

Risk Assessment – Covid-19 (Autumn 2020)		28 th February 2021	[Swindon Cluster] Alton Close Primary Campus
Responsible Person	Ruth Robinson		
Other Persons Involved	Strategic Business Director, Cluster Estates Manager, Primary Headteacher Swindon (Alton Close). The plan has been shared with the Alton Close SLT Team and with staff on July Training Days.		
Guidance Material Considered	<ul style="list-style-type: none"> DfE – Schools coronavirus (COVID-19) operational guidance (22 February) DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (22 February) DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (2 February) DfE – Face coverings in education (8 January) DfE - Safe working in education, childcare and children’s social care (14 December) BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (10 February) NHS - Test and Trace – How it works (11 January) PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) CLEAPSS - COVID-19 guidance re science, design and technology AfPE – Coronavirus guidance and support re school sport OEAP – Coronavirus guidance re educational visits Music Mark – Guidance for Schools and Music Providers DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 		

Details	Are Control Measures (Y, N, N/A)?
Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the re-opening of schools in Autumn 2020 and for those staff who will continue to work from home. To minimise the risk of infection the following systems of controls have been applied by the school:	Y
1. Leaders will ensure that contact is minimised with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.	Y
2. Leaders will ensure that face coverings are worn in school in line with guidance.	Y
3. Leaders will share the expectation that hands will be cleaned more often than usual. Staff and student will be asked to wash their hands thoroughly for 20 seconds 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.	Y
4. Leaders will promote good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.	Y
5. Leaders will introduce enhanced cleaning, including cleaning frequently touched surfaces more often using standard products, such as detergents and bleach. (Bleach will be used on PE equipment at SA. An additional 3 Housekeepers will be appointed at SA: 1 each for Primary and Secondary and 1 x ‘floater’.) An additional housekeep will be appointed for NHA.	Y
6. Leaders will minimise contact between individuals and ensure that social distancing is maintained wherever possible.	Y
7. Leaders will ensure that occupied spaces are well ventilated – 10 minutes per hour.	

In specific circumstances: 8. Leaders will ensure that appropriate personal protective equipment (PPE) is used when necessary.	Y
9. Leaders will promote and engage in asymptomatic testing.	Y
10. Leaders will promote and engage with the NHS Test and Tract process.	Y
11. Leaders will manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.	Y
12. Leaders will contain any outbreak by following local health protection team advice.	Y
A close contact is defined as: <ul style="list-style-type: none"> • Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD) • Anyone in a support bubble or childcare bubble as if they were part of the same household • Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test. <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time • been within 1 metre for 1 minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) • travelled in the same vehicle or a plane <p>The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell.</p>	Y

Details

Covering staff and student H&S and completion of key compliance tasks during the Covid-19 pandemic, including the phased reopening process to commence 1 June and those staff who will continue to work from home.				Are Control Measures (Y, N, N/A)?	
Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place	Residual Risk Acceptable?
Infection Control (people)	Staff, pupils, visitors	Staff contracting COVID-19	1. An individual RA is available for those who feel they may be at higher risk from infection.	Y	Y
			2. Clinically extremely vulnerable (CEV) staff in Tier 4 areas (Swindon) are not required to come to work and are supported to work from home.	Y	Y
			3. Staff who are required to quarantine having recently visited a country outside the common travel area will not come into school.	Y	Y
			4. Any staff who are not required in school and can continue to work from home will continue to do so.	Y	Y
			5. Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out.		
			6. Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test.		

			7. When a positive test is confirmed, staff who are close contacts will be given the opportunity to take part in daily contact testing because the school is part of a DFE pilot project to test the efficacy of this approach. Staff who are identified as close contacts and do not wish to take part will self-isolate.		
			8. If the test result is positive: <ul style="list-style-type: none"> ➤ The staff member will remain off for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ➤ The staff member will be expected to notify the school immediately. ➤ SJA will contact the local Health Protection Team for advice on any further action required in school. ➤ RRO/SJA and HT will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure. 		
			9. If the test is returned negative the staff member will be able to return to school when they feel well enough to do so. (HTs with SJA)		
			10. Where an LFD test returns a positive result: <ul style="list-style-type: none"> ➤ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work. ➤ (In school testing) staff member self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate unless they elect to take part in the daily contact testing trial. ➤ The school must be notified of the test result in the case of testing from home. ➤ The school contacts the DfE helpline for advice on any further action required. ➤ The school reviews the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. 		
			11. Where a member of staff indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.		
			12. For pregnant members of staff, this guidance will be adhered to.		
Infection Control (people)	Staff, Pupils, Visitors	Pupils contracting Covid-19	1. Any pupil with symptoms of Covid-19 will not be allowed not attend school for 10 full days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents will be instructed to notify the school immediately if a positive result is obtained. (HT with SJA)	Y	Y
			2. Where a positive result is obtained, SJA will contact the local Health Protection Team for advice on any further action required.	Y	Y
			3. A negative result means the pupil can return to school. (HT with SJA)	Y	Y
			4. Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they will be expected to self-isolate for up to 10 days from the onset of symptoms. Under the Test	Y	Y

			and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. (HT with SJA)		
			5. Clinically extremely vulnerable pupils are advised not to attend school at this time.	Y	Y
Infection Control (people)	Staff, Pupils, Visitors	Visitors contracting Covid-19	1. Visitors will be restricted to those that are absolutely necessary. All visitors to site carefully will be managed. Their identification details recorded and held for 21 days to support the Test and Trace process if called upon. Any member of staff who meets with a visitor should have contact details for the visitor. (e.g. email address or phone number) (HT with SJA)	Y	Y
			2. Details of local procedures will be communicated to all visitors before they come to site. (The current visitor leaflet has been adapted and copies provided for each Reception) (SJA – HT - GPO)	Y	Y
			3. Parents will be advised to drop children off alone, i.e. not to come with partners or family (HT with SJA). They will be asked to wear a face covering.	Y	Y
			4. Contractors attending while school is operational will be notified that the school is operational, and their access requirements will be reviewed on a case by case basis. Covid-19 work permits will be adapted and provided to all contractors. (GPO)	Y	Y
			5. All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. (SJA with HTs and Receptionists)	Y	Y
			6. Central office staff visiting schools are eligible for inclusion in asymptomatic testing, but this is not a condition of entry and all normal infection control practices will still be followed.	Y	Y
			Local arrangements: <ul style="list-style-type: none"> The sign-in book will be used to keep an accurate record of visitors each day. Staff will be asked to keep details in their calendar of visitors they have met. (include email address or phone contact). These will be used if visitors are needed to be contacted by the Test and Trace process. On arrival, all visitors will be provided with guidance on physical distancing and hygiene expectations in school. Alton Close Reception <ul style="list-style-type: none"> AC Reception will remain closed. Parents may make an appointment to attend school if needed. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. 	Y	Y
Confirmed / suspected case in school	Staff	Potential contamination of surfaces and for person to person spread.	1. Pupil/staff member who have COVID symptoms will be sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. (HT with SJA)	Y	Y
			2. Pupils with symptoms will be isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. (HT)	Y	Y

			3. If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products.	Y	Y
			4. Cleaning and disinfection will be carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings (GPO)	Y	Y
			5. Symptomatic pupils should either be collected by a family member or walk, cycle or scoot home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children’s Social Care Settings.	Y	Y
			6. Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme.	Y	Y
			7. A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. (SJA)	Y	Y
			8. Leaders will collate information on bubbles/groups and other close contacts to inform decision making about who needs to self-isolate should a positive result be obtained. Seating Plans will be kept wherever possible.	Y	Y
			Local arrangements (HT with SJA) Where will unwell pupils be held? How will waste from isolation rooms be managed? <ul style="list-style-type: none"> AC: First Aid Room – other pupils needing first aid or to be collected will be ‘held’ in the back office at main Reception. (This is now the PPA Room) First Aid will inform cleaning team that waste needs to be disposed of. What is the notification/response procedure for someone purporting to be unwell? <ul style="list-style-type: none"> A central spreadsheet has been created where details of staff who have reported symptoms will be maintained. Staff: a tracker has been started to track staff absence. For pupils SIMS will be used and the attendance officer will track pupils with ‘X’ code to ensure they don’t return to school. HTs will email SJA with the name of any member of staff who has developed symptoms. The name will be added to the spreadsheet by SJA. The spreadsheet will be updated if/when evidence of a negative test has been provided. 	Y	Y
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 1. Face Coverings	Face Coverings		
			Early Years and Primary Face coverings will be worn by staff and adult visitors when moving around corridors, in communal areas and anywhere that social distancing between adults is not possible (subject to any exemptions). All <ul style="list-style-type: none"> Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these. The school holds a small supply of disposable face coverings. 	Y	Y

			<ul style="list-style-type: none"> Staff, and visitors will be briefed in the safe wearing, removal and storage of face coverings including hand hygiene. 		
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 2. Hand and Respiratory Hygiene	Good Hand and Respiratory Hygiene (key principles that will be applied)		
			1. Soap and running water or alcohol-based hand sanitiser will be readily available. (SJA GPO)	Y	Y
			2. Hands will be cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating. (at a minimum) (HT)	Y	Y
			3. Skin friendly cleansing wipes will be provided for those who need assistance in cleaning hands. (SJA GPO)	Y	Y
			4. Practices will be built into school behaviour culture. (HT and SLT)	Y	Y
			5. Catch-it, bin-it, kill-it, will be promoted throughout school. (HT and SLT)	Y	Y
			6. School will provide tissues and enough bins to support disposal of waste. (SJA GPO)	Y	Y
			7. School will consider support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. (HT and SENCos)	Y	Y
			8. Face coverings in school are not recommended but are required for those >11 years using public transport and taxis – HTs control on entry. (HTs)	Y	Y
			Local arrangements		
<ul style="list-style-type: none"> Hand sanitation stations will be positioned on each entrance and outside the lunch halls. Hand sanitiser will be available to all adults in the staff room and offices. Hand sanitiser and tissue 'stations' will be provided in every classroom so that all pupils and staff can clean their hands regularly. These routines will be built into school culture, supported by behaviour expectations and reinforced regularly. A lidded bin will be provided in every classroom. More 'catch it Kill It Bin It' posters will be produced and displayed in classrooms. Assemblies will also address the issue. 					
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 3. Cleaning	Cleaning		
			1. Leaders will ensure that soap and running water or hand sanitiser is readily available.	Y	Y
			2. Leaders will share the message that hands should be cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom.	Y	Y
			3. Cleansing wipes will be provided for those who need assistance in cleaning hands and sanitiser use supervised where necessary.	Y	Y
			4. The 'Catch-it, bin-it, kill-it' message will be promoted throughout school.	Y	Y
			5. The school will provide tissues and enough bins to support disposal of waste.	Y	Y

			6. The school will consider support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.	Y	Y
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 4. Grouping	Grouping: The following principles will be applied:		
			Early Years	Y	Y
			1. Normal group sizes are in place but mixing between groups will be minimised wherever possible.		
			2. Leaders have no expectation that young children socially distance within their groups.	Y	Y
			3. Parents and carers will be encouraged to limit the number of settings their child attends.	Y	Y
			4. Leaders will maintain a focus is on consistent groupings and the robust practising of the other points in the system of controls.	Y	Y
			Primary and Secondary	Y	Y
			5. Consistent grouping will be practised as much as possible.		
			6. Mixing between groups will be minimised and secondary pupils will be encouraged to maintain social distancing within groups.	Y	Y
			7. Mixing in wider groups for specialist subjects, wraparound care, on transport, or in the case of boarding pupils will be carefully managed.	Y	Y
			8. All staff will be able to operate across multiple classes and year groups but will practise social distancing where possible.	Y	Y
			9. A record will be kept of group/bubble composition and any close contact that takes place between children and staff in different groups.	Y	Y
			10. Pupils will sit side by side and facing forwards where possible.	Y	Y
11. Education and care support for those with complex needs will be provided as normal.	Y	Y			
Details of local arrangements: Class and Year Group Bubbles	Y	Y			
<ul style="list-style-type: none"> ➤ From March 8th, pupils will again be taught in class group bubbles, where lessons will be delivered in one classroom by one teacher, whenever possible. ➤ Pupils will be taught in class group bubbles, where lessons will be delivered in one classroom by one teacher, whenever possible. ➤ For break times and lunch times and some wave 2/3 interventions class groups may mix with a larger year group bubble. This will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19). ➤ We will plan to keep children in their class groups for most of the classroom time but allow mixing into wider year group bubbles for specialist teaching of subjects like Phonics and for Interventions. 					

- Phonics ability set bubbles can be created across the Reception year groups and ability year group bubbles across Year 1 and 2. Staff leading these will be expected to ensure they are socially distant from the pupils.
- Class groups and Year Group Bubbles will be kept apart from other groups where possible and older children will be encouraged to keep their distance within groups.
- Leaders will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.

Teaching Assistant deployment in classrooms

- Where there are TAs in the classroom, teachers will identify the intervention most needed and ensure their TA is supporting in the delivery of the full curriculum, while minimising movement and contact.
- Given the nature of the TA role, 1:1 support is required and can last for extended periods.
- TAs should practise social distancing wherever possible e.g. keeping a working 2m distance with pupils and adults, with the understanding that some pupils are likely to require some closer work for short periods to enable them to access the full curriculum.
- Regular use of hand sanitiser, not sharing equipment and working alongside instead of face on will support this.

Interventions

- Adults from across different bubbles will be able to deliver interventions to pupils from the same bubble (class or year group).
- They will be expected to adhere to social distancing rules.
- Interventions will be planned by Assistant Heads/Phase Leads and where possible, adults will work within their year group bubbles.
- Where this is not possible, adults will be expected to maintain social distancing while with the group/s.

Pastoral Support

- Adults from the Inclusion Team will be able to work across bubbles, providing they adhere to social distancing rules.
- The Inclusion Team will be assigned to phases and will work predominantly with their phase. However, there will be times they will need to work with pupils across the year group bubbles due to behaviour, and/or interventions.

Before and After School Provision

- The Big A will run Breakfast Club care for children who have attended the Big A in the 2019-2020 academic year. Children will be kept in small, consistent bubbles within a larger bubble.

			<ul style="list-style-type: none"> ➤ The Big A will review new additions to our wrap-around care throughout the term. <p>Staff Room</p> <ul style="list-style-type: none"> ➤ Additional cleaning resources will be put into staff rooms and kitchens. Tea Towles will be removed. Staff will be reminded of the importance of social distancing. 		
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 5. Measures within classrooms	Measures within classrooms (key principles applied)		
			<p>Primaries and EYFS/Nursery</p> <ol style="list-style-type: none"> 1. Primary teachers and TAs will be expected to maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. 2. An area has been demarcated in each classroom where children are not allowed to enter. 3. Adults have been asked to maintain 2 metre distance from each other, and from children. Where this is difficult (for example with younger children), staff will avoid close face to face contact and minimise time spent within 1 metre of anyone. 4. Our early years settings will no longer be required to keep children in small, consistent groups within settings. 	Y	Y
			<p>Details of local arrangements:</p> <ul style="list-style-type: none"> ➤ Primary school specialist rooms will not be used. ➤ Art lessons will take place in classrooms - this will be reviewed following any additional guidance. ➤ Any art resources used must follow the guidelines in part 4d of this plan. <p>Marking</p> <ul style="list-style-type: none"> ➤ Teachers and TAs will be expected to continue to live mark during lessons. ➤ Staff can roam the room, giving verbal feedback and using pink and green to provide quick in the moment feedback to individual pupils. ➤ Staff will be expected to limit any time spent less than a meter away from anyone. ➤ Any feedback given will be either from the side or behind the child to avoid face to face contact at proximity. ➤ Staff can collect books to complete monitoring and assessment tasks. ➤ Pupils will be asked to leave the books open on the page to be monitored and placed in a pile for the teacher to collect. ➤ Staff can take books and other shared resources home, although unnecessary sharing will be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources. <p>Equipment</p> <ul style="list-style-type: none"> ➤ For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. ➤ Pupils will have individually stored classroom equipment kept on their desks and not shared. ➤ Pupils have individual packs of resources on their desk. 		

			<ul style="list-style-type: none"> ➤ When pupils need to move for intervention or group work outside their classroom, they will take their own equipment with them. ➤ Staff delivering interventions will always use their own equipment and keep social distanced from pupils. 		
Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 6. Measures elsewhere	Measures elsewhere (key principles applied)		
			1. HTs will ensure that groups are kept apart where possible. (HTs)	Y	Y
			2. HTs will ensure that assemblies/worship are held for one group at a time. (HTs)	Y	Y
			3. HTs will ensure that the timetable keeps groups apart and minimises movement around the site as much as possible. (HTs)	Y	Y
			4. HTs will recognise that passing the odd person remains low risk but consider pinch points. HTs will introduce one-way systems where needed. (HTs)	Y	Y
			5. HTs will work with GPO to consider the impact on fire evacuation (though in a real fire the risk from fire takes precedence). (HTs with GPO)	Y	Y
			6. HTs will introduce staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups. (HTs)	Y	Y
			7. HTs will work with SJA and GPO to consider staff spaces. In recognising that the staff room use may be impractical, they will consider social distancing in staff workrooms. (HTs with SJA and GPO) (SJA will refer to BEIS guidance on <u>Office and Contact Centres</u> for guidance on staff only areas)	Y	Y
			8. HTs will ensure that regular and thorough handwashing or use of alcohol-based sanitiser carried is out by all pupils and staff members including: (HTs) <ul style="list-style-type: none"> ➤ On arrival and before departure ➤ Before break ➤ When groups change areas ➤ After using the bathroom 	Y	Y
<p>Details of local arrangements:</p> <p>Start and End of the Day:</p> <p>From 8th March, the following will apply: the following will apply:</p> <ul style="list-style-type: none"> • We will move back to an 8.30am to 3.30pm school day for all pupils. • The gates will be opened to pupils at 8.25am each morning, pupils will come straight onto the playground where they will be met by their teachers, line up in their bubbles and go to class. • At 3.30pm each class will be walked to their exit gate and dismissed to parents by the teachers. We hope this will reduce the amount of time parents and carers must wait outside the school. • We want to reduce the number of people at the gates, so we ask only one person per family comes to drop off and pick up, you arrive on time and do not gather with other household groups. • Gates will be closed at 8.30 each morning, any late pupils will need to be brought to the office. 	Y	Y			

Break and Lunchtimes

Staggered break and lunchtimes will be in place.

Break	KS1 Playground	LKS2 Playground	UKS2 Playground
YR	10.30-1045		
Y1	0950-1005		
Y2	1010-1025		
Y3		1010-1025	
Y4		10.30-1045	
Y5			10.30-1045
Y6			1050-1105

- During wet break, teachers will ensure pupils are engaged in calm seated activities, there will be a 'keep clear zone' at the entrance to the classroom for those on duty to use.

Lunchtime

- Teachers and TAs will be timetabled to support their bubbles during lunch. Teachers and TAs will work together to release each other for their lunch break either side of the pupil lunch time. SLT will be allocated to support and monitor lunch and break times and will always keep stick social distancing.
- Staggered lunch times will be in place. (There will be some time for cleaning surfaces in the dining hall between groups). In YR and KS1, where most pupils access the Universal Free School Meal Scheme, all pupils will eat in the dining hall. In KS2 bubbles will have staggered lunches: pupils who have a school diner will eat in Heddington Hall. Wet play arrangements will be the same as for morning break.
- All packed lunches and hot dinners are eaten in the hall.
- The hall is divided in two so that year groups don't have contact

Alton Close Break and Lunchtimes [Monday – Thursday]

Year	Break			Lunchtime			
	Location	Start	End	Hall	Start	End	Play
EYFS	KS1 PG	10.30	10.45	HH	11.30	11.50	
Year 1	KS1 PG	09.50	10.05	HH	12.00	12.20	
Year 2	KS1 PG	10.10	10.25	HH	12.00	12.50	KS1 PG
Year 3	LKS2 PG	10.10	10.25	HH/AH	12.30	13.20	LKS2 PG
Year 4	LKS2 PG	10.30	10.45	HH/AH	12.30	12.50	LKS2 PG
Year 5	UKS2 PG	10.30	10.45	HH/AH	13.00	13.20	UKS2 PG
Year 6	UKS2 PG	10.50	11.05	HH/AH	13.00	13.20	UKS2 PG

Alton Close Break and Lunchtimes [Friday]

Break				Brunchtime			
Year	Location	Start	End	Hall	Start	End	Play
EYFS	KS1 PG			HH	11.20	11.40	
Year 1	KS1 PG			HH	11.20	11.40	
Year 2	KS1 PG			HH	11.40	12.00	KS1 PG
Year 3	LKS2 PG			HH/AH	10.40	11.00	LKS2 PG
Year 4	LKS2 PG			HH/AH	10.40	11.00	LKS2 PG
Year 5	UKS2 PG			HH/AH	11.00	11.20	UKS2 PG
Year 6	UKS2 PG			HH/AH	11.00	11.20	UKS2 PG

Infection Control (general practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection: 7. Other Considerations	Other Considerations (key principles applied)		
			1. HTs will work with SENCOs to carry out specific assessment for those with SEND needs to help with adjustments. (HTs and SENCOs)	Y	Y
			2. HTs will recognise that supply/peripatetic teachers can move between schools but should minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal.	Y	Y
			3. HTs, SJA and GPO will consider contractors and other visitors to site to ensure that they distance as much as possible: <ul style="list-style-type: none"> ➤ They will explain local processes to them before arrival. ➤ They will keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). 	Y	Y
			4. Parents will be informed of the processes in place for drop-off and collection and discouraged gathering at the school gates.	Y	Y
			5. If there are dual registered children in school, HTs and SENCOs will ensure that the two settings liaise to agree controls.	Y	Y
			6. HTs will work with SJA/GPO to ensure that the following controls are in place for equipment: <ul style="list-style-type: none"> ➤ Personal items, e.g. pens and pencils recommended to remain individual ➤ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ➤ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ➤ Outdoor play equipment cleaned more regularly (refer to the previous point). ➤ Pupils should limit the amount of equipment they bring to school ➤ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. 	Y	Y

			<p>Details of local arrangements:</p> <p>Extra-curricular activities</p> <ul style="list-style-type: none"> ➤ From 8th March Breakfast Club will re-open. ➤ Extracurricular activities and clubs will be offered at Alton Close from 15th March. ➤ Individual clubs will be open to year group bubbles, so keeping pupils in their year groups ensuring bubbles are not crossed. ➤ Leaders will ensure staff leading clubs always keep strict social distancing and where possible pupils are seated forward facing, with group activities kept to a minimum. ➤ Sport clubs will only offer non-contact sports. Any equipment and resources used for club will be kept separate and only used by the bubbles accessing the club. <p>Parents and Visitors</p> <ul style="list-style-type: none"> ➤ Parents/Carers are not allowed on site by foot or vehicle to drop off and pick up their child. ➤ Arrival for pick up and drop off will be in accordance with the time slot given, no earlier and no later. ➤ If families arrive too early, they will be asked to at meet points adhering to social distancing. ➤ Parents will be advised that only one adult should come for drop-off and pick-up. ➤ Parents/Carers will NOT be allowed to come onto the site without an appointment. ➤ All appointments must be pre-booked via email or telephone. 	Y	
			Public Transport		
			1. HTs should take steps to depress demand at peak times (Stagger start/finish times) (HTs)	Y	Y
			2. HTs should promote walking/cycling to school if possible. (HTs)	Y	Y
			3. HTs should explain to staff and pupils that face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) (HTs)	Y	Y
			<p>Details of local arrangements:</p> <ul style="list-style-type: none"> ➤ Most parents already walk their children to school. Very few families use public transport. 		
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	1. Any unnecessary furniture will be removed to aid distancing between groups. (HTs with GPO)	Y	Y
			<p>2. If needed, a one-way system will be implemented in corridors and on stairwells. (HTs with GPO)</p> <p>One Way Systems:</p> <ul style="list-style-type: none"> ➤ Movement around the building will be limited and breaks and lunch times staggered. ➤ Corridors are wide enough for pupils to cross paths with low risk. ➤ At lunch times pupils will be walked to and from the lunch hall and the playground. ➤ Toilet passes will be used to limit the number of pupils out of class. Toilets will be cleaned regularly throughout the day. 	Y	Y

3. Toilets

- Each class teacher will have one toilet pass on a lanyard, which children can use at any time during the day.
- The lanyard should be put on by the teacher/teaching assistant and then taken off the child by the teacher and cleaned using anti-bac wipes.
- Children will not be able to come in during playtime to use the toilets so that numbers in the bathrooms are managed. This restriction will be reviewed regularly.
- The door into each set of toilets will be wedged open to reduce the risk of contamination from door handles (as agreed with Matthew Wynne). By each set of toilets, marks will be on the floor for where the children should wait if they need the toilet and all are occupied.

In EYFS, the intimate care policy will be followed as normal and nappy changes recorded in the books.

Y

Y

4. If needed, playground spaces will be demarcated to help with group management (HTs with GPO)

- There are three playground spaces at Alton Close, each year group is allocated a specific time on the playground, so demarcation is not required.

Break	KS1 Playground	LKS2 Playground	UKS2 Playground
YR	10.30-1045		
Y1	0950-1005		
Y2	1010-1025		
Y3		1010-1025	
Y4		10.30-1045	
Y5			10.30-1045
Y6			1050-1105

Y

Y

5. If needed, staff rooms, workrooms or other areas where adult may congregate will be demarcated.

Two metre tape will be added where needed. (HTs with GPO)

- The staffroom has been demarcated to guarantee social distancing.
- Staff will be instructed to find another space where they can eat if the staff room or their workroom is full.
- At lunchtime, staff will pre-order food from the canteen and will be able to collect it from an agreed place rather than queue with pupils.
- Chairs will be removed from the tables to ensure social distancing.
- Paper towels to be provided in kitchen area.
- Additional sanitiser to be provided.

Y

Y

6. HTs will work with GPO/SJA to review access to print rooms/photocopiers ideally limiting to one person. (HTs with SJA/GPO)

- Anti-bac wipes will be provided, and staff will be reminded to clean their hands before and after using the photocopier.

Y

Y

		<ul style="list-style-type: none"> ➤ For very small spaces, notices limiting number of staff to occupy will be put up. ➤ Bucket of anti-bac wiped to be provided in kitchens and for photocopier. ➤ Add extra cleaning of photocopier to cleaner schedule. ➤ Windows to be open in staff room. 		
		<p>7. If needed, the HVAC system will be switched to fresh air model. (GPO and SJA)</p> <ul style="list-style-type: none"> ➤ At AC, most rooms have windows that fully open to the outside, so a 'keep windows open' policy will be in place, weather permitting. 	Y	Y
		<p>8. HTs will work with GPO/SJA publish plans to reduce occupancy for lifts.</p> <ul style="list-style-type: none"> ➤ All lifts already have notices in place. (HT, GPO and SJA) ➤ At AC, any pupil requiring a list will be escorted to the lift by a member of staff and then 'collected' once the list arrives. 	Y	Y
		<p>9. Staff will be asked to open the windows in their classrooms for the first 10 minutes of each hour. They should be kept open longer when the weather is warm enough to allow this. High Level windows will be kept open.</p>	Y	Y
		<p>10. GPO and HTs will ensure that non-fire doors propped open to remove need for hand contact (HT with GPO)</p> <ul style="list-style-type: none"> ➤ The main 'entrance' doors will be propped open in the morning and closed as soon as lessons start. This is for security reasons. ➤ Classroom doors will be propped open unless the noise created by the staggered break and lunch disturbs learning. Where this happens, doors may be closed. 	Y	Y
		<p>11. GPO and HT will ensure that PE equipment is thoroughly cleaned between groups.</p> <ul style="list-style-type: none"> ➤ The sports coach will continue to lead PE sessions across the school. ➤ Strict social distancing will be in place and the coach will keep 2 metres away from staff and pupils. ➤ Equipment will be kept in Year Group bubbles and regularly cleaned. (HT with GPO). 	Y	Y
		<p>12. Where multiple staff have to occupy a single office and 2m separation is not possible, SJA will ensure that appropriate controls are in place from this menu: (SJA and GPO)</p> <ul style="list-style-type: none"> ➤ Work back-to-back ➤ Install screens between workstations ➤ Develop a rota so that staff don't have to work together ➤ Option to wear a mask ➤ A screen will be provided for support staff who work in larger offices and have previously been classed as clinically vulnerable, especially where other staff regularly 'visit' the office for queries etc. 	Y	Y
		<p>13. HTs, SJA and GPO will prohibit shared workstations if robust cleaning cannot be ensured between users (HTs, SJA and GPO)</p>	Y	Y

			14. SJA and GPO will ensure that the Covid-19 Secure in 2020 poster is displayed prominently in each school (SJA and GPO)	Y	Y
Asymptomatic Testing Programme	Staff, Pupils	Additional measures required to support the routine weekly and daily contacts testing programme from March 2021.	1. Primary teachers will carry out lateral flow tests at home twice a week.		
			2. Primary parents will be able to carry our lateral flow tests at home twice a week. <ul style="list-style-type: none"> ➤ Regular, rapid testing will be offered to households, childcare and support bubbles of primary, secondary and college age children and young people ➤ Rapid test kits will be available to collect from more than 500 locations, or through workplace testing and local community testing services 	Y	Y
			3. Staff and parents are required to report positive tests to the school.	Y	Y
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried our stressed.	1. RRO will work with HTs to involve the workforce in the development of this risk assessment and control measures. (RRO HTs)	Y	Y
			2. HTs will communicate this risk assessment and its findings to staff and potentially pupils/parents. (HTs)	Y	Y
			3. HTs will feed the 'determined' approach into the communication strategy. (HTs)	Y	Y
			4. SJA will ensure that staff have access to Group's <u>occupational health and counselling service</u> (SJA)	Y	Y
			5. HTs will publish the findings of this risk assessment on the school website. (HTs)	Y	Y
			Details of local arrangements: <ul style="list-style-type: none"> ➤ The risk assessment will be shared with the Academy NEU union rep, and queries raised will be addressed. ➤ The re-opening plan will be shared with staff and concerns and questions will be addressed by the headteacher on staff briefings. 		
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces.	1. SJA/GPO will ensure that cleaning frequency is increased with a focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. (No requirement for additional PPE to be worn.) (SJA/GPO)	Y	Y
			2. SJA/GPO will ensure that cleaning staff are reminded to be mindful to minimise face contact and the need for regular handwashing. (SJA/GPO)	Y	Y
			3. SJA/GPO will ensure that cleaning following confirmed/suspected case is in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u> (SJA/GPO)	Y	Y
			4. Because Nursery staff, TAs and PE teachers will provide an element of cleaning then training has been provided. (SJA and HTs).	Y	Y
			Details of local arrangements: <ul style="list-style-type: none"> ➤ Additional daytime cleaning staff are in place at all sites. ➤ GPO has schedules for each site. 		
	Staff, Pupils	Delivery of lessons such as science,	1. HTs to work with GPO to ensure that all Subject Leads review their risk assessments for the planned activities and update accordingly. (HTs and GPO)	Y	Y

Delivery of 'higher risk' subjects		D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection Educational visits	2. HT/GPO should refer staff to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). (HTs and GPO)	Y	Y
			3. HTs will work with GPO to review approach to support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. (HTs and GPO)	Y	Y
			<ul style="list-style-type: none"> ➤ Primary school specialist rooms will not be used. Art lessons will take place in classrooms for Term One- this will be reviewed following any additional guidance. ➤ For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. ➤ Pupils will have individually stored classroom equipment kept on their desks or in the classroom and not shared. 		
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	1. SJA will work with First Aid leads at each site to ensure that staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs (SJA)	Y	Y
			2. SJA will ensure that First Aid staff understand that no specific PPE required unless the child in question is symptomatic (see suspected/confirmed case in school section. (SJA)	Y	Y
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness.	1. RRO will work with HTs to agree details of each school's communications strategy and engagement with worker representatives and LGB (RRO and HTs)	Y	Y
			2. HTs will confirm details of how staff/pupils will be trained in the new arrangements (HTs)	Y	Y
		Persons violate local rules	3. HTs will plan how compliance with this risk assessment and associated procedures will be monitored e.g. checklists, observations, interviews, audits etc. (HTs)	Y	Y
			Details of local arrangements <ul style="list-style-type: none"> ➤ The academy Code of Conduct will be updated (On review, HTs felt that the behaviour policy was fit for purpose) ➤ Staff will be trained in the new code in March ➤ Each year group will be trained during their' Induction Days' at the start of term 		
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	1. GPO will ensure that the premises compliance status has been reviewed prior to reopening and provide a briefing to the school's Head (GPO and HTs)	Y	Y
			2. GPO will ensure that there is contractor access to site for PPM/compliance inspections. GPO will ensure that a legible record of all contractor details is held for 21 days (to support Test and Trace process if necessary) (GPO)	Y	Y
			Details of local arrangements <ul style="list-style-type: none"> ➤ Building compliance and contractor issues are covered in weekly Line Management Meetings between the Executive Principal and the Strategic Director of Finance and Business Support. 		
			1. Central office will ensure that Coronavirus pages on the Hub are kept updated	Y	Y

The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	2. Important updates/changes will be included in Jon Cole's Heads Bulletins.	Y	Y
			3. Headteachers will ensure that all relevant guidance is followed and communicated <ul style="list-style-type: none"> ➤ This will be a standing item on the agenda for the weekly Secondary Headteacher Cluster Briefings chaired by the Executive Principal. 	Y	Y
			4. RRO and SJA will ensure that Senior Leaders are kept up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. HTs will review this risk assessment accordingly <ul style="list-style-type: none"> ➤ This will be a standing item on the agenda for the weekly Secondary Headteacher Cluster Briefings chaired by the Executive Principal. (SJA RRO and HTs) ➤ HTs will use a WhatsApp group to communicate main changes to government guidance 	Y	Y
			5. RRO will ensure that information on the school website will be updated. Those responsible for the website will ensure that the parent tab has a dedicated menu item for information relevant to parents. (RRO NEW JJO BFR) <ul style="list-style-type: none"> ➤ This will be a standing item on the agenda RRO LMGT meetings with Strategic Leadership and Marketing Manager (SJA RRO and HTs) 	Y	Y
			6. Headteachers will ensure that Parents/Pupils are updated via ePraise/email/parent text as necessary. <ul style="list-style-type: none"> ➤ This will be a standing item on the agenda for the weekly Secondary Headteacher Cluster Briefings chaired by the Executive Principal. (HTs) 	Y	Y
			7. RRO and HTs will ensure that significant changes in information are shared with Chair of Governors <ul style="list-style-type: none"> ➤ A section of the termly Principal's Report for Governors will share changes in guidance. (RRO and HTs) 	Y	Y
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	1. HTs will put in place risk assessments for Extra-curricular provision that is developed with reference to DfE Guidance on <u>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</u> (HTs)	Y	Y
			2. SJA and GPO will ensure that the fire risk assessment is reviewed and communicate this to HTs (SJA GPO HTs)	Y	Y
			3. SJA and GPO will ensure fire safety procedures are amended to support COVID-19 arrangements and communicate this to HTs (SJA GPO HTs)	Y	Y
			4. SJA will work with HTs to ensure that staff training is scheduled and monitored, and any slippage identified (SJA, HTs)	Y	Y
			5. GPO will ensure that the premises risk assessments are reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. (GPO)	Y	Y
			Amend/add to show details of local arrangements <ul style="list-style-type: none"> ➤ New fire evacuation routes were published and communicated to staff and students during Training Days and Induction Days in September. These will be revisited during Term 4. 	Y	Y

			<ul style="list-style-type: none"> ➤ A Fire Drill is in place for each year group separately ➤ Additional fire escape routes and doors have been identified to minimise congestions in the case of fire evacuations. ➤ Fire drills will take place for year groups at agreed times. 		
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a fully compliant DSE workstations giving rise to musculo-skeletal issues.	1. HTs and SJA will ensure staff know that they are allowed to take home peripherals and chairs from office (SJA, HTs)	Y	Y
			2. UL will ensure that guidance on setting up a suitable workstation is provided on Hub coronavirus pages	Y	Y
			3. HTs and SJA will ensure that additional equipment needs are reviewed on a case-by-case basis (SJA, HTs)	Y	Y
			Details of local arrangements <ul style="list-style-type: none"> ➤ In the event of lockdown, a communication will be sent to staff to invite them to take home computer chairs if needed 		
First Aid (temporary home workers)	Staff	Staff suffering injury at home	1. Low-risk, office-style work. No specific controls required.	N/A	Y
			2. SJA will ensure that any accidents are logged onto ARMS. (SJA)	Y	Y
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	1. UL will ensure that guidance on wellbeing is provided on Hub coronavirus pages – dedicated wellbeing section	Y	Y
			2. HTs will provide guidance to managers on supporting their teams and reasonable expectations during this period. (SJA, HTs)	Y	Y
			3. SJA/Headteachers will ensure that managers maintain regular contact with their employees, preferably by video link. (SJA, HTs)	Y	Y
			Details of local arrangements <ul style="list-style-type: none"> ➤ Meetings have been held with middle leaders to identify the successes and challenges for staff during lockdown. ➤ Findings from these meetings will be used to plan the approach to any future lockdown and to ensure that lessons are learnt. 		

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
N/A			

Cluster Assessment completed by:	Ruth Robinson	Date:	20 th July 2020	Date of next review:	10 th September 2020
Site Specific Assessment completed by:	Ruth Robinson, Sam Jadeja and Emma Howarth Barnes	Date:	23 rd July 2020	Date of next review:	10 th September 2020
Site Specific Assessment completed by:	Ruth Robinson, Sam Jadeja and Emma Howarth Barnes	Date:	10 th September 2020	Date of next review:	3 rd November 2020
Site Specific Assessment completed by:	Ruth Robinson, Sam Jadeja and Emma Howarth Barnes	Date:	3 rd November 2020	Date of next review:	18 th January 2021
Site Specific Assessment completed by:	Ruth Robinson, Sam Jadeja and Emma Howarth Barnes	Date:	14 TH January 2021	Date of next review:	2 nd March 2021
Site Specific Assessment completed by:	Ruth Robinson, Sam Jadeja and Emma Howarth Barnes	Date:	2 nd March 2021	Date of next review:	