or areas of the site) and address these concerns where possible.• Make reasonable adjustments where possible to alleviate concerns on a case by case basis.• Ensure that children are informed of who they can speak to if they have any worries/concerns about returning to school.• Effective pastoral programme in place to address student concerns and anxieties.• Promote resilience and good mental health through the school value and growth mindset characteristics.• Clear channels of communication in place between teachers and SENCO to identify and support students with specific health or learning requirements.• Effective immunisation programme is in place and visit from medical professional to support student health		
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36	Staff safety/ wellbeing	Staff	<ul style="list-style-type: none"> ● Hold conversations with staff or use questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. ● Provide staff, pupils and parents/carers with details of the measures that you will be taking to minimise the risk of them contracting the virus at the school. ● Identify any specific concerns that employees, pupils, and/or parents/carers have (e.g. certain activities or areas of the site) and address these concerns where possible. ● Risk assessment to be shared with all staff. Staff briefed of any updates and changes ● The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. ● The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. ● Managers should discuss and agree any changes to staff roles with individuals. ● The school will address the concerns of those who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. ● UK Government Guidance to be followed as far as practically possible with Social Distancing rules and hygiene ● 1 Teacher and 1 or 2 TAs per class (15 pupils maximum) depending on age of children and EYFS ratios ● Classroom layout redesigned to allow for delivery of the curriculum as safely as possible. ● Remind children regularly of the new rules and expectations to keep staff and children safe ● PPE is available and provided by the school and kept in the school office ● Dress code to be relaxed to allow staff to wash clothes more regularly ● Breaks to be covered by TA/ teacher within the class setting as normal ● Staff to receive statutory breaks ● Rota in place for staff cover including RS, KS, PD ● Deputy Head, First aider at work, Designated Safeguarding Lead (DSL) Site Manager, Administrator always onsite. SENCo contactable ● Work closely with other professionals as appropriate to support the return to school, including continuing to notify a child's social worker, if they have one, of non-attendance. ● SLT to meet with staff to check on wellbeing regularly ● Staffroom used only when using chairs socially distanced, dining room to be used for lunch and tea/coffee breaks should be taken at staggered times to allow for social distance. The spare Reception classroom on the first floor (OWL) may be used for drinks breaks upto 5 people and maybe accessed via dining room using the fire escape stairs. The additional EAL/ French room may be used as a staff workroom. ● Teachers will not be penalised during the appraisal process or in any subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to meet fully their objectives 	Medium	All staff
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37	Staff travelling on public transport		<ul style="list-style-type: none"> • Ensure staff, pupils and parents/carers are aware of recommendations on transport to and from the school as outlined in <u><i>Coronavirus (COVID-19): safer travel guidance for passengers.</i></u> • Use of PPE as directed by the government, washing/ sanitising hands on entry to the building and before removing face mask • Reduce need for teachers to come into school where practical • Staff to follow government guidance as far as possible • Staff to wash hands on entering and exiting the building and regularly throughout the day. Hand sanitising stations are positioned at the entrance to the school 	High	HT/SLT
38	<p>Staff Shortage - classroom cover</p> <p><i>This may include staff having to go into self-isolation due to underlying health conditions or short term isolation. Staff being notified to self isolate by NHS Track and Trace</i></p>	Pupils	<ul style="list-style-type: none"> • Ensure adequate number of staff in attendance to maintain required ratios and ensure key competencies - first aid, DSL etc. • Should the site DSL (RS) be unavailable then contact should be made with the DSL (CH Head teacher) or DSL for Prep (CC) or Pre-Prep (MC) either by phone or online video call. In the extremely unlikely situation of all DSLs being unavailable then MM will take responsibility for coordinating safeguarding at Abercorn Place • 1 teacher per class or 2 x TA's per class, level 6 can lead. • SEN support 1:1 for particular children to settle • Specialist staff who deliver interventions or management cover will be redeployed on a daily basis to support where needed • The school may need to close if staff levels are not safe • Staff trained to assist in emergency evacuations (please refer to the section of this risk assessment entitled 'lack of adequate trained fire personnel'); • Teaching assistants can be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). • Any redeployments should not be at the expense of supporting pupils with SEND. Headteacher should be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff. This includes ensuring that safe ratios are met and specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required. 	High	SLT/
39	Staff Shortage -Staff may need to take	Staff, pupils	<ul style="list-style-type: none"> • Staff may be asked to cover more duties including lunchtime on a rota basis. All staff will still receive statutory break times • Staff may be asked to cover other roles e.g. first aid/ front office • Tapestry can be commented on by staff from home 	High	SLT /ALT

	<i>on additional roles</i>				
40	Staff Shortage – general impact	Staff pupils	<ul style="list-style-type: none"> • Garden may be staggered more to ensure equipment is cleaned • Lunchtime in the dining rooms staggered with 30 minutes between PR and R for cleaning • Assemblies to be done in classrooms by RS • Inset time and staff meetings to be held on Zoom. • In the rare occasion when a supply teacher / TA is required these individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This advice for supply teachers also applies to other temporary staff working in schools such as support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs." <p>Potential control measures include:</p> <ul style="list-style-type: none"> • Ensure that supply/temporary/peripatetic staff are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time). • Supply/temporary/peripatetic staff to be advised to take particular care to maintain distance from other staff and pupils. • Consider using longer assignments to minimise the number of temporary staff entering the premises. 	High	SLT /ALT
41	New fire hazards as a result of implementing control measures for COVID-19.	Staff	<ul style="list-style-type: none"> • As a result of the COVID-19 pandemic, the staff on site may change due to illness of either themselves, other members of their household, or close contacts; and this could include managers and other staff with key roles in fire evacuation procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.). The risk of fire is ever present, and as such procedures will be regularly updated and will continue to respond accordingly to any changes in staff. There are several trained fire wardens within the building. • Classroom doors will remain open while occupied. Once children leave doors will be closed and remain shut until the room is occupied again. • Hand sanitizer and flammable cleaning products will continue to be stored in locked cleaning cupboards. • Fire risk assessment and fire procedures are reviewed and updated as a result of any changes. • All teachers will walk the children through their evacuation routes in the first week of the children's return to school. • Any child requiring a Personal Emergency Evacuation Plans (PEEPs) will have their plan reviewed and updated as a result of any changes to the fire procedures. • Any changes to the fire risk assessment and/or your fire procedures will be communicated to staff. • Fire assembly points have been reviewed to ensure that they are conducive with social distancing advice where possible <ul style="list-style-type: none"> o Nursery - Line up on the left closest to the building due to age. o PR Lion - Line up on the left after Nursery ensuring a social distanced space between themselves and Nursery o PR Giraffe - Line up on the right closest to the building 	High	Facilities Manager/ Bursar

		<ul style="list-style-type: none"> o R Mouse- Line up on the right of the building ensuring a social distanced space between themselves and Giraffe Class (between Giraffe and Gruffalo) o R Gruffalo- Line up on the right of the building after Mouse class ensuring a social distanced space between themselves and Mouse class. • Ensure that staff working in areas of the school site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identify escape routes, fire exits and assembly points. • Ensure that children learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.). 		
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Putting on and Removing PPE

It is also important that any PPE equipment is put on and removed safely so that staff do not contaminate themselves. There is a specific order in which this should be done detailed below:

<p><u>Putting on (donning)</u></p> <p><u>Apron</u></p> <p><u>Fluid resistant mask</u></p> <p><u>Eye/face protection (only to be worn if there's a risk of splashing)</u></p> <p><u>Gloves</u></p>	<p><u>Removal (doffing)</u></p> <p><u>Gloves</u></p> <p><u>Apron</u></p> <p><u>Eye/face protection (only to be worn if there's a risk of splashing)</u></p> <p><u>Fluid resistant mask</u></p>
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[A Public Health England COVID-19: Removal and disposal of Personal Protective Equipment \(PPE\) video is also available](#)

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

Location/Department/Classroom: *All sites all areas*

Abercorn School

Activity/Task/Area Assessed :

Covid-19 Assessment

Assessor(s): *D. Brackley*

Date: *22/5/2020*

Review Date: *Annually*

HAZARDS	PEOPLE AFFECTED	ACTUAL PREVENTIVE & PROTECTIVE MEASURES	ACTION
<i>PPE supplies.</i>	<i>All staff & pupils.</i>	<i>The school has sufficient PPE supplies, this includes masks, visors, disposable aprons, gloves etc.</i>	<i>Please inform the Administrator if supplies are running low or if other equipment is required.</i>
<i>Cleaning/Sanitizing supplies.</i>	<i>All staff, pupils & visitors.</i>	<i>We have installed sanitizing stations to the entrances to all sites, They can also be found by the entrance of the dining rooms and the garden exits.</i>	<i>All staff, pupils and visitors are asked to sanitize as they enter the building. Pupils should sanitize before eating and upon entering/leaving the garden.</i>
<i>Fire alarms/Drills.</i>	<i>All staff & pupils.</i>	<i>The procedure for evacuating the school remains unchanged although some escape routes have been modified, listen carefully and follow the teachers instructions.</i>	<i>Upon hearing the alarm proceed to the assembly point remembering to keep a distance between you and the next person.</i>
<i>Fire system equipment.</i>	<i>All staff & pupils</i>	<i>During the period of school closure the fire systems have been checked, maintained and serviced if required, this includes: the alarm system, extinguishers, detectors and fire doors.</i>	<i>Although everything has been checked please inform the maintenance team if you notice any discrepancies.</i>
<i>Water treatment. (legionella)</i>	<i>All staff & pupils</i>	<i>All sites have been treated for Legionella and during the period of closure the maintenance staff have been around each building flushing the water system, toilets, sinks etc.</i>	<i>Regular testing of water temperature and Chlorination has taken place.</i>
<i>Cleaning of buildings.</i>	<i>All staff & pupils</i>	<i>All sites are to be thoroughly cleaned and sanitized before the re-opening date of June 2nd, once open regular cleaning will take place, this to include desks, tables, all touch surfaces and all equipment.</i>	<i>Supplies of disinfectant, sanitizer, alcohol wipes paper towels, etc. can be found in the cleaners cupboards on each site.</i>
<i>Disposal of waste.</i>	<i>All staff & pupils</i>	<i>All waste produced should be disposed of immediately in the appropriate bins, these should be emptied regularly and bags placed in the external dustbins.</i>	<i>Toilets & classrooms to be checked on a regular basis. Bags to be tied before disposal.</i>
<i>Pest control.</i>	<i>All staff & pupils</i>	<i>Pest control is undertaken by an external contractor on a regular basis and is currently up to date with treatments.</i>	<i>During the period of closure all sites have been monitored and any problems dealt with.</i>
<i>Social distancing.</i>	<i>All staff, pupils and parents.</i>	<i>To aid with controlling the spread of any infectious diseases all sites have been marked out with the regulation 2 metre distance markers.</i>	<i>Please take note of the markings on the floor, you must keep a minimum of 2-metres or 3 paces apart.</i>
<i>Air-conditioning.</i>	<i>All staff & pupils</i>	<i>The air-conditioning units installed at both Portland place & the Grammar school have had the recirculating filters removed and cleaned during the period of closure.</i>	<i>These units are scheduled for servicing during w/c 25th May 2020.</i>