

GENERAL SCHOOLS RISK ASSESSMENT

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out. The general risk assessment below MUST be amended to reflect each school's specific controls on an ongoing basis.



Willow Lane
Community Primary School

PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements from 12th April 2021

Location of activity: Willow Lane Community Primary School – 01/003

Team/School name: Address & Contact details:	Willow Lane Lancaster LA1 5PR Tel: 01524 65880	Name of Person(s) undertaking Assessment:	Mel Mackinnon, Sarah Fish and Dan Rawes
		Signature(s):	<i>Mel MacKinnon</i>
Line Manager/ Headteacher (Name/Title):	Mel MacKinnon Headteacher head@willow.lancs.sch.uk	Date of Assessment:	August 2020 Updated 4 th Sept 2020, 7 th Nov 2020, 4 th Dec 2020, 8 th & 29 th Jan 2021, 6 th March 2021, April 12 th , May 18 th & 16 th June 2021.
Signature:	<i>Mel MacKinnon</i>	Planned Review Date:	Ongoing review
How communicated to staff:	Shared electronically. On display on blue board in school lobby. Staff training 1 st September. Ongoing staff communication – eg board in staff room, emails etc.	Date communicated to staff:	Whole staff training on 1 st September. Ongoing updates through meetings and electronically. Latest shared in school and online June 2021.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
1. OPERATIONAL OVERSIGHT			
1.1 Changes to official COVID19 guidance and advice	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, H&S and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. • HT and DHT check Lancashire Portal daily for updates – these include at a national and county level. • Government guidance can be found at https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings • Key document of guidance. This includes ‘Restricting attendance during the national lockdown: schools’: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Guidance on critical and vulnerable can be found at: https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision • Documents linked to responses include government guidance and LCC ‘Response to Covid 19 symptoms and cases’.
1.2 Governors not being fully informed or involved in	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • Online meetings (currently using Zoom) held by Governing Body. Meetings include FGB and SEC and Resources Committees. • Governing Body are involved in making key decisions. These are minuted.

making key decisions.			<ul style="list-style-type: none"> • Governors have access to 'latest Letters' section of school website which shares information given to parents. • HT provides 'governor update' emails to give greater ongoing insight. • GB have copy of risk assessment. • Headteacher and Chair of Governors are in regular communication.
1.3 Lack of Governor oversight during COVID 19 crisis.	Staff, pupils, visitors, contractors, parents	leads to school failing to meet statutory requirements.	<ul style="list-style-type: none"> • FGB continues to meet at least termly via online platforms. • Committees meet at least termly via online platforms. • Agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • HT report to governors to include content linked to school's response to COVID 19. • Minutes of meetings are reviewed and checked for accuracy to ensure statutory requirements and oversight is maintained.
1.4 Communication regarding school diary.	Staff, pupils, visitors, contractors, parents	Harm to wellbeing due to uncertainty.	<ul style="list-style-type: none"> • Communication with parents is ongoing using T2P (text service) • 'Latest Letters' section https://www.willow.lancs.sch.uk/noticeboard/latest-letters/ of school website has detailed communication with links sent through T2P. • Newsletters shared physically and online. • Website calendar updated. • Seesaw platform (when/if bubbles are not in school) shares information as well as remote education eg staffing updates. • All children have Seesaw accounts and codes to access - these are in remote education learning packs. • Seesaw is used as main avenue for Remote Education including for children in school and children at home when applicable.
1.5 Staffing capacity from September 2021.	Staff and pupils	Ability to deliver education in a safe manner.	<ul style="list-style-type: none"> • A new Headteacher has been appointed for September 2021. • An internal Acting Deputy Headteacher has been appointed for September 2021. • Early appointments allow smooth transition for school processes including management of COVID 19 pandemic. • Class Teacher and HLTA appointed and induction process occurring in line with guidance.

			<ul style="list-style-type: none"> • Other staffing appointments in progress (eg welfare) and processes are working within guidance parameters.
1.6 Staffing capacity during current situation.	Staff and pupils	Ability to deliver education in a safe manner.	<ul style="list-style-type: none"> • Audit indicates that sufficient teaching and support staff to fully open the school. • All children in school from 8th March across 7 classes and this approach continues for Summer Term. • Clinically vulnerable staff can attend school and those in this category have individual risk assessments. • 2 days of regular supply teacher to support PPA delivery assist in minimising staffing across bubbles/classes. • From 26th April, PPA Teacher works across 4 classrooms. This is in line with guidance and follows process of communication between leadership and teacher. • Ongoing dynamic risk assessments to respond to eg self-isolation of staff if identified as close contacts.
2. BUILDING CAPACITY			
2.1 Lack of space to accommodate children.	Staff, pupils, contractors, visitors	Potential infectious disease, injury or harm from accidents.	<ul style="list-style-type: none"> • 7 classrooms – 4 in KS2 and 3 in KS1/EY. • Sufficient classrooms to accommodate 7 classes/bubbles of children. • Physical layout of school site allows for the middle of the building to be predominantly used by staff with children able to access their needs at either end of the building. • Children need to use central area for walking to and from the hall and for first aid. • School has a large dining hall which can be used by a class for indoor PE. • Dining hall is being used at lunchtimes with two classes using it at a time. Each class sits along one side of the fold out table/chairs and tables are cleaned between sittings. Lunch starts at 11:30 and finishes at 1:30. • From 26th April lunchtime approach changed to three sittings: 11:30 Rec, 12:00 Y1 Y2 Y3 and 12:30 Y4 Y5 Y6. Bubbles will remain separate and sit both sides of large tables. Tables and chairs will be cleaned between sittings. Named welfare staff one per bubble.
2.2	Staff, pupils	Potential infectious	<ul style="list-style-type: none"> • Guidance recognises that children will not be able to maintain social

<p>Social distancing within classrooms.</p>		<p>disease, injury or harm from accidents.</p>	<p>distancing within a bubble.</p> <ul style="list-style-type: none"> • From Y3 to Y6, classrooms reconfigured for all children to sit facing forwards with two children at a desk. • Y1 and Y2 follow this approach for the majority of the time. Classrooms laid out to allow maximum space between groups and children have their own seats and stationary. • Adults maintain social distancing where possible. • Reception social interactions and learning would be impacted negatively by such an approach. Reception Class use shared tables/areas, including the outside space, for learning activities with measures taken to reduce number at any table/area. • Spare furniture has been removed from classrooms. • Government guidance recognises that primary age children cannot be expected to remain 2 metres apart from each other and staff, in particular with younger children. This has been shared with parents throughout. • Adults within the classroom will follow social distancing expectations where possible eg avoid close face to face contact and minimise time spent within 1 metre of anyone. Further behaviours will be used (see 8.2) to support not spreading infection. • Classes of children are kept apart through measures such as timetable alterations including staggered drop off, play in separate areas and having lunch in bubbles within the hall.
<p>2.3 Movement in and around school kept to the minimum.</p>	<p>Staff, pupils, contractors, visitors</p>	<p>Potential infectious disease, injury or harm from accident.</p>	<ul style="list-style-type: none"> • School site is supportive with single floor, all classrooms accessible from outside, good ventilation, extensive grounds and wide corridors. • Use of shared spaces eg toilets carefully managed by staff and by physical alterations (see below). • Use of handwashing carefully managed by staff and by physical alterations (see below). • Children in KS1/EY using sinks in classroom for handwashing as well as toilet block. Orange Class are using 2 toilets/sinks, Yellow Class are using 2 toilets/sinks and Red Class using 2 toilets/sinks due to age of children and specific needs of children.

			<ul style="list-style-type: none"> • Children in KS2 using nominated toilet and sinks. One child to use at a time managed by staff. • Movement at drop off/collection supported by 2m dots and allows parent/child social distancing. School staff present to support this. • Signage shares expectations whilst queuing, at front of school and throughout the building. • Corridors are wide, furniture has been removed, and expectations taught to children for 'walking on the left'. • Large gatherings eg assemblies will be avoided until further notice. Assemblies are held remotely with each bubble able to listen through classroom whiteboards.
2.4 Transmission of COVID-19 through airborne particles due to inadequate ventilation.			<ul style="list-style-type: none"> • The school has followed the LCC Design & Construction guidance on the use of ventilation and air conditioning, the supplementary note for Winter 2020/21. • As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security, fire safety issues or inclement weather. • During colder months, windows will be fully opened before a room is used, and whenever a room is unoccupied in order to purge the air. • Where possible, windows will be kept partially open at times of occupation.
3. STAFFING and ADULTS			
3.1 Vulnerable & extremely vulnerable staff with pre-existing health conditions	Staff	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • All adults who are vulnerable or extremely vulnerable have an individual risk assessment. • School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff, visitors and children including those who are extremely clinically vulnerable and clinically vulnerable. • From 1 April 2021, staff who are clinically extremely vulnerable (CEV) can attend the workplace if they are unable to work from home. • Staff who are CV can continue to attend school. While in school they must follow the system of controls outlined in guidance to minimise the risks of

			<p>transmission.</p> <ul style="list-style-type: none"> • Government policy advises working from home where possible and guidance recognises this will not be applicable to most school staff. • The most at risk categories advised to take particular care while community transmission rates fall. • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal. • Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, An individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes; • Some people with particular characteristics 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. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level; • People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal. • Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff;
<p>3.2 Impact of reduced staffing levels on H&S roles and responsibilities and</p>	<p>Staff, pupils, visitors, contractors, parents</p>	<p>Potential spread of infectious disease, stress, injury or harm from</p>	<ul style="list-style-type: none"> • Staffing may be impacted due to local lockdowns, close contact self-isolation and general health needs. • Key roles (eg cleaning, first aid, leadership, DSL) as well as staff availability will be monitored. If staffing levels fall to levels where safety cannot be

arrangements		accidents+/incidents	<p>assured then school will be closed following usual closure procedures including communication with Local Authority and Parents.</p> <ul style="list-style-type: none"> • All staff have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; • All new staff and volunteers will be provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities; • The Headteacher or other nominated senior personnel, is available to offer support and advice and to monitor the current working arrangements each day.
3.3 Mental Health, Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The school recognises that mental health of staff may have been adversely affected during the COVID-19 crisis. The new approach to schooling may impact on mental health. • The Headteacher or other senior personnel, will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary. All staff are in nominated wellbeing groups and the nominated member of senior staff will check in with all members weekly. • SMT and wellbeing group leaders are included in wellbeing groups. • Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day. This can be directly or through the wellbeing groups. • School provides a 'Staff wellbeing and Support Plan' provided by New Start. This allows staff to talk to a counsellor every half term as needed. These sessions are held following strict guidelines with regard to safety and social distancing. • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur. This follows the same routes through the nominated member of senior staff. • All staff have been made aware (at staff training) that it is non-confrontational to identify unease with a situation with the phrase 'I feel uncomfortable about...eg you three standing together'. Etc.

			<ul style="list-style-type: none"> • School has access to bereavement support (through Lancashire) if necessary. • The Education Support Partnership (www.educationsupport.org.uk) provides a free helpline for school staff and targeted support for mental health and wellbeing. • 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; • Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager can complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work. • Staff are aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing ○ MIND web site ○ H&S COVID-19 web page
<p>3.4 Homeworking with DSE</p>	<p>Staff and members of their household</p>	<p>Development or worsening of existing musculoskeletal injuries or health conditions</p>	<ul style="list-style-type: none"> • Working from home, eg during close contact self-isolation, can have impact on staff mental health. All staff, including those at school and at home, are part of wellbeing teams with regular contact available. • Staff working from home have had information on DSE eLearning –this makes them aware of how to set-up their workstation and equipment at home so as not to cause additional health risks. Staff have access to H&S information and support to assist homeworking arrangements such as: <ul style="list-style-type: none"> ○ H&S COVID-19 web page (section on 'How to support employees working from home') • Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk • In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. These can then be discussed with their line manager at school and further actions

			taken where necessary.
3.5 Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> • Staff aware that there are additional staff who can support with moving furniture etc. All staff reminded at training. • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> ○ the task being undertaken; ○ the capabilities of individual carrying out the task; ○ the load being lifted or moved; ○ the surroundings (environment).
3.6 Contractors and visitors to site including deliveries	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Wherever possible, school will minimise visitors entering premises. • Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only. • Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools. Regular supply teachers are timetabled to provide PPA. • Specialists, therapists, clinicians and other support staff for pupils with SEND may provide interventions as usual however many are supporting remotely where possible. School will make decisions on 'essential' on a case by case scenario. • Essential professionals eg social workers, therapists, OT etc will follow protective measures expected in school if attending. Professionals may have own guidance to follow eg OT attending in PPE. Virtual meetings will be preferred where possible. • Contractors must obtain permission before attending site and visits will be outside school hours where possible. • All visitors will follow the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry. • All visitors and staff are to follow staff face covering expectations. • Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival. This is reinforced by signage as above. • Office staff sign-in and sign-out all visitors to prevent the handling of pens

			<p>and paper by multiple people.</p> <ul style="list-style-type: none">• A procedure is in place to maintain hygiene of touchscreen sign-in systems each time they are used. In our school hand sanitiser is available at the point of entry and at exit door.• All payments (except in an emergency where cash will be 'quarantined') made online/over the telephone.• Contractors are encouraged to access site asbestos surveys on PAMS prior to a site visit.• The Executive Summary (list of occurrences at the start of the asbestos survey), along with a floorplan of the school with asbestos containing and 'unknown' materials highlighted on it has been printed and laminated for contractors on arrival to site. Confirmation of sight of the survey will be signed in the Contractors file by school staff. Laminated sheets handled by the Contractor will be wiped clean using gloves and disinfectant wipes following use;• Contractors/professionals will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry;• Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation.• Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination. Alternative routes in our school include direct entry to the kitchen, direct entry to the boiler room, direct entry to the site supervisor room, direct entry through hall doors and access to rear of the building via large gates by greenhouse.• With deliveries ordered in bulk, these can be stored in site supervisor storeroom for 72 hours+ before wider use and staff handling will wash
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			<p>hands before and after handling.</p> <ul style="list-style-type: none"> • Staff handling deliveries will observe good hand hygiene, washing hands using warm running water and soap for a minimum of 20 seconds or using in sanitiser after handling new deliveries that have not been sanitised. • For deliveries through post eg packages, Office staff have agreed protocols which are shared on Orange Sheet.
<p>3.8 Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.</p>	<p>Staff, pupils, visitors, contractors, parents</p>	<p>Spread of infectious disease</p>	<ul style="list-style-type: none"> • Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements; • Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments; • Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis; • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; • Signage, posters and other instructions are displayed to support implementation of COVID secure measures; • Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.
<p>3.9 Staff are not trained in new procedures.</p>	<p>Staff, pupils, visitors, contractors, parents, members of the public</p>	<p>Becoming seriously ill from the effects of coronavirus.</p>	<ul style="list-style-type: none"> • All stakeholders will be aware of changes to procedures, policies and expectations including children, parents, staff and governing body. Text and letters (on website and/or email) used to disseminate information. • Staff CPD 1st September. A register of attendees taken and follow up CPD as necessary eg paediatric first aiders and use of PPE. • Staff CPD in school so staff can see, question and assist in adapting expectations and procedures on site. • Round robin of training activities linked to specific areas including: <ul style="list-style-type: none"> - Cleaning

			<ul style="list-style-type: none"> - Hygiene - Staff Expectations - Staff roles - Social distancing - Timetable eg staggered starts/lunchtimes - Procedures eg fire safety - Orange Sheets - Curriculum <ul style="list-style-type: none"> • From March, the school's approach followed the same procedures with additional minimising social contacts through numbers of adults and children in school. • From April, the core of school's approach continues to be the same with some alterations eg shorter lunchtime disseminated in advance. This continues. • Staff updated when on site and electronically. Whiteboard in staff room and corridor, T2P, email and published letters and risk assessment used to share updates.
3.10 Staff are not aware of procedures.	Staff, pupils, visitors, contractors, parents, members of the public	Becoming seriously ill from the effects of coronavirus.	<ul style="list-style-type: none"> • Following training, staff will require continued reference to new procedures. • In our school, 'Orange Sheets' will be used and displayed throughout the site. These sheets will indicate expectations eg wash hands before entering, only one person... etc for rooms and work areas.
13.11 Transmission of Covid-19 through interaction with catering staff on site	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • School have ensured that bought in School Catering Services (LCC Catering in our setting) have their own COVID-19 risk assessment in place which considers all COVID-19 preventative measures; • Catering staff wear face coverings when unable to maintain a 2 metre distance from others within the kitchen, including during food service; • The School Catering Service minimise changes in kitchen staff within the school as far as possible; • School catering staff are encouraged to participate in the school's LFD testing programme and have been provided with information on what to do if they have a positive LFD result including how to report the result to the school.

4. CHILDREN

<p>4.1 Vulnerable & extremely vulnerable pupils with pre-existing health conditions</p>	<p>Pupils</p>	<p>Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<ul style="list-style-type: none"> • School attendance mandatory from 8th March 2021. This means from that point, the usual rules on school attendance will apply, including: parents' duty to secure that their child attends regularly at school; schools' responsibilities to record attendance and follow up absence; the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. • A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they: <ul style="list-style-type: none"> - have symptoms or have had a positive test result - live with someone who has symptoms or has tested positive and are a household contact - are a close contact of someone who has coronavirus (COVID-19) - are required to quarantine having recently visited countries outside the Common Travel Area • Where pupils are not able to attend school as they are following Government advice related to COVID-19, the absence will not be penalised. • From 1 April 2021, Clinically Extremely Vulnerable (CEV) pupils and students should return to their school or other educational setting, in line with Government advice. • Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary; • Remote education (see below) will be available to children not attending. • There is a requirement that all adults and children who are ill stay at home. • School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff, visitors and children including those who are extremely clinically
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			<p>vulnerable and clinically vulnerable.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace/school as normal; • People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace/school as normal; • School will work sensitively with any families and children to explore concerns/anxieties and explain procedures etc. • (Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19).
<p>4.2 Spread of Covid-19 during transport to and from school</p>	<p>Pupils</p>	<p>Potential spread of infectious disease Pupils stranded or missing</p>	<ul style="list-style-type: none"> • There is a requirement that all adults and children who are ill stay at home. • The vast majority of our children walk to and from school. • Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including; <ul style="list-style-type: none"> — Staff and pupils are encouraged to walk or cycle to school where possible. For the majority of our children, this is the norm. This includes sharing of a local area map with walking distances. — Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand; • Where this is not possible, use of private transport or a dedicated school bus is recommended. • If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport. • All children to wash their hands with warm running water and hand soap for at least 20 seconds on arrival to school. Children and families reminded that children should wash hands when leaving/arriving at home. • Adults dropping off and collecting have been advised to wear face coverings. This is the expectation for staff involved at these times too. • Families who use public transport have been referred to safer travel

			guidance for passengers which includes guidance on how to wear a face covering.
4.3 Mental Health, Stress and Anxiety	Pupils	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The school recognises that mental health of children may have been adversely affected during the COVID-19 crisis. The new approach to schooling may impact on mental health. • School staff have had ACE Awareness training and school has an established and effective pastoral team. • Staff monitor wellbeing and record concerns through CPOMS system as per usual expectations. • Designated member of staff – Pastoral Manager - linked to pupil wellbeing. • Curriculum time can be used to support children’s wellbeing directly eg PSHE lessons and indirectly eg through activities such as exercise and arts. • School has access to bereavement support (through Lancashire) if necessary. • 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.
4.4 FSM entitled children to receive meals.	Pupils	Lack of nutrition	<ul style="list-style-type: none"> • Children in school are entitled to FSM provided by LCC Catering. • Dining hall is being used at lunchtimes with two classes using it at a time. Each class sits along one side of the fold out table/chairs and tables are cleaned between sittings. Lunch starts at 11:30 and finishes at 1:30. • From 26th April lunchtime approach will change to three sittings: 11:30 Rec, 12:00 Y1 Y2 Y3 and 12:30 Y4 Y5 Y6. Bubbles will remain separate and sit both sides of large tables. Tables and chairs will be cleaned between sittings. Named welfare staff one per bubble. • Where children entitled to FSM but are not in school, eg bubble self-isolation, school will work with families to provide support eg food parcels and/or vouchers.
4.5 Lack of clean clothes may increase risk of virus	Staff, pupils, visitors, contractors, parents, members of the	Potential spread of infectious disease	<ul style="list-style-type: none"> • Parents to be made aware that uniforms do not need to be cleaned any more often than usual nor do they need to be cleaned using different methods.

spreading.	public		<ul style="list-style-type: none"> • Children to come to school and stay in same clothes eg no changing in to PE kit. • Children to attend school in uniform and PE kit on days when PE lessons timetabled to support cleaning and limit amount brought in each day. • Whilst children are expected to wear uniform, school to use sensible flexibility in clothing children are attending school in to allow for colder weather and challenges of current restrictions.
5. CLEANING AND HYGIENE			
5.1 Spread of COVID-19 virus via germs on surfaces and furniture within the building – BEFORE ARRIVAL	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • There is a requirement that all adults and children who are ill stay at home. • Guidance and training provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins. • Tissues are readily available in the areas being used. Every classroom has a first aid tray including tissues. These are checked daily and sufficient reserves are held in stock. • Hand sanitiser has been made available in all classrooms and adult spaces eg lobby, staff room etc. • An enhanced cleaning schedule has been implemented including additional cleaning during the school day • Enhanced cleaning schedule is followed for frequently touched objects such as door and window handles, taps, table tops, learning resources, computer equipment, telephones and bathroom facilities (see new Cleaning Protocols documents). • An additional cleaner has been employed for the morning and for middle of the day. • All occupied areas will be thoroughly cleaned at the end of the day and/or start of the day (see updated Cleaning Protocols). • Shared cleaning protocols document allows for monitoring. • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on

			<p>the use of PPE. CPD on cleaning caddy in classroom. Cleaning staff have had training on Cleaning Protocols. Welfare staff have had training on cleaning classrooms and shared areas at midday.</p> <ul style="list-style-type: none">• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves and aprons.• Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms. All waste (Mon to Fri) will be stored in shipping container until Friday pm when in to bin. Bin collection is Tuesday. This will allow all waste to be out of contact for 72+ hours.• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary.• Staff have been trained in use of buckets with diluted bleach. The 5 litre container has a pump and the appropriate measure is pumped directly in to a bucket of water which is on the ground.• To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed from classrooms and other learning environments and placed in storage where they do not pose increased trips or fire risks. In our school, storage includes library area and site supervisor store room.• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed where this will not impact on quality of education.• As the ability to social distance in early years setting is limited, additional attention is given to the cleaning regime and hygiene including additional cleaning through the day as needed using cleaning caddies and ensuring resources kept within classroom.• In Reception Class the use of soft toys and toys with intricate parts or that are otherwise hard to clean are not in use where this will not impact on quality of education. Resources are cleaned using Milton and plastic basket approach.• Waste bins are emptied at least daily or more often as necessary and the
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			<p>contents disposed of safely. New pedal controlled flip lid bins for all classrooms and communal spaces.</p> <ul style="list-style-type: none"> • Disposable products – gloves and aprons – to be disposed of following cleaning. • Where blue paper towel is used this is disposed of. • Where cloths are used, these are soaked in bucket of bleach dilution and dried in locked cleaning room. • A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination.
5.2 Spread of COVID-19 virus via germs on surfaces and furniture within the building – ON ARRIVAL	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance and training provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements. • All staff, pupils and visitors are required to follow guidelines re washing hands thoroughly with warm running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry. • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing; • Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). Child friendly and PHE posters display this message throughout the school. • Tissues are readily available in the areas being used. Every classroom has a first aid tray including tissues. These are checked daily and sufficient reserves are held in stock. • Hand sanitiser has been made available in all classrooms and adult spaces eg lobby, staff room etc. • Staff have been instructed to limit personal items on the premises.
5.3 Spread of COVID-19 virus via germs on surfaces and furniture within the	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • All staff and pupils to wash their hands/hand sanitise more frequently, particularly before eating and drinking, administering first aid, before and after playtime/breaks, after using shared resources and after using the toilet. The school phrase of 'we wash, we do' is the expectation of adults

building – DURING THE
DAY

and children.

- Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing;
- Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands.
- Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). Child friendly and PHE posters display this message throughout the school.
- Tissues are readily available in the areas being used. Every classroom has a first aid tray including tissues. These are checked daily and sufficient reserves are held in stock.
- Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands;
- Hand sanitiser has been made available in all classrooms and adult spaces eg lobby, staff room etc.
- At the end lunchtime, tables in the dining area will be cleaned by LCC Catering staff. During lunch sittings, additional welfare employed to assist in cleaning and serving meals.
- From 26th April lunchtime approach changed to three sittings: 11:30 Rec, 12:00 Y1 Y2 Y3 and 12:30 Y4 Y5 Y6. Bubbles will remain separate and sit both sides of large tables. Tables and chairs will be cleaned between sittings. Named welfare staff one per bubble.
- Additional cleaning of high contact surfaces eg taps, door handles etc by additional cleaning staff in middle of the day.
- Outdoor equipment, eg sports resources, will be used by a single 'bubble'.
- Climbing area is to be used by one bubble. This is to lower potential number of first aid injuries as well as reduce potential spread of disease.
- Shared cleaning protocols document allows for monitoring.
- Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. CPD on cleaning caddy in classroom. Cleaning staff have

			<p>had training on Cleaning Protocols. Welfare staff have had training on cleaning after lunch.</p> <ul style="list-style-type: none">• Teaching staff are responsible, using the classroom caddy, for cleaning of used resources etc as they will know what has been used.• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc.• Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms. All waste (Mon to Fri) will be stored in shipping container until Friday pm when in to bin. Bin collection is Tuesday. This will allow all waste to be out of contact for 72+ hours.• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary.• Stationery and other equipment is not shared where possible by either staff or pupils. Children, Y1 to Y6, have their own pencil case, provided by the school, kept in their tray.• Classroom based resources eg maths kit boxes can be used and shared within bubble. These will be cleaned using Milton and wipes as required.• Resources shared between classes will be kept to a minimum and will be cleaned meticulously between bubbles or unused for 48 hours (72 hours for plastics). The school is well resourced and ideally eg PE equipment will remain with a class throughout the unit.• Children will be reading books and taking books to and from home. This is in line with guidance on importance of reading. Classes will have own selection of books, book bag boxes (handled by staff) and books will be wiped and taken out of circulation for 72+ hours.• Good housekeeping is maintained at all times.• Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely. New foot pedal controlled flip lid bins have been ordered for all classrooms and communal spaces.• A strict colour coding system of cleaning equipment is in place to reduce
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<p>5.4 Spread of COVID-19 virus via germs on surfaces and furniture within the building – FOLLOWING CONTAMINATION</p>	<p>Staff, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<p>the risk of cross contamination.</p> <ul style="list-style-type: none"> • Shared cleaning protocols document allows for monitoring. • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc. • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary. • The school will follow the procedures as set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste. This will be kept in shipping container. • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor. • A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination.
<p>6. SYMPTOMS and TESTING</p>			
<p>6.1 Staff or pupil displaying signs of COVID-19 whilst in school</p>	<p>Staff, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Staff, parents and pupils are made aware of the virus symptoms; • There is a requirement that all adults and children who are ill stay at home. • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection; • Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to arrange a test (PCR) to see if they have COVID-19; • Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 10 days from date of onset

			<p>of symptoms.</p> <ul style="list-style-type: none">• Education Guidance posters by PHE on display around school. Staff made aware of symptoms at training.• Regular communication (posters, T2P, letters etc) reinforces key messages to families.• If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs;• Ideally, a window will be opened in the room for increased ventilation. In our school, the best located room for this purpose is the central first aid room. Whilst this does not have window ventilation it does have fan ventilation, wipeable surfaces, a bed and toilet, sink facilities and is centrally located for collection. Another option school has used is for the child to await collection with a member of staff outside on the benches at the front of the school.• If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others;• If an individual (adult or child) showing COVID-19 symptoms, needs to use the toilet while waiting to go home, they will use a separate toilet if possible (see above). The toilet will then be cleaned and disinfected before being used by anyone else;• The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance;• When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn;• If a risk assessment determines that there is a risk of splashing to the
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			<p>eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.</p> <ul style="list-style-type: none"> • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace, the School or Local Health Protection Team; • Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 10 days from date of onset of symptoms; • Engagement with NHS Test and Trace is expected by all children and staff. • Engagement with NHS Test and Trace is expected by all visitors and names and contact numbers are recorded when visiting school for this purpose. • Children are eligible for testing and school will inform parents on how to do this and request to be informed of outcome. Following outcome, guidance from PHE will be followed. • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school; • If someone tests negative, if they feel well and have been without a fever for 2 days they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating;
<p>6.2 Staff or children not knowing how to access testing.</p>	<p>Staff, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Engagement with NHS Test and Trace is expected by all children and staff. • Staff and children in all settings are eligible for testing if they begin to display symptoms, as will symptomatic members of their households. • Staff to be tested and this can be arranged through school or as a member of the public. • Parents are able to access testing using 111 online service if child is over 5 or call 119 if child is aged under 5.

			<ul style="list-style-type: none"> • Staff working at quieter times, eg cleaning staff or site supervisor, must follow this procedure and inform their line manager (by phone if necessary) straight away. • School has reserve of test kits for families who may not be able to access testing. Tests are completed and sent through priority post boxes. School will talk through this process as some families have found information a barrier to successfully testing.
<p>6.3 Staff, pupils & household members test positive for COVID-19</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • If someone tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' self-isolating for at least 10 days from the onset of their symptoms, or from their test day if they are asymptomatic, and will only be allowed to return to school when they have been without a fever for at least 2 days hours; they can return to school after 10 days even if they still have a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone. They will be advised that other members of their household must continue self-isolating for the full 10 days; • For each single confirmed COVID-19 case the school will establish key details e.g.: <ul style="list-style-type: none"> ○ Onset date of the illness, date on which they were tested and their dates of attendance at school; ○ Their year group / bubble / class; ○ If they were in school whilst infectious (see below); ○ Number of close contacts (see below); • The above information will be submitted to the Local Authority using the secure on-line LCC click sheet: https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School • Where the staff member or pupil has been in school during the infectious period for COVID-19, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close contact with them during the infectious period prior to the onset of their symptoms; if the staff

			<p>member / pupil has not been in school during the infectious period the school do not need to take any further action;</p> <ul style="list-style-type: none">• based on the outcome from the rapid risk assessment, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:<ul style="list-style-type: none">— direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);— proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;— travelling in a small vehicle, i.e. a car, with an infected person;• Close Contact visitors eg social worker, OT etc identified through all visitors signing in with who they are seeing identified.• School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help.• School will keep a record of pupils and staff in each group (bubble) and any close contact that takes places between children and staff in different groups. School will 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;• If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test.• Children/staff can access PCT test when self-isolating as a close contact and not displaying symptoms. This can be done online by ticking box ‘local council instructed...’.
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			<ul style="list-style-type: none"> • If the PCR test is negative they are instructed to remain in isolation for the remainder of the 10-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days; • If the PCR test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period); • They are advised that their household should self-isolate for 10 days from when the symptomatic person first had symptoms. • In the event that a parent or guardian insists on a child attending school, the Headteacher will take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered in light of all the circumstances and current public health advice.
7. FIRST AID and PPE			
<p>7.1 Administering first aid during COVID1-19 Pandemic</p>	<p>All building occupants</p>	<p>Untreated injuries, potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms. • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult. • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team;

			<ul style="list-style-type: none"> • First Aiders are aware of and follow the Government guidance for first responders. This has been shared at training and is on display for staff by central first aid room. • The First Aid systems have been audited and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons and fluid repellent surgical face masks sourced; • In addition to school PPE, additional resources have been provided to all schools by the government. • First Aid at lunchtimes includes a nominated welfare and a specific caddy of resources to be used outside where possible. • First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds.
7.2 Reduced first aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • Daily consideration is given in case of reduced level of first aid provision on site. • Changes to the first aid arrangements shared via whiteboard in the staffroom and discussions with leadership. • As a minimum, an Appointed Person will be delegated to take charge in an emergency situation. • In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111/119 and asking for medical advice, or call the emergency services on 999 to request an ambulance. • In our setting there are 4 paediatric first aiders, 12 first aiders and 1 first aid trainer.
7.3 Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning; • PPE is sourced through the schools usual procurement routes. School has sourced PPE as well as taken delivery sourced by LCC. • If appropriate PPE cannot be obtained through the usual procurement routes the Headteacher will request support from the Local Resilience

			<p>Forum via their Headteacher or Chair of Governors.</p> <ul style="list-style-type: none"> • In additional to school PPE, additional resources have been provided to all schools by the government. • Disposable gloves and aprons are worn during normal cleaning regimes. • Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19. • A poster outlines necessary PPE for first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminates. • Staff are provided with information and instruction on the use and disposal of PPE including face masks. Staff trained on expectations and use of PPE – linked to cleaning, first aid and around symptoms. • Posters on donning and offing on display • PHE posters, in line with government guidance, indicating correct use of PPE are displayed by first aid areas. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures. • Further guidance is available on safe working in education, childcare and children’s social care .
<p>7.4 Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic</p>	<p>All building occupants</p>	<p>Untreated injuries, potential spread of infectious disease</p>	<ul style="list-style-type: none"> • In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible; • First Aiders are aware of and follow the Government guidance for first responders; • Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms; • When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn;

			<ul style="list-style-type: none"> • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; • Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser;
7.5 First Aid during the day leads to children in different spaces.	All building occupants	Potential spread of infectious disease	<ul style="list-style-type: none"> • First Aid trays in classrooms with basic resources. First Aid area in centre of building can be used as needed. • First Aid at lunchtime (time of most first aid injuries) to be the responsibility of one member of welfare. Member of staff has a portable kit and to be based outside in central area. • Play/lunchtimes in different areas and at staggered times will reduce number of first aid incidents. • Portable kit kept in staff room by door to playground. This can also be used at playtimes.
8. SOCIAL DISTANCING including on TRANSPORT			
8.1 Spread of COVID-19 virus via air borne particles – PHYSICAL ENVIRONMENT ALTERATIONS	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum. • Children are taught within a bubble of the class. Bubbles are a consistent group and this reduces risk of transmission. • Consistent group within our school is the children within a year group, the teacher and teaching assistants. • All teachers and other staff, in line with the guidance, can operate across different classes in order to facilitate the delivery of the school timetable. Adults can still work across groups to ensure a full educational offer however in our school this is kept to a minimum. • In line with guidance, additional adults can be involved in our school eg PPA teacher, welfare and specialist professionals. Regular supply teachers

			<p>are used to support PPA.</p> <ul style="list-style-type: none">• Schools are able to continue breakfast and after school provision. This ideally is in consistent groups and our children use the spacious school hall for both clubs with bubbles having their own table and resources.• Room layouts and table settings in class have been adjusted to allow for children to sit facing forwards (Y3 to Y6 at all times and Y1 and Y2 the majority of the time). Reception education would be impacted negatively by this approach.• Room layout in KS1 allows as much space as possible between children, allocated seat and resources and space for adults to maintain social distancing where possible.• Room layout in Reception includes carpet spaces, areas (craft, role play etc) and tables. Number of children at each area will be capped with children taught expectations.• As the ability to social distance in Reception is limited, additional attention is given to cleaning and hygiene. For example, there will be table sharing over the course of the day so these will need regular cleaning using class caddy.• In Reception the use of soft toys and toys with intricate parts or that are otherwise hard to clean are not in use.• Pupils will remain in their bubbles at all times each day, and different groups will not mix during the day, or on subsequent days.• The teacher and pupils within an individual group will use the same classroom or area of a setting throughout the day.• Dining hall is being used at lunchtimes with two classes using it at a time. Each class sits along one side of the fold out table/chairs and tables are cleaned between sittings. Lunch starts at 11:30 and finishes at 1:30.• From 26th April lunchtime approach changed to three sittings: 11:30 Rec, 12:00 Y1 Y2 Y3 and 12:30 Y4 Y5 Y6. Bubbles will remain separate and sit both sides of large tables. Tables and chairs will be cleaned between sittings. Named welfare staff one per bubble.• All classrooms are accessed directly from outside.
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			<ul style="list-style-type: none"> • Physical layout of school site allows for the middle of the building to be predominantly (eg children walking through to hall) used by staff with children able to access all their needs at either end of the building. • A 'walk on the left' expectation along corridors is in operation. • Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. Staff chairs have been replaced with adult plastic chairs from meeting room. This will allow them to be cleaned effectively. • Specific toilet areas are designated to different groups of children eg Y6 and Y5 to use named cubicles in Boys KS2 toilets. • Access to the toilets will be controlled to limit the number of pupils who use them at one time in order to manage social distancing. 1 child per room to use designated toilet at any time leading to a maximum of 2 children in KS2 toilet areas and 6 children in larger KS1 toilet area. Whilst staff will promote a 1 child at a time approach to use of the toilet, there are 2 toilets for Years R, 1 and 2 due to their age and to reduce accidents. • As far as practicable groups will be kept apart with only brief transitory contact if this is unavoidable eg passing each other in corridor going to/from toilet. • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Hatch will be closed in reception areas. Only two adults expected in office and staff wishing to communicate with office will talk through hatch by dining room. Expectations shared on Orange Sheet. • The occupancy of the school office is restricted to ensure social distancing and minimising social contacts can be observed. • Shared work areas are avoided wherever possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different people. Expectations shared on Orange Sheet at these areas eg Photocopier, staff room computer.
8.2 Spread of COVID-19 virus via air borne particles –	Staff, pupils, visitors, contractors, parents, members of the	Potential spread of infectious disease	<ul style="list-style-type: none"> • The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability

TIMETABLE ALTERATIONS	public		<p>of the pupils and the feasibility of measures when offering a broad curriculum.</p> <ul style="list-style-type: none"> • Guidance on Social Distancing adhered to as much as possible within a school setting. • It is recognised in guidance that primary aged children will not be able to maintain social distancing and it is acceptable for them not to social distance within their group. • Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable. • Bubbles approach is continuing over lockdown with consistent staff and spaces and fewer children (and staff where possible). • In our school, pupils will remain in the class bubble at all times each day, and different bubbles will not mix during the day, or on subsequent days. • Children in early years' settings are kept in small groups as far as possible. In Reception, the class is the bubble, and areas of learning within the classroom involve a cap on numbers at each table/area etc. • Drop off and collection timings allows KS2 cloakroom to be used safely and staggered whilst monitored by staff. KS1 and EY classrooms have separate cloakroom areas. • Breaks are staggered (KS2 together and KS1/EY together) to ensure all children have access to large areas, with own equipment, which their bubble will use. • Children in different bubbles are not to play together at break times. This is supported through demarcated areas. • Dining hall is being used at lunchtimes with two classes using it at a time. Each class sits along one side of the fold out table/chairs and tables are cleaned between sittings. Lunch starts at 11:30 and finishes at 1:30. • From 26th April lunchtime approach changed to three sittings: 11:30 Rec, 12:00 Y1 Y2 Y3 and 12:30 Y4 Y5 Y6. Bubbles will remain separate and sit both sides of large tables. Tables and chairs will be cleaned between sittings. Named welfare staff one per bubble. • Pupils are kept in consistent groups during P.E and outdoor sports are
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			<p>prioritised where possible.</p> <ul style="list-style-type: none"> • In our school, PE is currently delivered to the class by the teacher. • When indoor sport is unavoidable, the hall is used maximising distancing between pupils and attention is given to cleaning and hygiene and time is allowed for setting up tables etc as needed. • Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities. At this stage school no educational visits are happening. • In line with the guidance, swimming is now possible and children in Year 4 resumed swimming in the Summer Term. This follows Salt Ayre’s risk assessment and systems and this has been shared with school eg through video for children. • Additional space for staff breaks and lunch created by using other parts of the school not in use eg children’s kitchen. • Children’s Kitchen is an additional staff room with tea/coffee/meal facilities. • As far as practicable, bubbles will be kept apart with only brief transitory contact if this is unavoidable eg passing each other in corridor going to/from toilet. • Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the building. Parent with child(ren) will queue at social distance (demarcated by 2m spots) on red pathway to main entrance. Entry will be via this gate and exit via gate by Willow Tree. Route demarcated throughout with 2m spacing.
<p>8.3 Spread of COVID-19 virus via air borne particles – BEHAVIOURAL ALTERATIONS</p>	<p>Staff, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • There is a requirement that all adults and children who are ill stay at home. • The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum.

			<ul style="list-style-type: none">• Doors have fire alarm linked door restraints. These allow for ventilation and remove touching of door handles etc. as well as compliance with fire regulations and fire safety.• The children within an individual class will use the same classroom or area of a setting throughout the day.• A 'walk on the left' expectation along corridors is in operation.• Handwashing/sanitising areas and times staggered around break times to limit number of pupils using them at any time.• Lunch breaks are staggered with three sittings in the dining hall and demarcated space outside. This allows for designated own space outside and time for cleaning tables between sittings. Bubbles have their own resources for play outside. Each class has an hour lunch.• Additional space for staff breaks and lunch created by using other parts of the school not in use eg children's kitchen.• Children's Kitchen is an additional staff room with tea/coffee/meal facilities.• Specific toilet areas are designated to different groups of children eg Y6 and Y5 to use named cubicles in Boys KS2 toilets.• Pupils will be encouraged to socially distance themselves from staff wherever possible.• Parents/carers will not enter the school unless absolutely necessary, where this is unavoidable they will be instructed to follow handwashing and social distancing guidelines. These are on display in lobby area, have been shared via letter and will be reinforced by office staff.• Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises Parent with child(ren) will queue at social distance (demarcated by 2m spots) on red pathway to main entrance. Entry will be via this gate and exit via gate by Willow Tree. Route demarcated throughout with 2m spacing.• Details of visitors are recorded in order to engage with NHS Test and Trace.
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			<ul style="list-style-type: none"> • Parents have been advised that only one parent should accompany their child to the school entrance. School is aware that parent may need to bring siblings (eg pre-school or school aged but not currently attending) with them to ensure their safety. • Parents are advised to wear face coverings at drop off and collection and staff involved follow this expectation. • Meetings to be held via remote working tools where possible and suitable. • When necessary, a face to face meeting will take place. This will be with the minimum number of participants, whilst observing social distancing and face covering rules either in a ventilated room. • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Hatch will be closed in reception areas. Only two adults will be allowed in office and staff wishing to communicate with office will talk through hatch by dining room. Expectations shared on Orange Sheet. • Wherever possible, contractors, parents and visitors should only attend by prior appointment and contractors outside of school hours. • Shared work areas are avoided where possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different people. Expectations shared on Orange Sheet at these areas eg Photocopier, staff room computer.
<p>8.4 Spread of Covid-19 during travel to and from school on public transport</p>	<p>Staff, pupils, household members, members of the public</p>	<p>Potential spread of infectious disease Pupils stranded or missing</p>	<ul style="list-style-type: none"> • There is a requirement that all adults and children who are ill stay at home. • The majority of our children walk to school. A walking map has been shared via the website. • Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including; <ul style="list-style-type: none"> — Introducing staggered start and finish times to enable travel to take place out of peak times; — Staff and pupils are encouraged to walk or cycle to school where possible. For the majority of our children, this is the norm. This includes sharing of a

			<p>local area map with walking distances.</p> <p>—Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand;</p> <ul style="list-style-type: none"> • Where this is not possible, use of private transport or a dedicated school bus is recommended. • If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport. • All children to wash their hands with warm running water and hand soap/ or hand sanitise for at least 20 seconds on arrival to school. Children are advised to wash hands upon leaving and returning to home. • Families who use public transport have been referred to safer travel guidance for passengers which includes guidance on how to wear a face covering.
<p>8.5 Spread of Covid-19 during travel to and from school on dedicated transport</p>	<p>Staff, pupils, household members, members of the public</p>	<p>Potential spread of infectious disease Pupils stranded or missing</p>	<ul style="list-style-type: none"> • School does not have dedicated transport eg school bus at the start/end of the school day. • School will however be using coach companies for day educational visits and will follow the risk assessed procedures. These include a single bubble travelling to and from the venue and consistent staff with the children during the day. Staff to wear face coverings on the coach and to maintain social distancing as much as possible. Social distancing (through unused seating) between driver and staff/children and drivers wearing face covering. Companies responsible for hygiene of coach between groups. ----- • <i>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore the usual social distancing measures will not apply from the Autumn term 2020 on dedicated transport;</i> • <i>The approach to dedicated transport has been aligned as far as possible with the principles underpinning the system of controls set out in school and where possible takes into account how pupils are grouped together at school;</i> • <i>Pupils are instructed to use hand sanitiser upon boarding and</i>

			<p><i>disembarking transport;</i></p> <ul style="list-style-type: none"> • <i>Drivers and passenger assistants use alcohol hand rub or sanitiser at intervals throughout the journey, and after performing tasks such as helping a pupil into the vehicle or handling a pupil's belongings.</i> • <i>Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off;</i> • <i>A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others;</i> • <i>As far as is possible pupils are required to sit in their bubbles on dedicated transport and maintain social distancing if practicable;</i> • <i>Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate;</i> • <i>Pupils aged 11 and above must wear a face covering when travelling on dedicated school transport. This does not apply to those who are exempt from wearing a face covering;</i> • <i>Additional dedicated school transport services have been put in place to reduce the number of pupils needing to use public transport;</i> • <i>School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers;</i> • <i>School have been assured that drivers have been instructed that they must not undertake duties for school if they or a member of their household are displaying any symptoms of coronavirus;</i> • <i>A separate risk assessment and working arrangements agreed with the Health Protection Board are in place which include the wearing of medical standard PPE by passenger assistants and driver attendants (where appropriate) and training on their correct use and safe disposal;</i> <p><i>Guidance & support from the School Transport team available on the Schools Portal;</i></p> <ul style="list-style-type: none"> • <i>For more information see Government Guidance: Transport to school and other places of education: 2020 to 2021 academic year</i>
8.6	Staff, pupils,	Potential spread of	<ul style="list-style-type: none"> • Pupils reminded to not touch face and to wash hands as needed.

<p>Transmission of Covid-19 through airborne particles and through handling of face masks.</p>	<p>household members, members of the public</p>	<p>infectious disease</p>	<ul style="list-style-type: none"> • In our school, face coverings will not be worn by children. • Face coverings are worn by staff and visitors where social distancing is not possible in communal areas. In our school, staff are always wearing face coverings when interacting with an adult from another bubble, eg at a meeting, even when social distancing can be adhered to. • Face visors or shields can be worn by those exempt from wearing a face covering but are not an equivalent alternative in terms of source control of virus transmission. • Face coverings (and other PPE) will be worn by visitors as per their own guidance eg Occupational Therapist. • Face coverings are to be worn by visitors and staff and in communal areas eg a social worker on arrival and in corridor but not when working with children or a teacher in communal areas but not when in their classroom. • Face coverings (and visors) are available for visitors and staff as needed. • Parents are advised to wear face coverings at drop off and collection and staff involved follow this expectation. • Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school. • Guidance states that reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place such as a school bag to be taken home. For young children this involves levels of responsibility that lead to risk therefore pupils will remove face coverings and hand to parents at drop off. Parents will be responsible for maintaining their cleanliness. • All children will wash their hands on arrival at school. • Guidance states that a covered bin is in place for non-reusable face coverings on arrival at the school grounds. Covered bins are in place throughout the school and can be used should procedure not be followed by parents however, as above, responsibility for face masks will rest with parents at collection/drop off. • Contents of bins will be disposed of as normal domestic waste (see above) unless the wearer has symptoms of Covid-19 in which case it will be
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			disposed of in line with the guidance on cleaning for non-healthcare settings .
9. BEHAVIOURS in SCHOOL			
9.1 Behavioural Policy to meet new expectations.	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • There is a requirement that all adults and children who are ill stay at home. • Addendum to School Behaviour Policy to include reference to areas identified by government guidance including: <ul style="list-style-type: none"> ○ following any altered routines for arrival or departure ○ following school instructions on hygiene, such as handwashing and sanitising ○ following instructions on who pupils can socialise with at school ○ moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) ○ expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands ○ tell an adult if you are experiencing symptoms of coronavirus ○ rules about sharing any equipment or other items including drinking bottles ○ amended expectations about breaks or play times, including where children may or may not play ○ use of toilets ○ clear rules about coughing or spitting at or towards any other person ○ clear rules for pupils at home about conduct in relation to remote education ○ rewards and sanction system where appropriate • Children to follow new dress code policy as outlined in 4.5. • Curriculum time to be used to reinforce expectations. • Children are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats and books. Whilst some schools include stationery and mobile phones in this list, the former are provided by school and the latter are the exception agreed with the

			<p>headteacher and stored in the office.</p> <ul style="list-style-type: none"> • Children to limit the amount of equipment brought to school eg coat, book bag and packed lunch. • Book bags will be taken to classroom with packed lunches stored with coats in an area specific to that class. • Children will wear PE kit for the whole day on PE days. • In response to infection, school will encourage parents and visitors to engage with NHS Test and Trace.
<p>9.2 Staff behaviours in line with new expectations.</p>	<p>Staff, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • There is a requirement that all adults and children who are ill stay at home. • Staffing updates shared in school and remotely January 2021. Updates use staff whiteboard, T2P, email, face to face and telephone calls. • Staff training 1st September 2020 includes... <ul style="list-style-type: none"> - Cleaning - Hygiene - Staff Expectations - Staff Roles - Social distancing - Timetable eg staggered starts/lunchtimes - Procedures eg fire safety - Orange Sheets - Curriculum - KCSIE updates • Staff are all in wellbeing teams and have a nominated member of staff to discuss concerns and wellbeing with. This avenue will also provide the initial route for reminding staff of behaviour expectations. • All staff have been made aware (at staff training) that it is non-confrontational to identify unease with a situation with the phrase 'I feel uncomfortable about...eg you three standing together'. Etc. • Staff showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home. Staff to be tested (see 6.2) and this can be arranged through school or as a member of the public.

			<ul style="list-style-type: none">• Staff to inform school of results so that necessary actions can be followed through and staff to engage with NHS Test and Trace.• Within the classroom, adults will socially distance from each other. Staff to avoid close face to face contact and minimise time spent time within 1 metre of anyone.• Because primary aged children cannot be expected to social distance, behaviours when interacting to include talking to children when they are sat at desk for example adult to remain standing whilst child sits and talking to a child from the side rather than face to face.• Staff behaviour expectations to include school expectations as well as those outlined in government guidance:<ul style="list-style-type: none">○ Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.○ Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.○ Use the 'catch it, bin it, kill it' approach.○ Avoid touching your mouth, nose and eyes.○ Clean frequently touched surfaces often using standard products, such as detergents and bleach.○ Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).○ Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.○ Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.○ Prevent your class from sharing equipment and resources (like stationery).
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			<ul style="list-style-type: none"> ○ Keep your classroom door and windows open if possible for air flow. ○ Limit the number of children from your class using the toilet at any one time. ○ Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. ○ Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.
10. OPERATIONAL ISSUES			
10.1 Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis	<ul style="list-style-type: none"> ● Guidance states that premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards. These inspections have continued in our school since March 2020 and are up to date. ● Records of all testing and checks are stored and available to all interested parties. ● Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain in use e.g.: <ul style="list-style-type: none"> ○ <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc. Termly Fire Drills are in operation from Autumn Term. ○ <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process. ○ <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and

			<ul style="list-style-type: none"> ○ reduce the proliferation of legionella bacteria. ○ <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The schools property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date. ○ <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc. ● Records of all testing and checks will be kept. ● Records will also be kept of those areas that have not been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.
<p>10.2 Reduced fire and lock-down arrangements</p>	<p>All building occupants</p>	<p>Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression</p>	<ul style="list-style-type: none"> ● Staff are made aware of the current fire and lock-down procedures. There are no current reductions in these arrangements. ● Daily checks are made to ensure all required fire doors are not blocked and kept unlocked and are available in the event of an emergency. This is made by Site Supervisor (person opening school) every morning. Staff to monitor as per normal expectations. ● Fire alarm responding door holders used at doors with multiple contacts during the school day to improve ventilation and remove high contact areas from circulation. ● Foot operated door handles in staff toilets. ● Surplus furniture and resources have been stored away safely so as not to cause a fire hazard, block fire exits or obscure fire extinguishers or fire signage (see above). ● Nominated persons are identified: In the event of a fire alarm - <ul style="list-style-type: none"> ○ to liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked. ○ to act as Fire Wardens, take out the register and emergency grab

			<ul style="list-style-type: none"> ○ bag. ○ to sweep the building. <p>In the event of a lock-down:</p> <ul style="list-style-type: none"> ○ to call/liaise with the Police. ○ to lead pupils to a 'safe area' depending upon the type of security threat/lock-down. <ul style="list-style-type: none"> ● In an emergency there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so i.e. it would hinder evacuation. ● Children and staff to practise for fire drill on return to school.
11. CURRICULUM			
11.1 Transmission of disease through handling of books/resources.	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Each class will have own collection of age related books. ● Books can be taken to and from home. ● After books have been read they will be wiped and put aside for 72+ hours before wider circulation. ● Book bags will be deposited in box by children on arrival to class and handled by staff until given out to specific children. ● Classroom books can be handled within the bubble and cleaned as above before wider circulation. ● Children's learning books can be marked by adults following good hygiene practice. ● Whilst books and resources can be taken home by staff, this should be the exception rather than the norm and only where it contributes to pupils' educational development. ● The capturing of learning in Reception Class includes digital systems eg Tapestry. ● For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared. ● Children in Y1 to Y6 will have their own stationery. In Reception this also includes own whiteboard and pens. ● Classroom based resources can be shared within the bubble. These can be

			<p>cleaned with eg Milton bucket approach as necessary. Resources need to be cleaned and put aside for 72+ hours before wider circulation.</p> <ul style="list-style-type: none"> Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles; Resources that are shared between classes or bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles; A system will be used for shared resources to ensure the above.
<p>11.2 National/Local lockdown or Bubble Closure impact on educational progress.</p>	Pupils	Lost learning.	<ul style="list-style-type: none"> Communication through T2P, school website, phone calls and Seesaw allows contact when children are not in school. Established Seesaw system will be used to deliver remote education. This will be supported by individual workbooks and stationery (where needed) for all children. Children can share learning with teachers through Seesaw thus ensuring relationships continue and learning is valued. School will continue to respond to individual cases of lack of hardware/software and respond accordingly. School have purchased English and Maths books for all children and these will be kept in a resourced pack. Children have used these over lockdown 3 and they will form part of remote education if needed. This approach allows all children (regardless of access to software and stationery) access to learning. Class newsletters have guidance on how to support learning when at home for short term – eg awaiting outcome of a test. This is also shared electronically on website. School’s remote education offer shared publicly on website: https://www.willow.lancs.sch.uk/wp-content/uploads/2021/01/Remote-learning-document-January-2021.pdf
<p>11.3 Transmission of disease</p>	Staff, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible.

<p>through PE.</p>			<ul style="list-style-type: none"> • In our school, PE is delivered to the class by the teacher. • When indoor sport is unavoidable, the hall is used maximising distancing between pupils and attention is given to cleaning and hygiene and time is allowed for setting up tables etc as needed. Natural ventilation is maximised through open windows and doors where possible. • Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities. At this stage, school is not using other facilities apart from Salt Ayre for swimming resuming in the Summer Term. • Teaching of PE will follow DfE and local updated guidance. • At this stage, school is not participating at inter-school events. • Only team sports whose national governing bodies have developed guidance which has been approved by the government will be played i.e. the list available at grassroots sports guidance. • Formally organised sporting activities can take place outdoors including competition between different schools with any number of people where national guidance and COVID secure measures are observed. • Indoor organised sporting activities can take place including competition between different schools. The number of pupils will be restricted to 15 when it is not possible to maintain the school day bubble; • Outdoor sport provision will be prioritised over indoor provision; • Training and game-play will be adapted using the governing bodies guidance to reduce the level of contact as far as reasonably possible to minimise the risk of close contact; • Spectators are not permitted to attend organised sport activities on private land.
<p>11.4 Transmission of disease through after school clubs.</p>	<p>Staff, pupils, visitors,</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Risk assessed after school clubs operating from Summer Term. This allows school to provide broader curriculum offer and will support both physical and mental well-being. • These are run along bubble groupings and predominantly by staff linked to the bubble. External coaches are used eg L&M Football to deliver small

			<p>group bubble club in line with guidance. Sports based clubs outside with history club (consistent class bubble, room and staff) in classroom.</p> <ul style="list-style-type: none"> • This reduces number of social contacts for staff and children.
11.5 Transmission of COVID-19 during Wraparound Provision	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • All parents are now permitted to access wraparound and extra-curricular provision without any restrictions on the reason for which their children may attend; • In our school, WOOSH Club is currently operating from the school hall with parents able to drop off/collect from the fire exit doors. • Indoor wraparound provision will restrict the number of children to 15 when it is not possible to group children in the same bubble as they are in during the school day; • Parents are advised to only use one out-of-school setting in addition to the school as far as possible; • As far as is possible, children are kept in a group with other children from the same bubble they are in during the school day. Each bubble has its own table and box of resources.
11.6 Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.	Staff, pupils, visitors, contractors and members of the community.	Potential spread of infectious disease	<ul style="list-style-type: none"> • Peripatetic music provision will be taking place starting Summer term following review. Children are taught within class bubble groups and social distancing is maintained (eg no close modelling of where to put fingers on guitar string). Teacher is invited to follow school LFD testing approach and supplied with test kits. • In line with guidance performing arts guidance, whole class singing is now an option and is used in classrooms including for end of year performances. • Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and other mitigating factors are maintained; • Pupils will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players will be positioned so that the air from their instrument does not

			<p>blow into another player;</p> <ul style="list-style-type: none"> • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place; • Particular care will be taken in music, dance and drama lessons to observe social distancing including limiting group sizes and preventing the physical correction by teachers and contact between pupils in dance and drama; • Background or accompanying music will be reduced to a level so that teachers or other performers do not have to raise their voices unduly. Where possible, microphones will be used; • If microphones are shared guidance on handling equipment will be followed; • School will not host indoor performances with an audience and will use alternative methods such as live streaming and recording, subject to the usual safeguarding considerations and parental permissions; <i>Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts</i>
<p>11.7 Transmission of COVID-19 during Educational Visits</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Schools and Nurseries can currently participate in non-overnight domestic educational visits; • A full and thorough risk assessment will be undertaken prior to all educational visits to ensure they can be done safely taking into account COVID-19 controls, national and local government guidelines. The risk assessment will be approved depending on the visit type, either by the school/nursery or LCCs Educational Visits Team via Evolve prior to the visit taking place. • Day visits are booked for each class to visit Borwick Hall this term and Year 5 are having another trip to climb a local mountain. Classes are due to visit places of worship and local destination eg RSPB Leighton Moss and Morecambe Beach. A risk assessment in line with LCC expectations is completed for all trips. • Schools can participate in domestic overnight stays. School leaders have decided not to take part in these at this time.

12. COST PRESSURES

<p>12.1 Additional measures and enhanced services could put school under financial pressure.</p>	<p>Staff, pupils</p>	<p>Injury, harm through lower supervision. Infection through inability to maintain cost pressures.</p>	<ul style="list-style-type: none"> • Separate budget code heading for Covid-19 related costs – including physical resources (eg cleaning materials) and human resources (eg time). • Budget heading monitored by School Leaders and Resources Committee of Governors.
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13. LATERAL FLOW DEVICE TESTING for STAFF

<p>13.1 Changes to official COVID-19 guidance and advice</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<p>The content of this risk assessment has been reviewed using the NHS COVID-19 National Testing Programme, Rapid Testing of Education Staff and Secondary Age Pupils at Home 'How to Guide', the Clinical Standard Operating Procedure Rapid Asymptomatic Testing of Education Workforce at Home (V 1) published 23.02.21 and the NHS Test & Trace step-by-step guide for COVID-19 self-testing available on the Governments Primary School Document Sharing Platform;</p> <ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, HS&Q and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required.
<p>13.2 Failure to obtain consent/lack of participation</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> • School has issued the information (overviews, instructions, privacy notice etc) to all staff explaining the benefits of and arrangements for testing and staff opt in. • For self-testing, consent is implied by an individual taking the test kit, reading the instructions, understanding the implications and going ahead with the test. • Testing is not mandatory for staff however participation in testing is strongly encouraged by the school in order to identify asymptomatic individuals, reduce the spread of the virus and protect colleagues and the wider community. • Staff are aware that they can stop participating in the testing

			arrangements at any point.
13.3 Inappropriate Sharing of Information	Staff, pupils, visitors, contractors, household members	Misuse of personal information and breaches of GDPR	<ul style="list-style-type: none"> • All staff have been advised to read the school's privacy notice to enable them to understand what will happen to their data. Concerns are discussed with staff around participation and data protection as required. • The test kit log and test results register are separate documents so that those signing for test kits cannot see the results of their colleagues. • Care is taken when handling personal information to ensure all necessary precautions are taken and that it is not shared with anyone who is not directly involved in dealing with the test results. • Care is taken when entering and saving personal information electronically. School already has appropriate arrangements in place for this from other areas of work. • Arrangements for dealing with any breaches of GDPR are understood and adhered to by the Headteacher and/or Bursar.
13.4 Damaged or stolen LFD kits resulting in staff not being tested or an incorrect test result provided	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • On arrival at school the lateral flow device (LFD) kit delivery will be stored securely in the DHT office to prevent unauthorised access. • Kits will be stored indoors where a temperature of between 2 and 30 degrees can be maintained. • Once test kits have been distributed staff are responsible for ensuring these are stored appropriately at their home in a safe place away from children and at room temperature or in a cool dry place (2 – 30 degrees). • Staff have been advised that kits must not be stored in direct sunlight or in the fridge or freezer.
13.5 Poor arrangements for the distribution of LFD kits	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Social distancing is maintained at all times during the distribution of kits to staff. • When handing out kits the issuer will record who takes the kit in the 'kit log' using the test kit log template available on the Document Sharing Platform.
13.6 Poor administration and implementation of testing programme	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<p>School has allocated staff members to the role of Covid-19 Coordinator (Mel MacKinnon & Sarah Fish) who will support the following functions;</p> <ul style="list-style-type: none"> ○ Quality and risk management of home testing programme (MM) ○ Communicating with stakeholders (MM & SF)

			<ul style="list-style-type: none"> ○ Ensuring staff are given the right instructions and that they sign for the test kits using the test kit log (SF) ○ Monitoring testing uptake, reporting rates and void rates (MM, AB & VJ) ○ Reporting incidents to the DfE and ensuring they are investigated (SF) ○ Storing and reporting any required data (SF) ○ Reordering of test kits when required (MM & SF) <p>School has allocated staff members to the role of Registration Assistant (Sarah Fish, Vicky Jameson & Alison Brennan) who will support the following functions.</p> <ul style="list-style-type: none"> ○ Distributing the correct number of test kits to staff and managing the schedule for the distribution of subsequent kits (SF) ○ Inputting test results from staff into the school test results register/log (AB & VJ) ● Sending reminders to participants, using T2P, on test days to take a test and to communicate their results online or by phone, and to the school. (AB & VJ) ● Responding to staff questions (SF). ● Working with the Covid Coordinator to manage the stock of test kits.
<p>13.7 Inadequate Communication</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<p>Staff are aware of who the School's Covid Coordinator and Registration Assistant are and the roles involved by different staff.</p> <ul style="list-style-type: none"> ● Staff have been informed that individuals who have had the vaccine should still participate in asymptomatic testing programme. ● Staff have been provided with information leaflets and guidance explaining how the rapid testing programme is to be implemented in school; ● Staff are aware of how to collect test kits and that these kits must be signed for and that the lot number on the box allocated to them is recorded against their name; ● Staff have been informed that it is a requirement for them to report their test results both to school and to the NHS, whether negative, positive or void. Failure to do so will be noted by the school. ● Staff have been advised to contact (Mel MacKinnon or Sarah Fish) if they

			have an incident whilst testing at home.
13.8 Lack of Training	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff in school with specific roles in the testing arrangements (School's Covid Coordinators and Registration Assistants) have been provided with the information necessary to carry out their roles from the Government guidance provided on the Document Sharing Platform; • Staff have been provided with the most up to date Instructions for Use booklet (current version: plain blue cover, dated 15 January 2021 v 1.3.2); • All staff have been provided, via email, with appropriate links to on-line Government guidance to fulfil their training requirements including; <ul style="list-style-type: none"> ○ Overview of Rapid Self Testing ○ NHS Youtube video demonstrating how to carry out a test https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ <ul style="list-style-type: none"> ○ Step-by-step guide for COVID-19 self-testing ○ Pdfs to support testing.
13.9 Inadequate preparation prior to taking the LFD test	Staff, pupils, visitors, contractors, household members	Incorrect test results resulting in transmission of the virus leading to ill health or potential death	<p>All staff have been provided with the following guidance for administering the LFD tests at home:</p> <ul style="list-style-type: none"> • To test themselves Sunday & Wednesday evening before attending school to give the school more time to react in the event of a positive test result. • Not to eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test. • Prior to carrying out the test, ensure that they have to hand a watch or clock, tissues, a mirror and either hand sanitiser or access to soap and warm running water; • Immediately before starting the test, clear, clean and dry a flat surface; • Wash their hands thoroughly for 20 seconds, using soap and warm, running water and dry hands, or use hand sanitiser to prevent the contamination of the test kit.
13.10 Incorrect use of testing equipment	Staff, pupils, visitors, contractors, household members	Incorrect test results resulting in transmission of the virus leading to ill	<p>All staff have been provided with instructions to ensure correct use of testing equipment including:</p> <ul style="list-style-type: none"> • Following the current version of the Instructions for Use booklet (plain blue cover and dated 15 January 2021 v 1.3.2 or v1.3.3);

		health or potential death	<ul style="list-style-type: none"> • Where there are physical/medical issues or they have a very sensitive gag reflex that prohibits the throat swab from being completed successfully, double nasal swabbing can be undertaken. • Under circumstances where a nasal swab is not feasible e.g. an individual is prone to nasal bleeds, it is acceptable to swab only the back of the throat. • In the event of a nosebleed within 24 hours, swab the other nostril or wait 24 hours before swabbing. • Never touch the soft, fabric tip of the swab with your hands. If the swab touches anything other than the tonsils or nostril before or after swabbing it will be invalid and should be placed in the waste bag provided and another test completed. • Any concerns or injuries must be reported immediately and will be investigated as soon as possible so that arrangements can be put in place to avoid a recurrence. • Test strip must not be used if the sealed packaging is damaged. • To avoid spilling the liquid in the extraction tube, the extraction tube holder or a small cup should be used. • The test strip should be placed on a flat surface and not moved during the test. • The test must not be left to develop for longer than 30 minutes as this will make the result void. • Staff with Covid-19 symptoms are advised not to carry out an LFD test but to order a test online or visit a test site to take a polymerase chain reaction (PCR) test.
13.11 Positive Test Result	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<p>All staff have been instructed on what action to take in the event of a positive test result including:</p> <ul style="list-style-type: none"> ○ The individual and their household and anyone in their support bubble to self-isolate in accordance with current Government guidance. ○ Informing the Covid Coordinator/Headteacher immediately to enable close contacts to be informed as soon as possible.

			<ul style="list-style-type: none"> ○ Report the result online or by phone to NHS Test & Trace to receive further guidance on what to do. ○ Undertake a follow up PCR test on the same day or as soon as possible to confirm the result and inform the school of the outcome. ● Staff who have a positive LFD test result will be treated as if they were a positive COVID-19 case in terms of the prevention of infection to others. ● Following a positive LFD test, school will identify close contacts of the individual in the school setting (eg class bubble). These contacts will be sent home to self-isolate whilst a confirmatory PCR test is carried out. ● If the PCR test is positive, close contacts will be required to continue to self-isolate for 10 days as per current Government guidance including staff who have recently had a positive PCR test for COVID-19 within 90 days. ● Staff who have had the vaccine and have had a positive LFD result or who are identified as a close contact of a positive case are required to self-isolate in line with government guidance; ● If a member of staff has a negative PCR test following a positive LFD test they, their household and close contacts will be able to stop isolating; ● Staff who have a positive result from a PCR test will not be required to self-test using the LFD for 90 days from the date they became positive as the LFD test may give a false positive result. After a period of 90 days staff should resume LFD testing.
13.12 Negative Test Result	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<p>All staff have been given the following instruction in the event of a negative test result.</p> <ul style="list-style-type: none"> ● A negative result is not a guarantee that they do not have COVID-19. ● They must continue to strictly follow the control measures set out in the school's general COVID-19 risk assessment including regular handwashing, social distancing and wearing face coverings when required. ● The Lateral Flow Device testing programme does not replace the current testing policy for those with symptoms. If they are symptomatic (even if they recently had a negative LFD test result), they must still self-isolate immediately according to government guidelines.

			<ul style="list-style-type: none"> • They are not required to provide proof of a negative test result to attend school or nursery in person as the LFD testing programme is voluntary.
13.13 Void Test Result	Staff, pupils, visitors, contractors, household members	Transmission of the virus leading to ill health or potential death	<p>All staff have been instructed on what action to take in the event of a void test result including:</p> <ul style="list-style-type: none"> • Repeat the test with a new test kit. • If they do not have any remaining test kits at home they should undertake a PCR COVID-19 test which can be arranged through the Government website. • If staff have a second void result then they should undertake a PCR COVID-19 test.
13.14 Inappropriate Disposal of Waste	Staff, household members	Transmission of the virus leading to ill health or potential death	<p>All staff have been given the following instruction in respect of waste generated from the home testing process:</p> <ul style="list-style-type: none"> • Packaging can be disposed of with general household waste; • Once empty the extraction buffer sachet should be placed in the plastic waste bag provided; • Once the extraction tube has been used it should be placed in the plastic waste bag along with the swab; • Once the test has been completed all the used contents of the kit should be placed in the waste bag provided and disposed of with general household waste.
13.15 Non-Reporting of incidents/accidents relating to home testing activity	Staff	Potential injury to staff or incorrect results resulting in transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • All staff have been given the following instruction in the event of an incident or accident during the testing process: • Non-clinical incidents during the process of undertaking a test must be reported to the School Covid Coordinator who will record and monitor. • Repeated or similar issues, for example, multiple repeat void tests, unclear results, leaking/damaged tubes etc. must be reported to the School Covid Coordinator who will report to the DfE Helpline who will escalate to DHSE for investigation. The time, date and details of the report will be recorded by the School Covid Coordinator. • Non-clinical issues such as something damaged, missing or difficult to use in the kit must be reported by the individual to the Test & Trace Helpdesk (Tel:119).

			<ul style="list-style-type: none"> • Individuals should contact the Test & Trace Helpdesk (Tel 119) if they are unable to log their results • Clinical incidents which lead to or has the potential to cause harm for example swab breaking in the mouth, bleeding, allergic reaction etc. must be reported on the 'yellow card' coronavirusyellowcard.mhra.gov.uk. • Participants should inform School Covid Coordinator about ongoing test related problems. • Any immediate medical care must be obtained through the employee's GP or by contacting 111 or 999 as appropriate.
14. NATIONAL VACCINATION PROGRAMME			
14.1 Poor uptake of COVID-19 vaccination	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • All staff are strongly encouraged to participate in the national vaccination programme and to take up the offer of the COVID-19 vaccine when they are invited to do so; • All staff and pupils who have had the COVID-19 vaccine will continue to follow all national and local COVID-19 prevention measures, including the use of face coverings, social distancing and regular hand washing;
14.2 Staff, pupils, visitors & household members who are asymptomatic	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • School is actively engaging with the asymptomatic testing programme, promoting its benefits to staff, pupils and parents/carers. (See 13) • Staff and pupils who have received their COVID-19 vaccine are encouraged to continue to participate in the LFD testing programme;
15. FURTHER MEASURES/DECISIONS FOLLOWING EXTENSION OF STEP 3 to 19th JULY			
15.1 Transmission of Covid 19 through Educational Visits.	Staff, pupils and members of the community	Potential spread of infectious disease	<ul style="list-style-type: none"> • Educational visits can continue in line with current guidance. • Educational visits will involve a single bubble with travel to and from on a coach used solely by group. • Groups will follow school expectations (hygiene etc), travel company expectations as well as destination expectations. • All visits will include a risk assessment captured using Evolve.
15.2 Transmission of Covid 19 through interactions at Reception Transition events.	Staff, pupils and members of the community	Potential spread of infectious disease	<ul style="list-style-type: none"> • Reception children transition stay and play events have been cancelled. This includes both indoor and outdoor. • Home visits will take place 'on the doorstep' thus maintaining social distancing. This approach was effective last year. • Where children need additional transition support, further arrangements

			will be made on a case by case basis. This could include single parent and child visiting (outdoors only) the school site at a specific arranged time.
15.3 Transmission of Covid 19 at Secondary School Transition events.	Staff, pupils and members of the community	Potential spread of infectious disease	<ul style="list-style-type: none"> Local secondary schools are changing arrangements with transition becoming online/remote. Visitors to meet children in school will still be possible – adhering to school social distancing, hygiene etc – and some schools are choosing to do these remotely. Secondary schools will liaise with parents as well as with school regarding details.
15.4 Transmission of Covid 19 through staff interactions with others.	Staff, pupils and members of the community	Potential spread of infectious disease	<ul style="list-style-type: none"> Staff interactions have been considered on a case by case basis with some being postponed, some cancelled and some moving to remote Eg staff leaving do and attendance at HT conference cancelled, some training moving to remote and some training being postponed until September. Staff Interviews will continue to be face to face with following of school expectations on hygiene etc. Essential contractors (eg fire alarm and legionella) and essential visitors (eg therapists and social workers) will continue to attend site to continue safety and education.
15.5 Transmission of Covid 19 through spectators at Sports Day and face to face Parents’ Evenings.	Staff, pupils and members of the community	Potential spread of infectious disease	<ul style="list-style-type: none"> Sports Day to not include spectators this year. Parents’ Evening will be held over the phone this term.

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment inWILLOW LANE COMMUNITY PRIMARY..... (Name of school)

Signed: *Mel MacKinnon*

Name: Mel MacKinnon HEADTEACHER

Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
15.1, 15.3, 15.4, 15.5	Communicate with current parents (letter and text)	MM	High	June 2021	Letter (physical and online) Text (using T2P)	18 th June 2021
15.2	Communicate with future parents (letter and text)	MM, VJ	Medium	June 2021	Letter (online) Text (using T2P)	21 st June 2021

SCHOOLS - ADDENDUM TO COVID-19 GENERAL RISK ASSESSMENT

Due to the frequency of changes to Government guidance in relation to Coronavirus, both nationally and locally, any changes to the general risk assessment for schools will be noted in this addendum document.

The [school opening arrangements during COVID-19 restrictions general risk assessment](#) available on the HS&Q web site reflects the changes noted in the table below. Each time this document is changed the issue number will be updated and any **new** amendments to the content will be highlighted in yellow so that schools can see exactly what has altered in the revised version.

Schools **do not** need to produce a new risk assessment after each change to government guidance or each time HS&Q publish an updated version of the general risk assessment on the web site.

However, schools **do** need to stay informed of the changes noted in the table below and review the content of their existing risk assessment to identify whether any changes are required. If so, the existing risk assessment can be updated by copying and pasting the relevant sections highlighted in yellow in the generic document linked to above.

Schools must remember to inform staff, and anyone else who may be affected, about changes to their risk assessment.

Risk Assessment Issue No	Government guidance that has changed/published	Date changed	Brief overview of changes
1	N/A	13/07/20	New risk assessment issued to accommodate the full opening of schools from September 2020. This version replaced previous risk assessment documents for Primary and Secondary Schools.
2	Extension of self-isolation period	30/07/20	Extension of self-isolation period from 7 to 10 days for those who have symptoms or a positive test result.
3	Face coverings in education	26/08/20	From 1 September new advice applies to the use of face coverings by staff and pupils in some schools, and to learners in further education. This guidance is for schools and other education institutions that teach people in years 7 and above in England. There is separate guidance for early years and childcare providers and schools with children in year 6 and below .
	DfE guidance for full opening of schools	28/08/20	Arrangements to minimise the number of different temporary staff entering school including supply teachers and peripatetic teachers as well as sports coaches and those engaged to deliver before and after school clubs.

Risk Assessment Issue No	Government guidance that has changed/published	Date changed	Brief overview of changes
	COVID-19 contain framework: a guide for local decision-makers	28/08/20	<p>The government has issued detailed guidance for schools on contingency planning for areas with local lockdowns in place.</p> <p>Schools will need to update, or attach an addendum to, their risk assessment to reflect changes in their arrangements to control the risk of transmission of COVID-19 due to local restrictions.</p>
4	DfE guidance for full opening of schools	17/09/20	<p>Wearing face coverings in schools:</p> <p>Due to local restrictions being introduced in Lancashire the discretion given to schools in relation to staff and pupils in Year 7 or above wearing a face covering outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas, has been removed. Face coverings should be worn in these circumstances with the exception of anyone with a medical exemption.</p>
	Public Health England (Lancashire) COVID-19 Template Resource Pack for Schools (provided to schools via the Schools Bulletin service)	17/09/20	<p>Managing a confirmed case of COVID-19: A new procedure has been implemented for schools to manage single confirmed cases locally, including a secure on-line reporting system to the Local Authority.</p> <p>Arrangements for managing a possible outbreak of COVID-19: schools need to refer to the PHE resource pack on how to manage positive cases and who to contact for help.</p>
5	Department of Health & Social Care and Public Health England Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19	26/11/20	<p>Wording updated to reflect current Gov't guidance for employees in the clinically extremely vulnerable category.</p>
	DfE Guidance for full opening of schools	26/11/20	<p>Headteacher can make the decision to refuse a pupil from attending school if, in their reasonable judgement it is deemed a necessary action to protect other pupils and staff from possible infection with coronavirus (COVID-19).</p>

Risk Assessment Issue No	Government guidance that has changed/published	Date changed	Brief overview of changes
	LCCs Guidance & checklist on Extended Services in Schools.	26/11/20	New row added to accommodate guidance on wraparound provision.
	CLEAPSS – dangers in use of alcohol based hand sanitiser or wipes in lessons	26/11/20	A paragraph has been added to highlight the dangers of using alcohol based hand sanitiser or wipes in lessons involving naked flames.
	Guidance on physical education	26/11/20	Separate row added to accommodate transmission of COVID-19 during physical education.
	LCC guidance on educational visits	26/11/20	New row added to accommodate guidance on educational visits.
	Health Protection Board	26/11/20	A separate risk assessment and working arrangements agreed with the Health Protection Board are in place which include the wearing of medical standard PPE by passenger assistants and driver attendants (where appropriate) and training on their correct use and safe disposal.
	Public Health England Guidance on the suggested principles of safer singing	26/11/20	Additional controls identified for safely singing.
	Health and Safety Executive Guidance of First Aid Training	26/11/20	FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.
6	Reduction in self-isolation period UK Chief Medical Officer - statement on the reduction of the self-isolation period	16/12/20	Self-isolation period for contacts has been reduced from 14 days to 10 days.
Shielding Guidance on shielding and	Updated advice on protecting the clinically extremely vulnerable, based on the tiers of local restrictions.		

Risk Assessment Issue No	Government guidance that has changed/published	Date changed	Brief overview of changes
	protecting people who are clinically extremely vulnerable from Covid-19		<p>The advice sets out the additional things people at the highest risk from COVID-19 are advised to do to keep themselves safe for each tier.</p> <p>More targeted advice to 'formally shield' may be issued in some of the worst affected areas and only for a limited period of time.</p>
	School COVID-19 outbreak PHE North West Schools Resource Pack		Section on Outbreaks in school has been removed. Hyperlink added for PHE North West Schools Resource Pack which schools should follow.
	Face coverings on dedicated transport Transport to school and other places of education: 2020 to 2021 academic year		Pupils 11 years old and above <u>must</u> wear face coverings on dedicated transport.
	Early Years Guidance Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak		<p>In situations where social distancing between adults in settings is not possible (for example, when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>Early years settings who only care for children under the age of 5 are no longer required to keep children in small, consistent groups. Therefore the setting's normal group sizes can be resumed.</p> <p>Additional measures identified on managing circumstances around parents visiting early year's settings.</p>
	LCC guidance on ventilation & air conditioning Use of Ventilation and Air Conditioning during the Coronavirus Pandemic –		Additional recommendations and guidance on ventilation during the winter period.

Risk Assessment Issue No	Government guidance that has changed/published	Date changed	Brief overview of changes
	<p>Winter supplementary guidance</p> <p>Ventilation during indoor sport Guidance for full opening: Schools</p> <p>Live performances to an audience Guidance for full opening: Schools Guidance for the Christmas period</p> <p>COVID-19 National Testing Programme: Schools & Colleges</p>	23/12/20	<p>Measures for suitable ventilation during indoor sport/P.E.</p> <p>Schools in local restriction tier 3 areas are not permitted to host performances with a live audience.</p> <p>A link has been added to signpost schools & colleges to the Government guidance on how to begin rapid coronavirus testing of staff, pupils or students in secondary schools and colleges from January 2021 in order to identify asymptomatic cases. Further supporting guidance and training materials are expected to be published in the near future.</p>
7	<p>Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sports, contact combat and sport and organised sport events</p> <p>DfE Guidance published on What to do if a child or adult is displaying symptoms, or is a confirmed case of coronavirus in an early years setting;</p>	09/02/21	<p>Hyperlink changed to provide more direct link to a list of team sports whose national governing bodies have developed guidance which has been approved the government.</p> <p>Hyperlink added to DfE guidance document What to do if a child or adult is displaying symptoms, or is a confirmed case of coronavirus in an early years setting.</p>

	DfE Requirements for LFD testing in primary Schools and Early Years Settings		Risk assessment amended to reflect that it is no longer just High Schools who are required to follow the mass testing programme. Hyperlink included to mass testing risk assessment templates.
8	DfE Guidance Schools coronavirus (COVID-19 operational guidance (applies from 8 March 2021)	22/02/21	<p>For a limited period (up to Easter in first instance) face coverings to be worn by secondary school pupils and staff in classrooms and other teaching environments in addition to corridors and communal areas where social distancing cannot be maintained.</p> <p>Primary and Early Years staff and visitors are recommended to wear face coverings where social distancing is not possible between adults for example when moving around in corridors and communal areas.</p> <p>Face visors or shields not a suitable alternative as they are unlikely to be effective in reducing aerosol transmission.</p> <p>Pupils and staff who are clinically extremely vulnerable and have had their vaccine are still advised to shield and await further government advice.</p> <p>Created a new row to identify 'asymptomatic' as a hazard.</p> <p>Rewording of the definition of a close contact.</p> <p>Movement of teachers and other staff permitted between different classes and year groups to facilitate the delivery of the timetable.</p> <p>Additional guidance on how to maintain a comfortable temperature whilst increasing ventilation.</p> <p>Educational visits currently not permitted</p> <p>DfE Helpline number added near the top of the risk assessment</p> <p>Supervised tooth brushing programme in early years recommenced using a dry toothbrush.</p> <p>Removed references to tier system as this is no longer in force.</p> <p>Educational visits currently not permitted in early year's settings but outings to a local park or outdoor space for exercise is.</p> <p>Paediatric first aid added to the list of first aid qualifications for which the expiry date can be</p>
	DfE Guidance: Actions for early years and childcare providers during the coronavirus outbreak		

			extended.
	DHSC guidance: Coronavirus (COVID-19): advice for pregnant employees		Added a link to the DHSC advice for pregnant employees.
	DfE Guidance: Protective measures for holiday and after-school clubs, and other out of school settings during the coronavirus outbreak		Attendance to wraparound provision and extracurricular activities restricted
9	PHE NW COVID-19 Lancashire Resource Pack for Schools V 5.1 (1 March 2021)	12/4/21	Aligned risk assessment with revised PHE NW guidance by removing the reference of 48 hours in relation to the infections period.
	LCC School Catering Risk and Control Matrix	12/4/21	Additional hazards relating to school catering staff on site recognised and control measures identified.
	COVID-19 Vaccination Programme	12/4/21	Additions made to reflect increasing workforce population who have had the COVID-19 vaccine.
	School coronavirus (COVID-19) operational guidance	12/4/21	Transport arrangements for pupils who have received a positive LFD on site.
			Formally organised sporting activity including competition between schools can take place.
			All parents permitted to access wraparound and extra-curricular provision without restrictions on the reason for which their children may attend. Indoor wraparound provision restricted to 15 children when it is not possible to group children in the same bubble they are in during the school day.
			Educational day visits permitted.
			Face visors & shields permitted to be used by those exempt from wearing face coverings.
10	School coronavirus (COVID-19) operational	17/5/21	Local direction on the use of face coverings in schools to be taken from the Director of Public Health.

	<p>guidance</p> <p>Notification from Director of Public Health</p>	<p>Face coverings in classrooms to continue to be worn by staff and pupils in Lancashire High Schools.</p>
	<p>School coronavirus (COVID-19) operational guidance</p>	<p>Risk of foreign travel and the spread of COVID-19 included in the assessment.</p>
	<p>School coronavirus (COVID-19) operational guidance</p> <p>Grassroots Sports Guidance</p>	<p>Recommended occupancy and ventilation level considered when making decisions on participant and spectator numbers, taking into account grassroots sports guidance. Spectators must adhere to legal gathering limits and social distancing rules.</p>
	<p>School coronavirus (COVID-19) operational guidance</p> <p>Performing Arts Guidance</p>	<p>Performances to a live audience permitted following performing arts guidance.</p>
	<p>School coronavirus (COVID-19) operational guidance</p>	<p>The number of children who can attend indoor and outdoor wraparound provision is not restricted.</p>
	<p>School coronavirus (COVID-19) operational guidance (Annex C)</p>	<p>Residential educational visits are permitted following current COVID-19 guidance and regulations.</p>