

<b>School Name:</b>	<b>Pinfold Street Primary School</b>
<b>URN Number:</b>	104176

<b>The RESET Programme in Walsall</b> <b>Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 1<sup>st</sup> June 2020 and further updates</b>		
Assessment conducted by: Toni Beech	Job title: Headteacher	Covered by this assessment:
<b>Date of assessment</b>	<b>Review reason</b>	<b>Additions/amendments</b>
24 <sup>th</sup> May 2020	Document made	
16 <sup>th</sup> June	<b>Hand sanitiser guidance clarified</b>	Staff must always wear goggles when refilling sanitiser into any container (small individual bottles/ sanitiser dispensing station)
15 <sup>th</sup> July/ 7 <sup>th</sup> August	<b>Reflect new updates from government about opening to all pupils in September</b>	Whole year groups will become bubbles and other adjustments for the return of all pupils
14 <sup>th</sup> September	<b>Criteria for additional services in school e.g. Sp&amp;L therapists, E.P.s, Super Sharkeys etc.</b>	Risk assessments and requirements agreed and shared with staff
27 <sup>th</sup> September	<b>Additional guidance for pupil ill in school</b>	Appendix F – updated and shared with staff
3 <sup>rd</sup> November	<b>Additional guidance for staff following 2<sup>nd</sup> Lockdown announcement</b>	Appendix G- updated and shared with staff
5 <sup>th</sup> January	<b>National Lockdown guidance</b>	Reduced school attendance – classroom capacity, enhanced cleaning rota, process for returning school devices (used for home learning), 10 day isolation, 72 hours for sickness and diarrhoea
21 <sup>st</sup> January	<b>Classroom capacity in each year group</b>	Following an increase in the request for places in school P12 – states the capacity for classroom 1 and 2 of each year group.
3 <sup>rd</sup> March	<b>Reflect new updates from government about re-opening to all schools on 8<sup>th</sup> March</b>	Lockdown restrictions from January 2021 – removed All restrictions from November 2020 re-applied for whole school reopening Staffroom usage reviewed Lunchtime plans – new structure based on 30 min eating and 30 min play Appendix E – updated and shared with staff

#### Principle - Reduced furniture in classes

Classrooms - our classrooms are quite small when compared to other schools. We have tried to increase the space by having lockers in the corridors etc. We have really considered what furniture is essential in classrooms to increase the available space when we have classes of 30 in September.

It also means that cleaners can do a more thorough clean of the rooms each day as we won't be able to have a 'deep clean day'.

#### Principle - equipment

Equipment that pupils will use almost daily - each child has their own, hence the use of trays.

Equipment that is used occasionally - class set. They can be used by pupils then cleaned or stored for 72 hours to decontaminate.

#### Principle - limited movement

Government guidance states that pupils must remain in the same (limited) locations and teachers can move between classrooms. This will reduce the potential to spread any viruses.

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- Additional information and considerations for leaders is given in the 'Reopening of Schools (Final)' discussion document.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>,

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB <b>IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
The school lapses in following national guidelines and advice.	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE.</li> <li>Information shared with appropriate stakeholders either electronically or via virtual meeting</li> </ul> <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>	H	L	<p>SLT</p> <p>SLT prioritise reading of updates each day, including summaries provided by LA and DRB.</p>	Every day	
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems.</li> <li>Head teacher to share Risk Assessment with all staff.</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> <li>School provide clear, consistent and regular communication with parents.</li> </ul> <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p>	M	L	<p><b>HT - TB</b></p> <p>HT will always share information with parents and staff and offer to consult/answer questions where needed.</p> <p>Updated risk assessment will emailed to staff by 5<sup>TH</sup> March 2021</p>	5 <sup>th</sup> March	
Lack of awareness of policies and procedures.	H	<ul style="list-style-type: none"> <li>All staff and pupils are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and safety policy</li> <li>Infection control policy</li> <li>First aid policy</li> <li>Behaviour policy</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</li> </ul>	H	M	<p><b>HT - TB</b></p> <p>Limited volunteers in school</p> <p><b>DHT - RW</b></p> <p>LA have provided an infection control policy – DHT will share with cleaning team</p>	5 <sup>th</sup> March	

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		<ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>• The relevant staff receive any necessary training and updates that helps minimise the spread of infection.</li> <li>• Staff are reminded of the school's infection control procedures in relation to coronavirus via email.</li> <li>• Parents are reminded of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Pupils are made reminded of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 8<sup>th</sup> March. All are informed that they must tell a member of staff if they begin to feel unwell.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			<p>Importance of this is stressed to staff both via email and during training sessions.</p> <p>Training session on every part of the risk assessment to increase knowledge of all staff – delivered w/c 8<sup>th</sup> June 20.</p> <p><b>HT - TB</b> Policies made available on website and can be printed if requested.</p> <p>Pupil-friendly posters will be placed around school.</p>		
Poor hygiene practice in school.	HT	<p>We will follow the DfE's Systems of Control at all times. They are built within this risk assessment. These have been shared and highlighted with staff as a separate document.</p> <p><b>See Appendix A</b></p>	H	M	<p><b>HT – TB</b></p> <p><b>VD and PM</b> Check soap stock and reorder where needed.</p> <p>Order no touch paper towel dispensers – Mar 21</p>		

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		<ul style="list-style-type: none"> <li>Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school.</li> <li>Staff supervise the pupils' handwashing when they first enter school.</li> <li>Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</li> <li>Teachers to reiterate key messages in class-time (when directed) to pupils to:               <ul style="list-style-type: none"> <li>Cover coughs and sneezes with a tissue,</li> <li>To throw all tissues in a bin</li> <li>To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, in classrooms and other key locations for staff and pupils.</li> <li>WHEN REFILLING HAND SANITISER UNITS <b>STAFF MUST WEAR GOGGLES</b></li> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas.</li> <li>Pupils and staff do not share cutlery, cups or food. Staff to bring in own cups and utensils.</li> </ul>			<p>Order 'no-touch' new bins for <b>every room</b> (foot-pedal openers) - COMPLETE Re-order individual tissue boxes</p> <p><b>TEACHERS &amp; TAs</b> MUST make sure pupils use the CONGA handwashing system.</p> <p><b>SLT</b> Create a daily cleaning routine and rota for cleaners and other staff who volunteer</p>	<p>June 5<sup>th</sup></p> <p>AND ongoing</p> <p>8<sup>th</sup> March</p>	

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		<ul style="list-style-type: none"> <li>Cleaners are employed by the school to carry out additional cleaning.</li> <li>Volunteer staff assigned to clean at regular points during the day see <b>Appendix C for rota. - UPDATED</b></li> <li>Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled prior to the start of the school day and checked at lunchtime.</li> <li>Doors will be 'wedged' open to reduce the need to touch. Site manager will wedge each door open in the morning and remove each wedge when locking up to adhere to fire control measures.</li> <li>Increased touch point cleaning- this should be prioritised over any other job. Appendix G.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Ill health in school.	H	<p>Staff know the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Staff receive guidance on the safe use of PPE in schools and refer to all information received on 1<sup>st</sup> Aid training.</p> <p>A 'What to do if your child or household member is ill' guide has been issued to parents – see Appendix D.</p> <p>Appropriate PPE sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do is a pupil or staff member becomes unwell.</p>	H	H	<b>HT – TB</b> <b>Jo Powell to maintain sufficient supplies of PPE</b> PPE available - full facial visors - face masks - long length disposable gloves - disposable aprons  Reminder set to parents during first week back	5 <sup>th</sup> March       June 5 <sup>th</sup>    June 3 <sup>rd</sup> Replenished as and when needed	

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PUPIL ill health in school		<p>All staff are informed of the procedure in school relating a pupil becoming unwell in school. See Appendix F</p> <ul style="list-style-type: none"> <li>Any pupil who displays signs of being unwell is immediately referred to SLT or nominated first aiders (KB, AL, SE, JP) and parents contacted to send home. Pupils can wait on bench outside Scally's – under the shelter, or on chair by double doors (which must be kept open)</li> <li>Parents advised to follow the COVID-19: Guidance for households, including accessing testing. First aider looking after child would wear PPE.</li> <li>Pupils and staff who have displayed symptoms in school, should be advised to be tested. If they test negative, they can return to school 48 hours after last symptom goes. If they test positive – the whole group will need to self-isolate for 14 days</li> <li>If a pupil needs to go the bathroom, they should use a separate bathroom in the Scally building which will be cleaned after use.</li> <li>A facemask, gloves and apron MUST be worn by the supervising adult.</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>Unwell pupils who are waiting to go home are supervised in SCALLYs with the double doors open and where they can be at least 2m away from others</li> </ul> <p>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health</a></p>			<p>Training for staff on hygiene and using PPE in schools</p> <p>PPE will be <b>provided</b> to any staff administering first aid</p> <p>Facial visors will be provided for staff who <b>CHOOSE</b> to wear it.</p> <p>GLOVES should <b>only</b> be worn when administering first aid.</p> <p>Any other interaction with a pupil e.g. tying shoe laces, opening items of packed lunch – handwashing has been deemed the safest way to remove the virus. Gloves can INCREASE the spread of the virus as the virus lives longer and can be easily transferred.</p> <p><b>JW/KB</b> SCALLY's organised in a way to prevent the risk of infection- one zone available for pupils with 'easy to clean' furniture. CLEANING products available in SCALLY's to be used when a pupil has been waiting to go home.</p>	<p>Daily</p> <p>5<sup>th</sup> March</p>	
STAFF MEMBER ill at school.							

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		<ul style="list-style-type: none"> <li>Any staff member who displays signs of being unwell immediately refers themselves to SLT and is sent home.</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>			<b>JP – Check PPE Stock requests daily</b>		
A pupil or staff member is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 10 days.</li> <li>SLT will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> <li>Record any instances of pupils feeling unwell and the outcome of tests on LA form</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	H	M	<b>HT – TB</b>	Ongoing	
Poor practice leads to the spread of potential infection at the start of the school day.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus.</li> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up including one-way system. Parents to be let into the school playground gates via Pinfold St by member of SLT or LS, RK, JM. Parents will follow the marked path and children will then enter school through their nominated door.</li> <li>Parents advised to wear face coverings when dropping children off or collecting children from school. Appendix G</li> </ul>	H	H – parents and younger children	<b>DHT – RW and Site Manager</b> Plan with labelled diagram to show parents the entry and exit points of school – one-way system. Signs with arrows and 2m markings on all routes and playground. CLEAR ENTRANCE points for each group of pupils.	Staff and parents reminded by March 5 <sup>th</sup>  Risk controls ongoing.	



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		<ul style="list-style-type: none"> <li>Children not to bring in things from home – only lunchboxes and coats. Inform pupils and parents of ‘window’ to arrive at school (8.45 – 9.45 on 8<sup>th</sup> March to ensure sufficient checks can be made with every child returning to school. 8.45 – 9.10 thereafter)</li> <li>Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue maintaining social distancing as they wait for facilities.</li> <li>All staff to wash hands on arrival in school.</li> <li>All staff to wear a face covering when they are in a communal area. Appendix G</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school prior to the day beginning.</li> <li>Issue information to pupils in relation to restrictions on their movement around the site.</li> <li>Sufficient supplies of hand-washing supplies provided to accommodate this procedure at the start of the day and checked regularly.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>			<p><b>HT - TB</b> This information will be shared with parents on 5<sup>th</sup> March</p> <p>Parents encouraged to contact school with any concerns (either via telephone or email)</p> <p><b>Head Cleaner – VD</b> To check every location each morning to ensure sufficient supplies of soap are available</p>	<p>5<sup>th</sup> March</p> <p>Daily</p>	

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Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	H	<p><i>DfE Guidance: How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</i></p> <ul style="list-style-type: none"> <li><i>grouping children together</i></li> <li><i>avoiding contact between groups</i></li> <li><i>arranging classrooms with forward facing desks</i></li> <li><i>staff maintaining distance from pupils and other staff as much as possible</i></li> </ul> <ul style="list-style-type: none"> <li>Pupils restricted to year group bubbles to minimise movement around the school – reduced numbers if children eating in the school hall – Reception, Y1, Y2 and Y4 to eat in the hall. All other year groups to eat in classes including hot dinners.</li> <li>Pupil movement to be limited and pupils will not be allowed in the adults' zoned off areas</li> <li>Staff to walk children to break time section of the playground, <b>TA to supervise</b>. Teacher collect children at the end of break and lead back to classroom.</li> <li>Children to line up in class lines and not year group bubbles. Appendix G</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>	H	M	<p><b>DHT – RW and Site Manager</b> Teachers area and TA area need to be marked out.</p> <p>Pupils will have child friendly reminders and verbal reminders to stay in their area and not in the staff area</p>	5 <sup>th</sup> March  Risk controls ongoing	
Insufficient staff to run face-to-sessions for pupils.	M	<ul style="list-style-type: none"> <li>Protocols for staff to inform leaders if they need to self-isolate/caring for dependents are clearly in place.</li> <li>Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate.</li> <li>Pupils may be asked to work from home remotely</li> </ul>	M	L	<p><b>AHT - CW</b> Continue liaising with staff about health needs. Based on the outcomes – complete individual risk assessments for staff who will be on-site.</p>	5 <sup>th</sup> March  Risk controls ongoing	

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		<ul style="list-style-type: none"><li>Non- class based teachers and L3 TAs will step in if there is a need to cover.</li><li>Final step will be to use supply agency staff</li></ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>																			
<p>Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.</p> <p>Breaktimes</p> <p>Lunchtimes</p>	H	<ul style="list-style-type: none"><li>Staggered breaktime and lunchtime to reduce the number of pupils requiring the toilet. Social distancing to be put in place for any pupil queuing for toilet.</li><li>Timings allow for toilets to be cleaned after each group of children use them</li><li><b>Break time 10:15 – 10:30</b><table><tr><td><u>Year groups out</u></td><td><u>Toilets used</u></td></tr><tr><td>Year 2 &amp; 3</td><td>Junior</td></tr><tr><td>Year 1</td><td>Infants</td></tr><tr><td>BF DF</td><td>EYFS</td></tr></table></li><li><b>Break time 11:00 – 11:15</b><table><tr><td><u>Year groups out</u></td><td><u>Toilets used</u></td></tr><tr><td>Year 4 &amp; 5</td><td>Junior</td></tr><tr><td>Year 6</td><td>Mobiles</td></tr></table></li><li>Pupils advised not to play contact games at break time or lunchtime.</li><li>Pupils to be supervised when washing hands before and after lunch.</li><li>LUNCH - TA and lunchtime supervisor will collect school lunches from the hall for Y3, Y5 and Y6 and take them back to class</li><li>Allocated outdoor areas for pupils to be identified for lunchtimes. Lunchtime staff will clean all equipment after use every day. <b>See Appendix E for playground zones</b></li></ul>	<u>Year groups out</u>	<u>Toilets used</u>	Year 2 & 3	Junior	Year 1	Infants	BF DF	EYFS	<u>Year groups out</u>	<u>Toilets used</u>	Year 4 & 5	Junior	Year 6	Mobiles	H	M	<p><b>DHT – RW and Site Manager</b> Markings will be put in any location where there may be queueing.</p> <p>Signs will be all around school</p> <p><b>O Todd/R Kennedy</b> To set clear guidance for social distancing during physical exercise sessions.</p> <p>Lunchtime supervisors will need to enter the classrooms. Lunchtime supervisors will be assigned to a classroom and to a zoned area each day.</p>	<p>5<sup>th</sup> March</p> <p>5<sup>th</sup> March</p> <p>5<sup>th</sup> March</p>	
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		<ul style="list-style-type: none"> <li>• Timetable for exercise equipment – must be cleaned after each group uses it.</li> <li>• Children to line up in class lines and not year group bubbles. Appendix G</li> <li>• Send children in groups to lockers to enable other people to move around school. Appendix G</li> <li>• Catering staff clean tables thoroughly</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness.</li> <li>• Pinfold staff to clean tables in hall between bubbles.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>			<b>CW &amp; catering team</b> Ensure strict hygiene measures for pupils eating in hall		
Spread of infection in classrooms/ shared areas.	H	<ul style="list-style-type: none"> <li>• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere.</li> <li>• Personal items to be taken home.</li> <li>• All soft furnishings and items that are hard to clean to be removed.</li> <li>• Pupils to be directed to specific seats in classrooms and tables all facing forward</li> <li>• Class sizes reduced where possible/needed and break out rooms provided for every year group.</li> <li>• Fixed seating places and plans made for each room</li> <li>• Tissues – a box per child will be issued.</li> <li>• Hand sanitiser to be located in each classroom/learning space – dispensers to be situated at a low level in each room to prevent splashing in eyes.</li> <li>• Pupil friendly signage and posters visible to promote effective hand washing</li> </ul>	H	M	<p>Classrooms guidance issued on 17<sup>th</sup> May and reissued 15<sup>th</sup> July.</p> <p><b>AHT - CW</b> Classrooms will be checked on 3<sup>rd</sup> June to ensure they meet guidance</p> <p><b>J Powell to provide</b> Each classroom with a stock of -PPE - spare boxes of tissues</p>	<p>June 3rd</p> <p>June 5th</p> <p>Risk controls ongoing</p>	
Classrooms							
Hygiene							

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Teaching resources		<ul style="list-style-type: none"> <li>PPE will be available in each classroom in case staff need to support a pupil</li> <li>Bins to be emptied at least twice daily in classrooms.</li> <li>Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open using wedges.</li> <li>Frequent cleaning of work areas, classrooms and equipment between uses, using usual cleaning products – see Cleaning Rota Appendix C</li> <li>Windows MUST be open in corridor and classrooms to provide ventilation (through breeze)</li> </ul>			<b>HT - TB</b> Ensure phone lists are up to date	5 <sup>th</sup> March	
Technology		<ul style="list-style-type: none"> <li>Provide pupils with the required stationery for learning; the learning packs belong that each individual child for the duration of their schooling.</li> <li>Shared teaching resources (such as science equipment) to be cleaned prior to and after use. The use of practical equipment in PE, Science, DT, Food etc to be minimised.</li> </ul>			<b>DHT – RW</b> Staffroom use will be reviewed to ensure reduced numbers of staff using the main staffroom. EYFS, Y1 and Y2 will have their own staffroom.	1 <sup>st</sup> March	
School phones		<ul style="list-style-type: none"> <li>If equipment is used, it must be stored unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> </ul>			Other staff will use the main staffroom. Antivirus wipes will be on every table and staff must wipe the table before using it.		
Staffrooms		<ul style="list-style-type: none"> <li>Pupils/staff to clean IT equipment (esp. keyboards/iPads) with anti-bacterial wipes before and after each use. Pupils will be assigned their own Ipad.</li> <li>Hand sanitiser and anti-virus wipes to be in place at photocopiers/shared keyboards/telephones etc.</li> <li>Assign a telephone hand-set to each member of staff who receives the most calls.</li> <li>Assign – set phones for general use and MUST be cleaned with anti-bacterial wipes before and after each use</li> </ul>			Staff will still need to bring their own utensils and cups.  Additional drink making stations will be set up around the school to avoid overuse of the staffroom.	1 <sup>st</sup> March	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check																											
TOILETS		<ul style="list-style-type: none"><li>Staff assigned a staffroom and guidance issued to staff on the use of the staff room</li><li>Staff have a designated seat and staff allocated to separate staffrooms. This also doubles up as that staff members PPA room. Staff have also been allocated a photocopier to use. Appendix G</li></ul> <table><tr><th>Year group</th><th>Staffroom usage</th><th>Photocopier usage</th></tr><tr><td>Year 6</td><td>Main staffroom</td><td>Staffroom &amp; corridor</td></tr><tr><td>Year 5</td><td>Main staffroom</td><td>ICT only</td></tr><tr><td>Year 4</td><td>Main staffroom</td><td>ICT only</td></tr><tr><td>Year 3</td><td>Main staffroom</td><td>ICT only</td></tr><tr><td>Year 2</td><td>MMS</td><td>Staffroom &amp; corridor</td></tr><tr><td>Year 1</td><td>Helping Hands</td><td>Staffroom &amp; corridor</td></tr><tr><td>Year R</td><td>New Reception staffroom</td><td>Staffroom &amp; corridor</td></tr><tr><td>RK, LS, JM</td><td>Main staffroom Y3 table after 1pm</td><td></td></tr></table>	Year group	Staffroom usage	Photocopier usage	Year 6	Main staffroom	Staffroom & corridor	Year 5	Main staffroom	ICT only	Year 4	Main staffroom	ICT only	Year 3	Main staffroom	ICT only	Year 2	MMS	Staffroom & corridor	Year 1	Helping Hands	Staffroom & corridor	Year R	New Reception staffroom	Staffroom & corridor	RK, LS, JM	Main staffroom Y3 table after 1pm				Create guidance for children for using the toilets – this will be reviewed with children on their first day back in school(8 <sup>th</sup> March)		
Year group	Staffroom usage	Photocopier usage																																
Year 6	Main staffroom	Staffroom & corridor																																
Year 5	Main staffroom	ICT only																																
Year 4	Main staffroom	ICT only																																
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Year 1	Helping Hands	Staffroom & corridor																																
Year R	New Reception staffroom	Staffroom & corridor																																
RK, LS, JM	Main staffroom Y3 table after 1pm																																	
Pupil toilets		<ul style="list-style-type: none"><li>Staff MUST adhere to social distancing at all times.</li><li>Staff must wash and dry their own cups, plates and utensils thoroughly.</li><li>ALL hand dryers to be switched off.</li><li>NO CONTRACTORS ETC can use school toilets – they will have to use visitor toilets in Scally building</li><li>Pupils to be limited based on number of cubicles at a time in toilets.</li><li>Pupils in Years 2 to 5 will have identified toilets to use at break times and lunchtimes.</li></ul>																																

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
Lateral flow tests		<p>Junior toilets: Girls' cubicles 1-3 for Y2 and Y4 Girls' cubicles 4-6 for Y3 and Y5 Boys' cubicles 1 for Y3 and Y5 2 and 3 for Y2 and Y4</p> <ul style="list-style-type: none"> <li>Y2 to also be allocated 1 cubicle in the boys and girls for use at lunchtime whilst eating in the hall. Signs will be put on the doors to ensure children use the correct toilets</li> <li>Staff to supervise handwashing after using the toilets.</li> <li>Staff encouraged to take part in twice weekly LFT to help reduce the risk of spread in asymptomatic staff – please refer to Pinfold COVID testing RA found on the school website for further information on staff testing – is this okay to share RA on website</li> <li>Toilets will always have antivirus wipes available. Disabled toilet is also available to staff</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Spread of infection child to adult		<ul style="list-style-type: none"> <li>Teachers to stay in their marked out areas which are 2m away from pupils</li> <li>Teachers to stand above to the side or behind children where 2m distance can't be maintained.</li> <li>Protective screens to be used when listening to a child read or giving feedback to a child</li> <li>Staff have full facial visors available if they wish to use.</li> <li>Pupils practice 'catch it, bin it, kill it' and clean hands thoroughly</li> </ul>	H	M	Teachers MUST take responsibility for staying in the allocated area and for training pupils and reminding them regularly		

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Doors and windows MUST be opened to provide ventilation in classrooms and corrido</li> </ul>					
Poor practice leads to the spread of potential infection at the end of the school day.	M	<ul style="list-style-type: none"> <li><b>PEDESTRIAN GATE to playground and MOXLEY GATE must remain locked at all times unless opened by a member of SMT/Site Manager. Staff to sanitise hands prior to opening the gate and after closing the gate.</b></li> <li>Issue information to parents about safe pick-up.</li> <li>Secondary pupils CANNOT use the school as a short cut.</li> <li>One adult only/one secondary sibling to collect children.</li> <li>Parents advised to wear face coverings to collect children. Appendix G</li> <li>One-way system shared with pupils and their parents of the allocated entrance and exit points to school and where they should go on arrival. Parents to be let into the school playground gates via Pinfold St by member of SMT. Parents will follow the marked path and collect children who will be waiting at social distances for their parents to collect.</li> <li>Inform pupils and parents of their allocated times for the end of their school day.</li> </ul> <p><b>Infant only families</b> 3:00pm-3:10pm entrance through Pinfold gates, around playground to EYFS area and exit through main Entrance gate</p> <p><b>KS1 &amp; 2 families</b>– 3:10pm parents enter through Pinfold gates, collect children then leave through Moxley gates.</p> <p><b>KS2</b> – 3:20 parents enter through Pinfold gates, collect children then leave through Moxley gates.</p>	H	H - parents	<p><b>HT – TB</b> Reminders sent out to all parents on drop off and collection systems</p> <p>HT to email secondary schools requesting they inform their pupils that they cannot cut through school.</p>	5 <sup>th</sup> March	



Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Year 5 &amp; 6 pupils – parents can sign a consent form for their children to walk home alone, thus reducing some parents from entering school.</li> <li>Year 4 pupils – DEPENDENT upon pupil responsibility, parents can sign a consent form for their child to walk off the school premises with an older sibling and meet their parents/carers on the grass outside the Moxley gate, thus reducing the number of parents actually walking through the school playground</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school prior to the end of the school day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Poor pupil behaviour increases the risk of the spread of infection.	H	<ul style="list-style-type: none"> <li>Class teachers and TAs will complete pupil-level risk assessments prior to school opening.</li> <li>Parents and Pupils are reminded of the behaviour policy on their return to school and an updated Home School Agreement has been shared and agreed with parents.</li> <li>De-escalation strategies/techniques MUST be used in all situations to prevent.</li> <li>Spitting children – staff to wear PPE when they see signs that spitting will commence.</li> <li>Regular spitting children – staff to wear PPE.</li> <li>Children who are prone to attacking staff – staff to wear plastic apron, mask, visor and gloves.</li> </ul>	H	M	<p><b>SENCO &amp; Classteachers/TAs</b> Review specifically identified pupils any potential risks.</p> <p><b>DHT – RW</b> Review Behaviour policy in-line with DfE recommendations.</p> <p>Write an updated Home School Agreement to be shared with parents.</p>	March 5 <sup>th</sup>	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy temporarily adjusted as consequence.</li> <li>'Time out' zone created at lunchtimes to be used as a sanction. Appendix E</li> <li>Pupils' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils understand the behaviour policy in context.</p>			<b>AHTs – CW EY</b> To create a list of de-escalation strategies/techniques as a toolkit for staff to use – Should more work on this be done – I know work has been done with staff on individual basis with guidance from EY???		
Pupils with complex needs are not adequately prepared for a return to school or safely supported	H	<ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE</li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>NEED to seek additional support from VI TEAM to enable safe return of pupil.</li> <li>Protective screens purchased to ensure VI child can be supported appropriately but also safely</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul>	H	M	<b>SENCO - EY &amp; Parents</b> SENCO has discussed school offer with parents of each pupil who has an EHCP or one pending. LA Risk assessments have been completed and an agreement reached.  <b>SENCO – EY</b> Create an electronic visual timetable that all teachers can use  WB 22.2.21 – SLT to meet following latest guidance and put all plans in place ready for full school return on 8 <sup>th</sup> March	5 <sup>th</sup> March   5 <sup>th</sup> March	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>All teachers to introduce a visual timetable to support pupils with knowing what each day contains</li> <li>For the children who have an assigned Key Worker – SLT and Key Worker meet to discuss and create an action plan for successful integration back to school (consider reduced timetables temporarily etc)</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> <li>Appropriate planning in place to support the mental health of pupils returning to school. Resources provided for staff to support this including resources on friendships and social engagement. Timetable adjustments reflect this.</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> <li>Vulnerable pupils/parents to be supported by SLT/attendance team in ensuring their return to school is as smooth as possible e.g. altering drop off and collection times etc.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are supported.</p>	H	M	<b>SLT and Class teachers</b> Structure of the school day will include regular time for discussion and activities that will support pupils. Staff have attended many online training sessions (by LA or specialist providers) to enable them to support pupils SEMH.	March 5 <sup>th</sup>	
Increased number of safeguarding concerns reported following lockdown.	H	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning children.</li> <li>Ensure that key staff (DSL &amp; Deputies) have capacity to deal with arising concerns.</li> <li>If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained.</li> </ul>	H	L	<b>Safeguarding team</b> SG have been working every day since lockdown began.	March 5 <sup>th</sup>  Risk controls ongoing	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Continue all current processes with pupils who need to stay at home</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice</p>					
Emergency evacuation due to fire etc	M	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained.</li> <li>Leaders to communicate procedures to all staff.</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> <li>A fire drill, applying social distancing to take place at the earliest opportunity.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	M	L	<b>HT – TB</b> New school lay out guide for each classroom New emergency exit routes and assembly points planned and guides created – including removal of wedges from holding doors open.	Updated by 5 <sup>th</sup> March ready for full return on 8 <sup>th</sup> March	
Poor hygiene practice in office spaces increases the risk of infection.	H	<ul style="list-style-type: none"> <li>Tissues/sanitiser to be placed in office locations.</li> <li>ONLY OFFICE STAFF AND SLT allowed in office.</li> <li>Staff to wash hands in line with government advice on arrival.</li> <li>Everyone is responsible for wiping down own desk/place of work before and after use.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	H	L	<b>Office Manager – SH</b> Check that all staff know what is expected and provide a set of PPE as a precaution and anti-virus wipes.	5 <sup>th</sup> March  Risk controls ongoing	
Poor hygiene practice at school entrance/reception increases the risk of infection.	H	<ul style="list-style-type: none"> <li>Clear signage in place re social distancing</li> <li>Barriers/screens to be used by reception staff when dealing with any parents or contractors</li> <li>Any touched areas wiped down.</li> </ul>	H	L	<b>Office staff</b> <b>Keep glass window closed – open the upper window to allow voices to be heard.</b>	5 <sup>th</sup> March  Risk controls ongoing	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Parents discouraged from visiting the school – ALL CONVERSATIONS WITH parents must be VIA the intercom system.</li> <li>NO PARENTS allowed in school.</li> <li>Track and trace completed on arrival of any visitor to reduce risk before visitors enter main part of the school building</li> </ul> <p>As a result, reception staff are protected.</p>			MUST strictly enforce these rules to reduce the spread of the virus		
Cleaning is not sufficiently comprehensive.	M	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures.</li> <li>Additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>Whilst pupils are at breaktime/lunchtime (volunteer) TAs to clean tables/door handles with a disinfectant spray. Gloves to be used during this to prevent contact with the cleaning solutions. Hands must always be washed afterwards.</li> <li>Wipes next to photocopiers/ printers etc</li> <li>Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the EY, etc)</li> <li>Cleaning of touch points takes priority over any other task. Appendix G</li> </ul>	H	M	DHT – RW Nominated to monitor the standards of cleaning in school	<p>5<sup>th</sup> March</p> <p>Risk controls ongoing</p> <p>Every other day</p>	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
		As a result, high standards of cleanliness are maintained in school					
Contractors and deliveries increase the risk of infection	M	<ul style="list-style-type: none"> <li>School provide clear guidance on hygiene and school COVID control procedures to people on arrival.</li> <li><u>ONLY essential contractors</u>, when emergency arises to be allowed on-site and if possible – before or after school/weekend work. Ask range of H&amp;S questions before entry is allowed. See Appendix B.</li> <li>Initial contact with the office is behind a physical barrier</li> <li>Contractors to come onto site/leave site at staggered times so as not to have contact with pupils or staff.</li> <li>All contractors ASKED to wash hands/sanitise prior to entry to school site.</li> <li>All contractors asked to sanitise hands ON ENTRY to office area.</li> <li>All contractors MUST wear a face mask – to prevent spread of infection – OFFICE STAFF to give the face mask to the contractor on entry.</li> <li>Any contractors who feel unwell on site to report Site-manager or SLT and leave the site immediately. Advice from PHE sought.</li> <li>All areas in which contractors work are cleaned in line with government guidance.</li> <li>Contractors to bring own food/drink and all utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> </ul>	H	H Do not KNOW the hygiene standards of delivery people	Office staff and Site Manager.  PM Place table outside each morning for deliveries to be placed on.	DAILY  Risk controls ongoing	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Where possible, delivery drivers to leave post/parcels and packages ON TABLE outside school with coming into contact with staff or pupils.</li> <li>Drivers not to enter school premises when making deliveries</li> <li>If it is unavoidable and drivers must enter the school site, they are advised to follow most up to date government advice on social distancing. Drivers to hand wash/sanitise hands before entering school buildings. Surfaces to be cleaned after the deliveries have been made.</li> </ul> <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p>					
Visitors increase the risk of infection in school		<ul style="list-style-type: none"> <li>All visitors will be offered a copy of the risk assessment</li> <li>Where possible, visitors will have a pre-booked meeting or will have called in advance prior to visiting the site</li> <li>School provide clear guidance on hygiene and school COVID control procedures to people on arrival.</li> <li>Initial interactions at the school office take place behind a physical barrier</li> <li>Visitors will be requested to: <ul style="list-style-type: none"> <li>Complete set of questions Appendix B</li> <li>Sanitise hands using the dispenser</li> <li>Complete the school track and trace form</li> <li>Sign in using the computer system</li> <li>Offer face visor for use in school</li> <li>Member of staff to direct visitor to location</li> <li>Ask visitor to try to maintain a social distance of 1m+</li> </ul> </li> </ul>			Office Staff		

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Ask visitor to be vigilant for COVID symptoms with the children they are working directly with.</li> <li>Clean the area after working with one child before inviting the next.</li> <li>Explain that the visitor must leave the premises immediately if they start to feel ill.</li> </ul>					
Staff gatherings and meetings risk increasing the spread of infection		<ul style="list-style-type: none"> <li>Weekly briefing session content will be shared electronically as and when needed</li> <li>Staff cannot congregate in corridors and must use other forms of communication. Appendix G</li> <li>STAFF MEETINGS Only when necessary and delivered in the hall, with open doors for ventilation, or virtually Nov 20 Update – staff meetings to be delivered remotely via TEAMS/Google Staffroom. Appendix G</li> </ul>	H	M	Office/SLT/SMT Type and email the diary content to teachers and TAs – if a diary is needed		
Interaction with parents increases the risk of infection		<ul style="list-style-type: none"> <li>At start and end of the day, parents will be asked to stand on markers which are two metres apart. A box will be marked out for the SMT person to stand in. Parents will not be allowed within the box.</li> <li>Staff will wear face coverings</li> <li>Signs displayed on entrance areas</li> <li>Parents who wish to talk to a member of staff at school can have option of the following which is in priority order:               <ol style="list-style-type: none"> <li>Email info@pinfold which is monitored by member of SMT daily</li> <li>Phone call chat with a teacher</li> <li>Virtual Teams meeting with a teacher</li> <li>Face to face meeting on the playground but both parent and staff must maintain 2m distance</li> </ol> </li> </ul>			<b>DHT – RW Site Manager PM</b> Use outdoor tape to mark a 2.5m box for SMT to stand in. Make and put signs around  <b>HT – TB</b> Include this is letter to parents.		



Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Like-lihood	Responsible person	Planned Completion Date	Line Manager Check
		Nov 20 Update – Parents need to leave site as quickly as possible. They have been reminded of the process for speaking to teachers. Appendix G					
Staff at increased risk of severe illness from the virus.		<ul style="list-style-type: none"> <li>We will adhere and support staff as much as we can, always adhering to NHS and government guidance. HT will regularly check the medical updates for new conditions and share with staff.</li> <li>Staff MUST read the guidance and conditions affected and they MUST inform AHT CW who can update our records.</li> <li>Any member of staff whose partner is CV and has received a letter from their doctor, will talk to SLT about how they can attend work and use the strictest of social distancing measures.</li> <li>Additional staffrooms provided to reduce the number of staff in each room</li> </ul> <p>STAFF WHO ARE PREGNANT</p> <ul style="list-style-type: none"> <li>Pinfold Street Primary School will follow all recommendations from NHS.</li> </ul>	<b>H</b>	<b>M</b>	<p><b>Staff</b></p> <p>All <b>staff are responsible</b> for knowing and sharing their medical conditions so that the HT can support them.</p>	<p>June 1<sup>st</sup></p> <p>And following any changes to guidance</p>	

## **Appendix A**

### **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### **Prevention:**

- 1) minimise contact with individuals who are required to self-isolate by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) ensure face coverings are used in recommended circumstances
- 3) ensure everyone is advised to clean their hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using Versan
- 6) consider how to minimise contact between individuals and maintain social distancing wherever possible
- 7) keep occupied spaces well ventilated

#### **In specific circumstances:**

- 8) ensure individuals wear appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

#### **Response to any infection**

##### **You must always:**

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

DfE guidance February 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/967139/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf)

Questions to ask visitors as they arrive in school

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- 1) Have you or any members of your household or support bubble been tested for coronavirus in the last 14 days?

If so, what was the outcome?

- 2) Have you or any members of your household or support bubble had any of the following symptoms in the last 48 hours:

- 1) A high temperature (hot to touch on chest or back)
- 2) New continuous cough
- 3) Loss or change to taste
- 4) Loss or change to smell

- 3) Have you or any members of your household or support bubble travelled abroad recently?

If so, which country did you travel to?

Quarantine rules

TRACK & TRACE INFORMATION

Who are you representing?	
Contact phone number	
Who are you visiting	
Arrival time	
Departure time	

**Appendix C****Cleaning Timetable**

	<b>10.30am and 11:15am clean</b>	<b>1:15pm clean</b>
<b>Monday</b>	Reception: Sam D Y1 corridor: Amy L Offices and reception areas: Amy L KS1 toilets: Amy L Y2 and 3 corridor inc stairs: Steph E Y4 and 5 corridor inc stairs: Steph E Y6: Joycelynn Junior toilets: Steph E – clean at 10.30 and again at 11.15 When used Hive and New library: Amy L	Reception: Sam D Y1 corridor: Amy L Offices and reception areas: Amy L KS1 toilets: Amy L Y2 and 3 corridor inc stairs: Steph E Y4 and 5 corridor inc stairs: Steph E Y6: Joycelynn Junior toilets: Steph E – clean at 10.30 and again at 11.15 When used Hive and New library: Amy L
<b>Tuesday</b>	Reception: Sam D Y1 corridor: Amy L Offices and reception areas: Amy L KS1 toilets: Amy L Y2 and 3 corridor inc stairs: Jo P Y4 and 5 corridor inc stairs: Jo P Y6: Joycelynn Junior toilets: Jo P – clean at 10.30 and again at 11.15 When used Hive and New library: Amy L	Reception: Sam D Y1 corridor: Amy L Offices and reception areas: Amy L KS1 toilets: Amy L Y2 and 3 corridor inc stairs: Jo P Y4 and 5 corridor inc stairs: Jo P Y6: Joycelynn Junior toilets: Jo P – clean at 10.30 and again at 11.15 When used Hive and New library: Amy L
<b>Wednesday</b>	Reception: Sam D Y1 corridor: Karen B Offices and reception areas: Karen B KS1 toilets: Karen B Y2 and 3 corridor inc stairs: Steph E Y4 and 5 corridor inc stairs: Steph E Y6: Joycelynn Junior toilets: Steph E – clean at 10.30 and again at 11.15 When used Hive and New library: Karen B	Reception: Sam D Y1 corridor: Karen B Offices and reception areas: Karen B KS1 toilets: Karen B Y2 and 3 corridor inc stairs: Steph E Y4 and 5 corridor inc stairs: Steph E Y6: Joycelynn Junior toilets: Steph E – clean at 10.30 and again at 11.15 When used Hive and New library: Karen B
<b>Thursday</b>	Reception: Sam D Y1 corridor: Karen B Offices and reception areas: Karen B KS1 toilets: Karen B Y2 and 3 corridor inc stairs: Steph E Y4 and 5 corridor inc stairs: Steph E Y6: Joycelynn Junior toilets: Steph E – clean at 10.30 and again at 11.15 When used Hive and New library: Karen B	Reception: Sam D Y1 corridor: Karen B Offices and reception areas: Karen B KS1 toilets: Karen B Y2 and 3 corridor inc stairs: Steph E Y4 and 5 corridor inc stairs: Steph E Y6: Joycelynn Junior toilets: Steph E – clean at 10.30 and again at 11.15 When used Hive and New library: Karen B
<b>Friday</b>	Reception: Sam D Y1 corridor: Amy L Offices and reception areas: Amy L KS1 toilets: Amy L Y2 and 3 corridor inc stairs: Steph E Y4 and 5 corridor inc stairs: Steph E Y6: Joycelynn Junior toilets: Steph E – clean at 10.30 and again at 11.15 When used Hive and New library: Amy L	Reception: Sam D Y1 corridor: Amy L Offices and reception areas: Amy L KS1 toilets: Amy L Y2 and 3 corridor inc stairs: Steph E Y4 and 5 corridor inc stairs: Steph E Y6: Joycelynn Junior toilets: Steph E – clean at 10.30 and again at 11.15 When used Hive and New library: Amy L

Please use anti-bacterial spray or wipes and clean touchpoints, tables, chairs, handrails, door handles, lockers and dispensers.

## Appendix D

### What to do when you or your child is ill

Please keep this in a safe place and refer to it when you or your child is unwell.

\*A support bubble is where someone who lives alone can meet people from one other household. If your test results are inconclusive, you must stay at home until you can get retested

CHILD IS ILL		
Usual childhood illness		
Illness	Symptoms/Outcome	What to do
Sickness and diarrhoea	Being sick Going to the toilet a lot Tummy aches and pains	Stay off school for 48 hours since the last time of being sick or having diarrhoea. Ring for further advice if your child's symptoms change.
Cold	Runny nose Sore throat Body aches Phlegmy cough Headache	If it is mild, your child can come to school. If your child is unwell, stay at home until they start to feel better. Ring for further advice if your child's symptoms change.
Coronavirus		
Covid related illness	A high temperature (hot to touch on chest or back) New continuous cough Loss or change to taste Loss or change to smell	If your child has 1 or more symptoms, they <b>MUST</b> stay off school and get a test. <b>Do not come to school.</b> <b>If you can't get a test in the first 5 days your household and support bubble must isolate for 10 days.</b>
TEST Results	Negative but your child still has symptoms	Stay at home for 48 hours after your child's symptoms have gone <b>Contact school to discuss a date to return to school.</b>
TEST Results	Negative and NO symptoms	Parent share results with school (email or text) then phone to AGREE a return to school date. <b>Do not arrive at school until you have called us.</b>
TEST Results	Positive	<b>CALL school immediately.</b> Stay at home for 10 days. Rest of the household <b>MUST</b> isolate for 10 days. <b>Do not arrive at school until you have called us and agreed a return date.</b>

Other Situations		
Someone in your household has symptoms of coronavirus	A high temperature (hot to touch on chest or back) New continuous cough Loss or change to taste or smell	Child must stay at home until the family member gets test results <b>EVERYONE with symptoms</b> , including your support bubble <b>MUST</b> get tested. <b>If you cannot get a test in the first 5 days your household and support bubble must isolate for 10 days.</b> <b>When you get the test results, share with school and call us to agree date.</b>
Support bubble* has tested positive	Test results are positive	<b>CALL school immediately.</b> Child must stay at home and self-isolate for 10 days. Call school on day 9 of isolation to discuss a return date.
If you have been contacted by track and trace	Call school to discuss your circumstances.	<b>Do not arrive at school until you have called us and agreed a return to date.</b>
If a sibling at another school has been sent home to isolate due to a positive case in their school.	Only the sibling needs to stay at home	<b>Your child that attends Pinfold, can continue to attend as long as no-one in the household has symptoms.</b>
If you have been on holiday	Call school upon your return	<b>Do not arrive at school until you have called us and agreed a return to date.</b>

## Appendix E

### Lunchtime Plans Effective 1<sup>st</sup> March

The BRAND NEW lunchtime plans will begin 1<sup>st</sup> March. The lunchtime principles – 2 x 30 minute slots. Children will have 30 minutes eating time and 30 minutes outdoor playtime. Some year groups will play first and eat during the latter 30 minutes. Even if children eat their food quickly, they will still remain together and all children in that year group will go out to play at the same time.

Year	Eat in hall	Play outside	Staff
EYFS  11:45-12:45	All children will eat in the hall They will enter at 11:45 and use <b>Zone B</b> Children must leave by 12:15 at the latest	Reception are the only year group who will go outside as soon as they have finished their lunch.	KB GW JD (11:45–12:15 in hall) DS (FA:12:15-12:45)

Year groups where ALL children will be eating in the hall. Activities when children finish will be phonics/spelling based games – word searches, phonics games, colouring in.

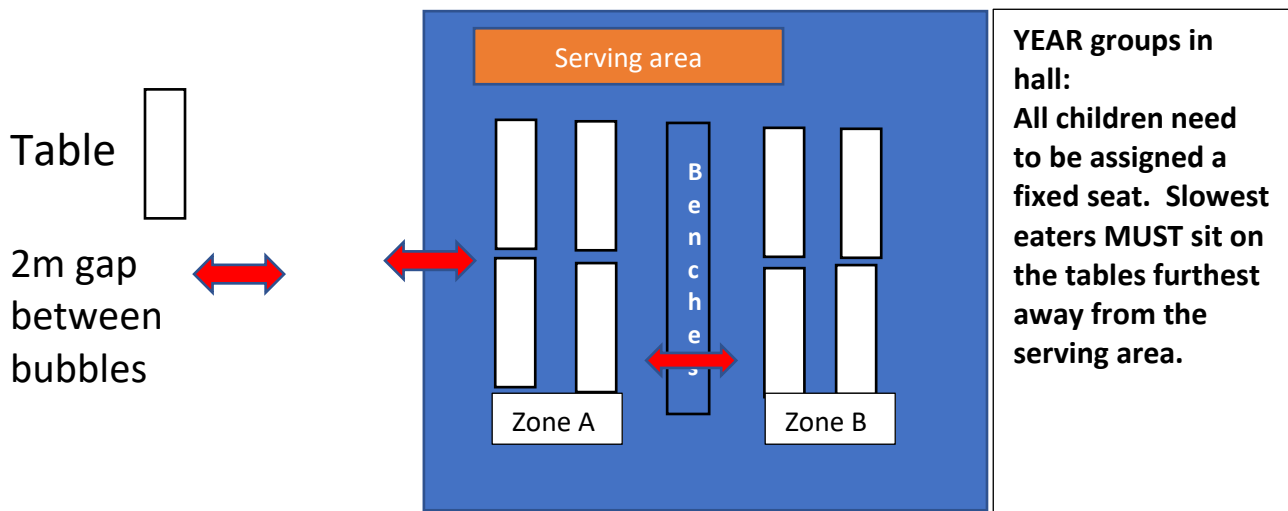
Year	Eat in hall	Play outside	Staff
1  12-1	Enter the hall at 12:00 and use <b>Zone A</b> All children will remain in the hall until 12:30.*	12:30 – 1:00pm children will go outside to the Y1 play area.	JB** HB KW – support in hall 12-12:30 (drinks)
2  12-1	Children will enter the hall at 12:30 from the playground <b>via the fire doors</b> and be seated in <b>Zone A</b> . Children will all stay in the hall for 30 minutes.* Teachers will collect children from the hall at 1:00 and take children and lunchboxes back to class.	12 – 12:30 children will play outside on an allocated zone.	EH MJ: outside 12-12:30 (cover in class when wet lunch) KH: sup food LWi: sup food
4  12:15-1:15	Children will enter the hall at 12:15 from the classroom. <b>Zone B</b> Children put lunchboxes on the trolley when finished eating.	12:45 – 1:15 children will play outside on an allocated zone.	DK** SF (FA 12:45-1:15) VD outside 12:45 – 1:15

Year groups where ALL children will be eating in classrooms. Hot dinners will be delivered by TAs/lunchtime staff.

Year	Eat in classrooms	Play outside	Staff
3  12-1	12:30 – 1 All children will eat in classrooms.	12:00 – 12:30pm children will play outside on an allocated zone.	DB (FA:12:00 – 12:30) MP
5  12:15-1:15	12:45 – 1:15 children will all eat in the classrooms.	12:15 – 12:45pm children will play outside on an allocated zone.	NS CD
6  12:15-1:15	12:15 – 12:45 children will start their lunch break and all eat in the classrooms.	12:45 – 1:15pm children will play outside on an allocated zone.	JD RB (FA – all lunch)  JW:supervise: 12:45-1:15)

If children have finished eating, they can **watch educational shows** (e.g. Horrible Histories, Newsround, Planet Earth). Play APPs on Ipads – no general searching, only educational games (TTRS, Accelerated reader quizzes, Education City etc)

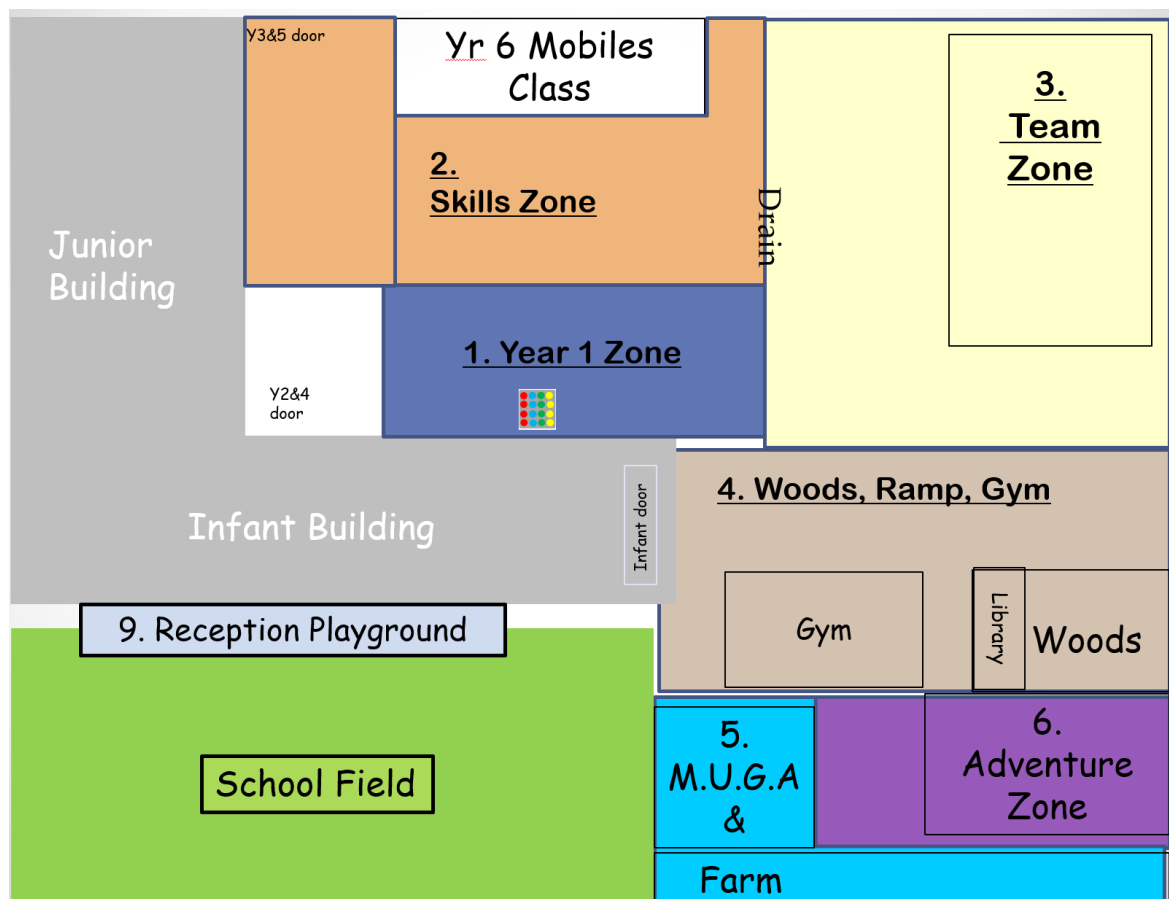
## Zones for Hall



## Zones for Outside

Reception and Y1 have their own zones

Zone	12 – 12:30 <b>12:15 – 12:45</b>	12:45 – 1:15	Additional zones
Skills	Y2	Y6	Adventure, MUGA
Team	Y3	Y4	Adventure, MUGA
Woods, Ramp & Gym	<b>Y5</b>		
Farm (Tue & Fri)	TBC	TBC	



We have a collective responsibility for our own safety and the safety of others. REMAIN VIGILANT for the 3 COVID symptoms:

High temperature – feels hot on chest and back

Persistent 'hacking' cough that is sustained

Loss/change to sense of smell and or taste

**STAFF MUST WEAR PPE WHEN DEALING WITH SYMPTOMATIC CHILDREN**

If you spot anyone displaying these symptoms, speak to EY/CW immediately

- 1) If it is agreed by SLT that the child will go home then identify any siblings of the child
- 2) Telephone call will be made to the parent, parent confirms that they will collect the child/children from Scally playground.
- 3) Call class teacher to inform them (do not alarm child). Also call teacher of any siblings
- 4) Nominated TA (KB, AL, SE, JP) to escort pupil with all their belongings and sign them out at the signing out machine. If it is the child that has a COVID symptom, select other and type 'isolation'. If it is a family member that is ill use 'Family isolation' as the reason
- 5) Take the child to Scallywag's playground – sit outside under the canopy if weather permits
- 6) If you have more than one child/family please keep families separate (not break bubbles)
- 7) If the child's symptoms change or get worse you MUST ring over to school
- 8) Hand over to the parents/carer when they arrive – explain what needs to happen next (i.e. get a test as it is a COVID symptom, household must isolate, call school when you get your result to discuss next steps).
- 9) ALWAYS ESCORT the child after you have signed them out and hand them over to their parent/carer (must be done due to risks – fire)
- 10) Ensure anything that has been touched is thoroughly cleaned including the table outside, toilets etc.
- 11) Please complete the form stating the date, the name of the child, class, name of first aider, time in, time out and whether cleaning has been done



Due to the significant increase in cases both locally and nationally, we have reviewed the measures we have in school that will help to keep us and our families safe. We understand that it is difficult to remember to distance etc in school when you get focussed on carrying out your job as thoroughly as possible. We also would like you to speak to us if you have concerns or ideas that we could put into place to make things safer.

#### Cleaning

Touch point cleaning should be prioritised over any other job. We thank the volunteers for doing this. ☺

#### Face Coverings

All staff must wear a face covering when in communal areas – like in they do in pubs/restaurants.

Lunchtime supervisors must wear a face visor or covering. Those administering first aid need a face covering.

#### Bubbles

From now on, you must only be with people who are in your bubble. Please do not stand with other people for a chat, you must use other ways of communicating – phone calls, virtually etc. Please do not stand in corridors chatting as this makes it difficult for people to move around at a safe distance.

Please continue to maintain a social distance within your bubble.

#### Staffrooms

During this afternoon we have reorganised the staffrooms – this will be the PPA room also. In each staffroom we would like staff to have a designated seat which will only be used by yourself. The seats have been set up in the staffroom so please do not move them around. Please use your allocated room to make all drinks etc.

Year group	Staffroom usage	Photocopier usage
Year 6	Main staffroom	Staffroom & corridor
Year 5	Main staffroom	ICT only
Year 4	Main staffroom	ICT only
Year 3	Main staffroom	ICT only
Year 2	MMS	Staffroom & corridor
Year 1	Helping Hands	Staffroom & corridor
Year R	Reception new building	Staffroom & corridor
RK, LS, JM	Main staffroom Y3 table after 1:00pm	

#### Windows

Ventilation is a MUST. Please open your all windows when you first enter a room if they haven't already been opened.

#### Pupil Gathering

Lining for break – line the children up in classes, not year groups

Corridors – send groups of children to lockers to enable other people to move around school.

#### Offices (SG, HT, Main etc)

Please do not enter these offices. Use alternative communication – preferably phone calls or emails.

#### Meetings

All meetings will now be held via Teams/Google classrooms

#### Parents

Parents need to leave the site as quickly as possible – we have told them this. If parents try to discuss things with you, explain that they need to email or phone school.