



Care, Courtesy  
& Commitment

## Remote Learning Policy November 2020

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## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

## 2. Roles and Responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.50am and 3.30pm.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure, informing the school office and their team leader at the beginning and end of each day.

When providing remote learning, teachers are responsible for:

- Setting work:
  - \* Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum and should be uploaded to the relevant Google Classroom (GC) in time for the school day to begin.
  - \* Working as a year group team to ensure the above work is planned and ready.
  - \* Ensuring remote work set mirrors work continuing in school.
  - \* When/if recording videos, teachers should be dressed appropriately in school wear and should present with a neutral background.
- Providing feedback on work:
  - \* Pupils will 'submit' work using GC.
  - \* Teachers will give specific, targeted feedback, using highlighting and comment boxes with Google Docs, Google Sheets and Google Slides, as well as comments using GC.
  - \* Teachers will use the 'Stream' on GC for general comments, feedback and instructions.
- Keeping in touch with pupils who aren't in school and their parents:
  - \* Teachers will use their class email addresses to contact parents.
  - \* Emails received in the class email from parents and pupils are to be checked between 8.50am and 3.30pm, Mon-Fri. Emails must be replied to within 48hrs – excluding weekends and the usual school holidays. Only send replies between these times, or 'schedule' emails so that they are sent during school hours.
  - \* In the event of a school based teacher having to provide remote learning due to illness of their year group partner, contact with parents may take place outside of 8.50am and 3.30pm.
  - \* Any issues that are received are to be dealt with professionally by the class teacher; the key phase Team Leader should be 'BCC'd' in the communication.

- \* All contact between adult and child should be polite and encouraging. Teachers must adhere to professional standards and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

➤ Attending virtual meetings with staff, parents and pupils:

- \* Parents evenings will take place virtually, in school.
- \* Teachers should be dressed appropriately and behave professionally.
- \* At present, Sacred Heart has no plans to stream live lessons to pupils.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.50am and 3.30pm, or as their contract dictates.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

If isolating, they will work from home as directed by a member of the teaching staff/SLT.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- \* Monitoring GC, ensuring work for their subject is pertinent, relevant and that it mirrors the teaching in school.
- \* Ensuring staff are aware of the responsibilities of teaching their subject remotely, including informing them on innovations that can help enhance the remote teaching of children.

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- \* Co-ordinating the remote learning approach across the school: K Ankers.
- \* Monitoring the effectiveness of remote learning and reviewing work set by teachers weekly: key phase team leaders.
- \* Monitoring the security of remote learning systems, including data protection and safeguarding considerations: Hi Impact (security) and L Smith (safeguarding).

## 2.5 Designated safeguarding lead

The DSL is responsible for:

- \* Maintaining contact, collating, passing on information and responding to any concerns.
- See: Sacred Heart, Covid 19 Risk Assessment (Appendices 1)

## 2.6 IT staff

Hi Impact are responsible for:

- \* Creating GC accounts for children.
- \* Creating class email addresses for staff.
- \* Fixing issues with systems used to set and collect work.
- \* Helping staff and parents with any technical issues they're experiencing
- \* Reviewing the security of systems and flagging any data protection breaches to the SLT.

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- \* Be contactable during the hours of the school day 8.50am – 3.30pm – although they may not always be in front of a device the entire time.
- \* Seek help if they need it, from teachers or teaching assistants.
- \* Alert teachers if they're not able to complete work.

Staff can expect parents to:

- \* Seek help from the school if they need it – staff should refer parents to the 'Learning Whilst at Home' page for the weekly timetables and other useful links for learning.

- \* Be respectful when making any complaints or concerns known to staff

## 2.8 Governing board

The governing board is responsible for:

- \* Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- \* Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- \* Issues in setting work – talk to the relevant subject lead/SENCO/SLT
- \* Issues with behaviour – talk to the SENCO/SLT
- \* Issues with IT – talk to J Grey (Hi Impact technician), K Ankers (remote learning lead), or K Stencil (IT lead).
- \* Issues with their own workload or wellbeing – talk to team leader/SLT.
- \* Concerns about data protection – talk to the data protection officer (Craig Stilwell).
- \* Concerns about safeguarding – talk to the DSL (L Smith).

## 4. Data protection and GDPR

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- \* All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- \* Teachers are able to access parent contact details via Arbor using a secure, individual password. Do not share any details with third parties and ensure Integris is in logged off.
- \* Safeguarding team and DSL have the ability to locate personal details of families when required through securely accessing CPOMS. They are not to share their access permissions with other members of staff.
- \* School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

### 4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- \* Keeping their devices password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol.)
- \* Ensuring all documentation is kept on the Google Drive (either individual or shared), which is both secure and frequently backed up. and not on laptop hard drives or USB storage devices.
- \* Making sure the device locks if left inactive for a period of time.
- \* Not sharing the device among family or friends.
- \* Keeping operating systems up to date – always install the latest updates.

## 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

**Sacred Heart, Covid 19 Risk Assessment (Appendices 1)**

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by K Ankers (remote learning lead). At every review, it will be approved by M Jackson (Headteacher) and SLT.

## 7. Links with other policies

This policy is linked to our:

- \* Behaviour policy
- \* Child protection policy and coronavirus addendum to our child protection policy
- \* Data protection policy and privacy notices
- \* Home-school agreement
- \* ICT and internet acceptable use policy
- \* Online safety policy

## Appendices:

### Covid 19 Risk Assessment

RA 029 V4

## RISK ASSESSMENT RECORDING FORM

Location or address Sacred Heart Catholic Primary School	Date assessment Undertaken: 22.10.2020	Assessment undertaken by : Jeanne Fairbrother , Lindsay Smith, Shaun Williams, Margaret Jackson
Activity or situation Reopening school to all students	Review date : on going	Signature: Lindsay Smith

#### Overview

- **This risk assessment is to assist our school in thinking about all the main hazards on our site when reopening the school to all pupils on 2<sup>nd</sup> September 2020**
- **We have made this a reflection of what we are doing.**
- **As events unfold and change it will require modification and review. We will rename and date each subsequent version.**
- **The LA and Jeanne Fairbrother Associates (Health and Safety consultants) will keep us updated with changes by sending out supplementary sections which if relevant will be added to our existing risk assessment.**
- **We realise the impact of Coronavirus (Covid 19) on BAME groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment**

COVID-19 has made changes we could not expect, and we did not plan for. As lockdown restrictions are further eased, normal life as we knew it will not resume, we must think about operating in the 'new normal'. But we must assess the risks to our staff, pupils and everyone who comes onto our site, and we will make plans to manage these risks.

The DfE & Government recognise there cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. Head teachers are best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.

The system of controls provided by the DfE & the Government are a set of principles that school will follow to achieve this. By following this advice and maximising use of control measures, we aim to effectively minimise risks.

The following is a list of topics we will need to consider as we start to think about reopening our school to all pupils, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment

### Guidance

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

1) Hazard	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc.)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
<p><b>Communication</b> -to staff, parents, pupils, and all parties on site. Failure to communicate key messages to reduce risk of transmission</p>	<p>Staff, pupils, parents, visitors unaware of school policies and procedures increased risk of transmission of Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• School follows all DfE, PHE &amp; Gov.uk guidance</li> <li>• Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function</li> <li>• Behaviour policy revised with new rules and expectations and communicated with staff, parents &amp; pupils [emailed to all staff, parents notified in newsletter and put on school website)</li> <li>• Whole staff re- induction to be held on 1<sup>st</sup> September</li> <li>• Revised risk assessment shared with staff prior to school closure for summer and on 25<sup>th</sup> August. RESHARED 23.10.2020</li> <li>• RA to be discussed in each staff meeting/ SLT meeting</li> <li>• Staff briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether further training would be helpful</li> <li>• Risk assessment published to school website as per HSE guidance and updated on website as changes are made.</li> </ul>	<p>3X2=6</p>	

		<ul style="list-style-type: none"> <li>• A copy of this updated RA to be sent to all local trade unions and the LA</li> <li>• Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• Posters will be displayed at all entrances detailing this.</li> <li>• School has involved parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> <li>• Contractors and suppliers have been communicated with about plans for opening e.g. cleaning, catering, food supplies, hygiene suppliers</li> <li>• Discussions had with cleaning contractors /cleaners additional cleaning requirements and additional hours agreed as necessary.</li> </ul>		
<b>Failure of measures to prevent spread of Coronavirus (Covid 19) in school</b>	Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• All control measures are adequately resourced, circulated to employees</li> <li>• All training needs have been checked to ensure compliance.</li> <li>• Regular monitoring and review of risk assessment and measures in place are effective and working as planned</li> <li>• RA to be reviewed fortnightly (or sooner if required) by Site Manager/ Deputy Headteacher</li> <li>• Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice</li> <li>• Risk assessment revised and shared with staff</li> </ul>		
<b>Unaware of steps to take in the event of suspected or confirmed case in school –</b> a. Currently b. School informed pupil/staff member tested positive in last 7 days	Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• School will ensure understanding of the NHS Test and Trace process and how to contact our local Public Health Protection Team: <b>0344 225 0562 (option 1)</b></li> <li>• School will contact local Health Protection Team &amp; follow their advice</li> <li>• The Health Protection team will provide definitive advice on who must be sent home</li> <li>• To support the Health Protection Team school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</li> <li>• The Health Protection team will provide a template letter to school to send to parents and staff if needed</li> <li>• School ensures that staff members and parents/carers understand that they will need to be ready and willing to:</li> </ul>	3X2=6	



		<ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. <ul style="list-style-type: none"> <li>○ provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>○ <a href="#">self-isolate</a> if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or, if anyone in their household develops symptoms of coronavirus (COVID-19)</li> </ul> </li> <li>• School asks parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> <li>○ <b>if someone tests negative</b>, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.</li> <li>○ <b>if someone tests positive</b>, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste</li> <li>○ School has been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school or, staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</li> </ul> </li> </ul>		
<b>Infection control – risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors – contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>• Pupils, staff and other adults advised clearly not to come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days</li> </ul>	3X2=6	

- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days isolation period from the day they develop symptoms and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- Continue with paper towels/hand dryers to dry hands
- Sufficient handwashing facilities are available and hand sanitiser is available across school.
- School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly,
  - Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the [guidance on hand cleaning](#)
  - clean their hands:
    - on arrival at the setting
    - return from breaks
    - when they change rooms
    - before and after eating,
    - and after sneezing or coughing
  - are encouraged not to touch their mouth, eyes and nose
  - promote the 'catch it, bin it, kill it' approach
  - use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste ('catch it, bin it, kill it')
  - sanitize all the frequently touched surface.
  - provide disposable tissues in each classroom
  - provide each class with disinfectant and disposable gloves and paper towels in case someone coughs or sneezes onto surfaces.
- ensure that help is available for children and young people who have trouble cleaning their hands independently

- pupils with complex needs who struggle to maintain as good respiratory hygiene as their peers, e.g. those who spit uncontrollably or use saliva as a sensory stimulant will have separate risk assessments in order to support these pupils and the staff working with them
- encourage young children to learn and practise these habits through games, songs and repetition
- where possible, all spaces are well ventilated using natural ventilation (opening windows)
- Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- Adequate sanitiser 'stations' located across the site so that all pupils and staff can clean their hands regularly
- Signage and floor markings will be in place and reviewed regularly. They will be replaced as necessary
- Young pupils & those with complex needs are supervised when using hand sanitiser
- Wipes are available
- assemblies are held remotely in classrooms
- Water fountains. are turned off and parents to supply bottles of water
- New sinks installed for drinking water only to allow bottles to be refilled
- New sinks installed to provide extra hand washing facilities
- Staff advised there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
- Parents advised uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- Staff & pupils aware of contact points and frequently touched surfaces e.g. taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys -highly used areas
- All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use
- Satisfactory cleaning regime in place to decontaminate such objects

		<ul style="list-style-type: none"> <li>• Classroom cleaning &amp; disinfecting kits in place.</li> <li>• Pupil engagement encouraged to wipe down own surfaces, equipment &amp; toys.</li> <li>• Cleaning solutions to be placed in an accessible place but out of reach of the children</li> </ul>		
<p><b>Social distancing across school – risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• School will do everything possible to minimise contacts and mixing to reduce the number of contacts between children and staff.</li> <li>• This will be achieved by <ul style="list-style-type: none"> <li>• keeping groups separate (in ‘bubbles’) and</li> <li>• maintaining distance between individuals.</li> </ul> <p><i>(N.B. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> <li>• <i>children’s ability to distance</i></li> <li>• <i>the lay out of the school</i></li> <li>• <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary))</i></li> </ul> <li>• emphasis will be on separating groups for younger children</li> <li>• social distancing will be emphasised for older children.</li> <li>• children considered old enough will be supported to maintain distance and not touch staff where possible.</li> <li>• School will maintain consistent classes to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</li> <li>• Steps are in place to limit interaction, sharing of rooms and social spaces between groups as much as possible</li> <li>• Larger groups will follow other controls like 2m social distancing and strict hand and respiratory hygiene to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate</li> <li>• School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</li> <li>• <b>Reduce mixing within education or childcare setting by:</b></li> </li></ul>	<p>3X2=6</p>	

- Groups being kept to the size of a full class, to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).
- consistent groups will be maintained where possible
- All groups or 'bubbles' will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups
- Where possible school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.
- Younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group
- Staff to maintain 2 m social distancing from pupils whenever possible
- Minimise time spent within 1 m of anyone
- Avoid face to face contact with pupils stand up, above and behind them
- Staff to keep 2 m distant from colleagues
- Understand that for very young or special needs pupils this is not possible
- All children encouraged to socially distance if possible
- Children who are old enough will be supported to maintain distance and not touch staff and their peers.
- Pupils to sit side by side facing forward
- Teachers stay at the front of the class where possible
- All furniture and equipment moved to ensure this seating
- Teachers to try and maintain social distancing and keep out of pupils' sneeze/breathe/cough zone
- If teacher needs to get closer than 2m then masks may be used if required
- Rooms have been adapted and excess furniture & equipment removed to support social distancing where possible.

**Teachers:**

- Teachers and other staff may operate across different classes and year groups to facilitate the delivery of the school timetable.
- Where staff need to move between classes and year groups, they will make every effort to keep 2m from pupils and other staff and

		<p>employ good hygiene. Face masks are provided for staff to wear around school if they require</p> <ul style="list-style-type: none"> <li>• Staff spaces are set up and used to help staff to distance from each other. Use of the staff room minimised (no more than 4 people in KS1 and no more than 6 in KS2) Extra areas have been allocated for staff to use to aid in social distancing. These are: infant office (if not in use) Heart room (at lunch times) Community room (if not in use), library and both KS1 and KS2 halls</li> </ul> <p><b>Measures elsewhere</b></p> <ul style="list-style-type: none"> <li>• Movement around school is kept to a minimum</li> <li>• Timetables adjusted to keep groups apart moving around school</li> <li>• No large assemblies or gatherings involving more than one group</li> <li>• Breaks staggered and if outside, using designated pod area.</li> <li>• Lunch breaks will be in classrooms and pupils will clean their hands beforehand and stay in the groups they are already in</li> <li>• Groups kept apart as much as possible and surfaces and tables cleaned before and after eating</li> <li>• Cloakrooms not in use - chair backs for coats/bags</li> <li>• Minimise touching of frequently touched surfaces and contact points</li> <li>• Rooms accessed directly from outside where possible</li> <li>• Signage reminding about 2m social distancing in place</li> <li>• Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time. Staff on corridor to supervise</li> <li>• School will maximise the use of outdoor space for exercise, breaks, and outdoor education</li> </ul>		
<p><b>Pupils &amp; relevant staff not participating in the PH Wirral /Flu Immunisation programme (vaccine)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• School will engage with local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures.</li> <li>• School will maintain capacity for the delivery of the school aged flu vaccination programme.</li> <li>• School will work with The Immunisation Team to look at the requirements and procedures that need to be put in place to</li> </ul>	<p>3X2=6</p>	

		<p>ensure that the programme can be delivered efficiently and effectively, maximising the safety of staff and pupils.</p> <ul style="list-style-type: none"> <li>• The Immunisation Team contact details are 0151 514 2509/0151 514 2510.</li> <li>• See also:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf</a> </li> </ul>		
<p><b>Shared resources - risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• Staff &amp; pupils have individual pens and equipment where possible and these are not shared</li> <li>• Equipment is not shared with other cohorts without cleaning</li> <li>• Shared classroom materials can be shared within the pod and will be cleaned regularly</li> <li>• Frequently touched surfaces will be cleaned and disinfected more frequently. Each pod has own cleaning kit which is replenished daily</li> <li>• Pupils can take reading books home, but unnecessary sharing is to be avoided where this does not contribute to pupil education and development.</li> <li>• Shared resources between classes or pods, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different pods, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</li> <li>• Pupils will limit the amount of equipment they bring into school each day to lunch boxes, water bottle, hats, coats, reading books, and mobile phones (Year 6 only). Bags are allowed and are to be stored on or under the child's chair.</li> <li>• No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources</li> <li>• No paper copies of letters or work will be sent home. Homework will be provided remotely by the class teachers. All letters will be sent electronically</li> </ul>	<p>3X2=6</p>	

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<p><b>Measures for arriving at and leaving school – risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school.</li> <li>• School has communicated specific start and finish times to parents and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>• Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• PCSOs will be asked to help with traffic</li> <li>• Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>• <b>Face coverings</b> - pupils who wear these to and from school have been instructed on safe use of face coverings. They must wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See <a href="#">safe working in education, childcare and children’s social care</a> for more advice.</li> <li>• parents and children are encouraged to walk or cycle to school where possible, following the government guidance on how to travel safely</li> <li>• Staff, children and parents to wear suitable clothing to protect from the weather.</li> <li>• Weather information to be forwarded to staff so they can inform the parents and remind them to send children in wearing suitable clothing</li> <li>• Salt bins to be moved so they are closer to the 4 gates in use for when the icy weather comes</li> </ul>	<p>3X2=6</p>	
<p><b>Public transport to school – risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• School will stagger start times to enable more journeys to take place outside of peak hours.</li> <li>• Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>• Families using public transport advised to refer to the <a href="#">safer travel guidance for passengers</a>.</li> </ul>	<p>3X2=6</p>	

<p><b>Staff visiting families in their own homes</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> <li>• School may need to send a member of staff to make face to face visits</li> <li>• A separate risk assessment must be undertaken.</li> <li>• An initial assessment by telephone if possible, is carried out.</li> <li>• If staff have to visit households being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19) they follow the <a href="#">children’s social care services guidance</a> and make a judgement about visiting which balances considerations of the: <ul style="list-style-type: none"> <li>○ risks to children and young people</li> <li>○ risks to families</li> <li>○ risks to the workforce</li> <li>○ national guidance on social distancing and hygiene</li> <li>○ statutory responsibilities, including safeguarding</li> </ul> </li> <li>• If households report no coronavirus (COVID-19) symptoms, no PPE is required, but 2 metres should be maintained where possible.</li> <li>• Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching the face during the visit.</li> <li>• If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should be encouraged to <a href="#">book a test</a>.</li> <li>• If unable to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face to face contact, steps will be taken where practical to mitigate risk. These steps include but are not restricted to: <ul style="list-style-type: none"> <li>○ knocking on the front door or ringing the doorbell and then stepping back to 2 metres to speak to occupants</li> <li>○ taking PPE &amp; sanitiser as a precautionary measure</li> </ul> </li> </ul>	<p>3X2=6</p>	
<p><b>Safeguarding – risk of breach</b></p>	<p>Staff, pupils , parents, volunteers- experience harm or abuse, eg emotional harm</p>	<ul style="list-style-type: none"> <li>• School has revised the child protection policy to reflect the return of more pupils.</li> <li>• School follows statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>.</li> </ul>	<p>3X2=6</p>	

<p><b>Pupil with an EHCP – risk of not following specialist guidance</b></p>	<p>Pupils, - injury or ill-health</p>	<ul style="list-style-type: none"> <li>• Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education.</li> <li>• Parents have been contacted and are involved in planning for their child's return to their setting from September</li> </ul>	<p>3X2=6</p>	
<p><b>Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)</b></p>	<p>Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress</p>	<ul style="list-style-type: none"> <li>• Behaviour policy updated and shared with staff, parents &amp; pupils</li> <li>• Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced</li> <li>• Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. Training will be given to staff in September and support available from the Pastoral Team</li> </ul>	<p>3X2=6</p>	
<p><b>Clinically vulnerable pupils - <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a></b></p>	<p>Pupils - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• Shielding advice for all adults and children paused 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</li> <li>• Pupils who remain on the shielded patient list can return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>• if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>• Some pupils no longer required to shield but who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). See advice from the Royal College of Paediatrics and Child Health. <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></li> <li>• Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education.</li> <li>• School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school.</li> </ul>	<p>3X2=6</p>	

<p><b>Shielded staff</b></p>	<p>Staff - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19)</li> <li>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</li> <li>Clinically extremely vulnerable now follow the same guidance as the clinically vulnerable population, taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>Risk assessments will be carried out on all staff who have been shielding See RA 026 Return to work – COVID 19</li> <li>Government policy advises those who can work from home to do so. School will review each case.</li> <li>See guidance the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> </ul>	<p>3X2=6</p>	
<p><b>Clinically vulnerable or extremely clinically vulnerable staff</b> who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>)</p>	<p>Staff - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>Clinically vulnerable staff return to school in September taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>Staff advised to take extra care in observing social distancing, strictly staying 2 metres away from others wherever possible</li> <li>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</li> <li>School has reviewed how those members of staff are deployed to enable them to maintain social distancing in school as far as possible.</li> <li>Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of</li> </ul>	<p>3X2=6</p>	

		other people and discuss with them whether this involves an acceptable level of risk		
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including</p> <p><b>BAME staff &amp; pupils</b></p> <p>Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.</p>	Staff or pupils - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>The risks to staff in this category including BAME staff and pupils in the school will be assessed.</li> <li>SLT will have comprehensive conversations with these staff and will identify any existing underlying health conditions that may increase the risks for them in undertaking their role</li> <li>SLT will keep ongoing contact with staff particularly about their safety and their mental health.</li> <li>School will try as far as practically possible to accommodate additional measures where appropriate.</li> <li>Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> <li>O.H. advice will be sought where appropriate.</li> <li>EAP &amp; counselling will be offered where appropriate</li> <li>See <a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a></li> </ul>	3X2=6	
<p><b>New and/or expectant mothers</b> – deemed clinically vulnerable included in <a href="#">Staying at home and away from others (social distancing) guidance</a></p>	Staff - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>Pregnant women are in the ‘clinically vulnerable’ category, and are advised to follow advice above for the ‘clinically vulnerable’, and measures which apply to all staff in school</li> <li>A pregnant member of staff who can work from home should do so. If required to be on site they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.</li> <li>Individual risk assessments will be carried out for this category of staff if they have to spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk. <b>See RA 029 New &amp; Expectant mother risk assessment</b></li> <li>Follow guidance from GP and mid-wife.</li> <li>Maintain high standards of hygiene</li> <li>Inform line manager if circumstances change</li> <li>Refer to this guidance- also for BAME expectant mothers</li> </ul>	3X2=6	

		<a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a>		
<b>Cleaning - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors everyone contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas</li> <li>• Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day.</li> <li>• Advice is to use any product that dissolves lipids (this includes general cleaning products) school only use those products from the COSHH register</li> <li>• <b>KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink.</b></li> <li>• Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink</li> <li>• Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose</li> <li>• Encourage pupils to clean – to teach them about safety.</li> <li>• Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to.</li> <li>• If suspected case of Covid 19 follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• If cohorts change, cleaning will take place between class changes</li> <li>• If used -Toys, fabrics, soft furnishings will be washed or replaced more frequently</li> <li>• Sanitizer stations located across site. Additional sanitisers have been installed</li> <li>• Regular cleaning of toilets and supply of hand soap</li> <li>• Clean and disinfect regularly touched objects and hard surfaces more often than usual using standard cleaning products</li> <li>• Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>• Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects.</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class.</li> </ul>		
<b>Contractors on site -risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors everyone. contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>Communication – Site manager to explain to contractors our concerns and come up with workable solutions</li> <li>School’s site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>Where visits can happen outside of school hours, this will be arranged</li> <li>A record is kept of all visitors.</li> <li>Request risk assessments form contractors which include their social distancing protocols.</li> <li>Zero tolerance with contractors found to be not following PHE social distancing guidelines.</li> <li>Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff <b>on site who may be working throughout the school and across different groups</b></li> </ul>	3X2=6	
<b>PPE requirements - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>Face coverings/masks will be provided and staff encouraged to wear them if meeting parents or external visitors. Staff will be encouraged to wear them when on the gate and if walking around school</li> <li>The majority of staff in school will not require PPE beyond what they would normally need for their work.</li> <li>PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained</li> <li>Within 2m PPE is available and staff will wear a mask, gloves and disposable apron</li> <li>Where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used.</li> <li>Risk assessment for pupils in place.</li> <li>PPE is only needed in small number of cases where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be use.</li> <li>Hand washing with soap and hot water for 20 secs minimum</li> </ul>	3X2=6	<b>Eye Protection &amp; Masks</b> <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i>

		<ul style="list-style-type: none"> <li>• 2m social distancing maintained as far as possible</li> <li>• School has sourced adequate supplies of PPE</li> <li>• Each Bubble has PPE provided. This is checked and supplies replenished on a daily basis</li> <li>• PPE is provided for the Midday staff and spare PPE equipment is placed around the school for use in an emergency</li> <li>• All staff completed 'PPE putting on &amp; taking off' training- posters in each classroom</li> <li>• School does not currently have pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). If we do subsequently have a pupil to whom this applies, staff performing AGPs will follow PHE's <a href="#">personal protective equipment (PPE) guidance on aerosol generating procedures</a>, and wear the correct PPE.</li> <li>• Separate risk assessments will be carried out following specific guidance in <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies</a></li> <li>• Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing are placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of coronavirus</li> </ul>		
<p><b>First aid provision – risk of school unable to provide first aid in the event of an emergency.</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• Adequate numbers of first aiders on site in all categories:</li> <li>• First aid certificates which expired during lockdown have been renewed</li> <li>• First aid boxes located across site</li> <li>• All staff completed 'PPE putting on &amp; taking off' training</li> <li>• Waste which is possibly contaminated will be double-bagged, stored on site for 72 hours then disposed of in normal waste</li> </ul>	<p>3x2=6</p>	



		<ul style="list-style-type: none"> <li>• <b>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</b></li> <li>• <b>First aid provision with suspected symptoms of coronavirus :</b> Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster.</li> <li>• <b>If not possible to keep 2m separation</b>, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> <li>○ Apron</li> <li>○ Gloves</li> <li>○ Fluid Resistant (IIR) surgical mask</li> </ul> </li> <li>• Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available</li> <li>• All staff completed 'PPE putting on &amp; taking off' training</li> <li>• Must be discarded in clinical waste</li> <li>• Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed.</li> </ul> <p><b>CPR guidance:</b></p> <ul style="list-style-type: none"> <li>• <b>Do not listen or feel for</b> breathing by placing your ear and cheek close to the patient's mouth.</li> <li>• If in any doubt about confirming cardiac arrest start chest compressions until help arrives.</li> <li>• <b>Call ambulance.</b> If COVID 19 is suspected, tell them when you call 999.</li> <li>• If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives</li> </ul> <p>See: <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p>		<p><b>Eye Protection &amp; Masks</b> <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i></p>
<p><b>Medical isolation room - risk of transmission of Coronavirus (Covid 19)</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• If a child is awaiting collection, they should be moved, if possible, to the isolation room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.</li> <li>• Intervention room in KS2 building will serve as isolation</li> </ul>	<p>3X2=6</p>	<p>More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use</a></p>

		<p>room</p> <ul style="list-style-type: none"> <li>• A window should be opened for ventilation</li> <li>• PPE stock is available to all staff should they need to escort pupils to this area.</li> <li>• PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with complex needs</li> <li>• All non-essential items in the medical room have been removed.</li> <li>• Include one desk and one table.</li> <li>• Child awaiting collection will be supervised</li> <li>• The ground floor accessible toilet has been identified to be used if required whilst awaiting collection.</li> <li>• If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</li> <li>• after any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser</li> <li>• The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> <li>• School will follow cleaning &amp; waste disposal guidance from <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>		<p><a href="#">of personal protective equipment (PPE)</a> guidance.</p>
<p><b>Remote Learning – risk to staff and pupils by abuse of systems</b></p>	<p>Staff, pupils, parents – experience harm or abuse, eg emotional harm</p>	<ul style="list-style-type: none"> <li>• Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents</li> <li>• School follows <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a>, , as well as statutory guidance on online safety in Annex C of <a href="#">keeping children safe in education</a>.</li> <li>• See National Crime Agency at the following websites:<a href="https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely">https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely</a></li> </ul>	<p>3X2=6</p>	

		<ul style="list-style-type: none"> <li>• Also see the Remote Learning Policy</li> </ul>		
<b>Working at height - risk of falling from height</b>	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> <li>• Site manager/ caretakers should have checked all ladders on site. All staff to check before using</li> <li>• If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table.</li> <li>• Check all ladders and step ladders on site prior to use. Record in the site ladder register</li> </ul>	3x2=6	Safe use of ladders toolbox talk available on website
<b>Display screen self-assessment – risk of injury due to adopting awkward postures for long periods</b>	Staff, pupils, parents, visitors – risk of musculoskeletal injuries , RSI etc	<ul style="list-style-type: none"> <li>• Remind everyone to review their workstations after the long absence.</li> <li>• Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual.</li> <li>• All staff should carry out the Display Screen Self-Assessment on return to school.</li> <li>• If some staff are home-working check with them that there are no issues with their set-up at home.</li> </ul>	3X2=6	
<b>Lone working- risk of accident, injury or emergency</b>	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> <li>• Carry out a risk assessment for staff who remain working from home following guidance</li> <li>• See RA 028 Working from home Covid 19</li> </ul>	3X2=6	
<b>Kitchens - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors everyone - contracting Coronavirus (Covid 19)	<p>Liaise with the catering company (Essential) to ensure that:</p> <ul style="list-style-type: none"> <li>• all areas and surfaces are cleaned and disinfected prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</li> <li>• kitchen is deep cleaned prior to reopening, before food preparation resumes</li> <li>• catering equipment is re-commissioned. Check servicing and PAT testing</li> <li>• Kitchen follows: <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>	3x2=6	
<b>Fire – failure of systems and fire evacuation plans</b>	Staff, pupils, parents, visitors – serious injuries, burns, smoke inhalation	<ul style="list-style-type: none"> <li>• The site-specific fire evacuation plan has been reviewed and shared with staff and third parties.</li> <li>• Practice drill held within first week to ensure everyone knows their roles and responsibilities.</li> <li>• Social distancing will be followed on evacuation and at assembly point.</li> <li>• The needs of staff/pupils who require assistance in an emergency will be considered as part of individual risk</li> </ul>	3X2=6	

		<p>assessment and the resources will be made available to carry this out.</p> <ul style="list-style-type: none"> <li>• The fire alarm and emergency lighting has been serviced according to guidance</li> <li>• Alarm checked weekly</li> <li>• Enough staff know how to check the fire alarm and set and reset in an emergency</li> <li>• Emergency lighting tested monthly</li> <li>• All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied.</li> </ul>		
<b>Legionella- failure of systems in place leading to outbreak</b>	Staff, pupils, parents, visitors – legionella symptoms , respiratory condition	<ul style="list-style-type: none"> <li>• Prior to opening fully every tap, shower and toilet running/flushed for 2 mins. Records kept in water log book</li> <li>• Monthly water checks will have taken place</li> </ul>	3X2=6	Q – Check if tank fed or mains water supply before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible. <b>Check with water hygiene company</b>
<b>HS Checks - failure of equipment leading to accident or injury</b>	Staff, pupils, parents, visitors everyone- injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> <li>• All staff carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place.</li> <li>• Caretaker carries out daily visual whole site checks</li> </ul>	3X2=6	
<b>Equipment- failure of equipment leading to accident or injury</b>	Staff, pupils, parents, visitors - injuries, cuts, falls, abrasions	<ul style="list-style-type: none"> <li>• All areas and equipment that have been taken out of use are checked</li> <li>• Teachers will check their own classrooms to ensure all is in good condition.</li> </ul>	3x2=6	See Form F10 Checklist for classrooms

		<ul style="list-style-type: none"> <li>Other pieces of equipment such as dining sets which have not been used have been inspected, checking smooth operation of opening and wheeling.</li> </ul>		
<b>Manual handling – risk of staff injured by moving and handling heavy items</b>	Staff, pupils, parents, visitors – musculoskeletal injuries, back pain, strains, pulled muscles	<ul style="list-style-type: none"> <li>Staff have been reminded to avoid manual handling where possible and to take care when moving and handling equipment back to its normal areas/location</li> </ul>	3X2=6	Manual Handling Toolbox talk available on website
<b>Security – Opening and locking up procedures</b>	Staff, pupils, parents, visitors – physical or verbal abuse	<ul style="list-style-type: none"> <li>Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm</li> <li>Secure reception</li> <li>Keys easily accessible to unlock school gates in the event of evacuation away from the premises.</li> </ul>	3x1=3	
<b>Heating/Boilers failure of equipment leading to loss of heating</b>	Staff, pupils, parents, visitors- lack of heating , becoming unwell, cold	<ul style="list-style-type: none"> <li>Boilers and heating systems been serviced through lock down as required</li> </ul>	3x1=3	
<b>Medication – lack of training</b>	Staff, pupils, parents, visitors – accident in administration of medicines – pupil becoming unwell.	<ul style="list-style-type: none"> <li>Trained staff available to administer medicines and records maintained.</li> <li>Secure medicines storage</li> <li>Inhalers and epipens available in classrooms and for outdoor activities</li> </ul>	2x2=4	
<b>Emergency plan</b>	Staff, pupils, parents, visitors – unable to respond to an emergency on site - possible injuries, panic, stress	<ul style="list-style-type: none"> <li>school emergency plan has been reviewed to cover Covid 19 issues</li> <li>Contingency plans for an outbreak are in place</li> <li>Shared with staff and relevant parties e.g. Governors</li> <li>Remote education plans are in place for individuals or groups of self-isolating pupils. See <a href="#">remote education support</a>. See Remote Learning Policy</li> </ul>	3X2=6	
<b>Third party users- e.g. Breakfast clubs/wraparound care, sports clubs – increased risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>School has considered all third parties onsite- clubs, sports activities- <ul style="list-style-type: none"> <li>New risk assessments required from all parties detailing their actions for social distancing, hygiene and how they will carry out activities</li> <li>School measures and/or risk assessments have been shared with them</li> <li>Risk assess impact of third party on school.</li> </ul> </li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>• Breakfast and after-school provision, where possible, will restart from October <ul style="list-style-type: none"> <li>○ keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then small, consistent groups will be identified.</li> <li>○ advise parents to limit the number of different wraparound providers they access, as far as possible.</li> <li>○ Encourage parents who use childcare providers or out of school activities for their children, to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.</li> <li>○ No contact sports</li> </ul> </li> <li>• the breakfast club and after school club have their own risk assessments in place</li> </ul>		
<p><b>Sports activities - risk of transmission of Coronavirus (Covid 19) whilst on visit.</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• Pupils kept in consistent groups</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>• Contact sports avoided.</li> <li>• Outdoor sports prioritised where possible, and e.g. hall (KS 2)spaces used where it is not, to maximise distancing between pupils</li> <li>• The areas will be cleaned between groups – surfaces and equipment wiped down</li> <li>• Pupil reminded about hand and respiratory hygiene</li> <li>• If school uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities</li> <li>• School will work with third party organisations for curricular and extra-curricular activities only if satisfied that this is safe to do so.</li> <li>• Schools refers to the following advice: <ul style="list-style-type: none"> <li>○ <a href="#">guidance on the phased return of sport and recreation</a></li> <li>○ <a href="#">Sport England</a> for grassroot sport</li> <li>○ <a href="#">Association for Physical Education</a></li> <li>○ <a href="#">Youth Sport Trust</a></li> </ul> </li> <li>• School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so.</li> </ul>	<p>3X2=6</p>	

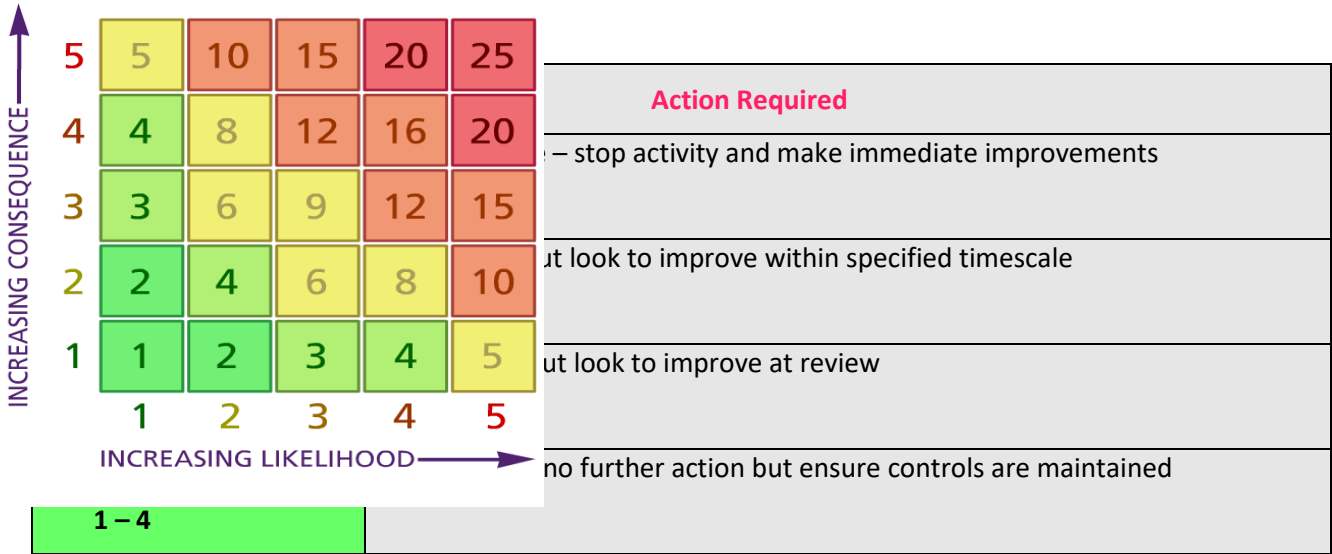
		<ul style="list-style-type: none"> <li>• Risk assessments will be requested form all sports providers to ensure all activities are in line with measures adopted by school to reduce the risk of transmission</li> <li>• If raining then the after school sports clubs will take place in the children’s classroom. The children will stay in their Bubble with the sports coach</li> </ul>		
<b>Music – singing and playing instruments – risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies</li> <li>• Group sizes will be no more than 15, pupils positioned back-to-back or side-to-side and socially distanced.</li> <li>• Instrument sharing, is not permitted</li> <li>• Good ventilation if held indoors but holding the session outside will be considered</li> </ul>	3X2=6	
<b>Educational visits – risk of Coronavirus (Covid 19) whilst on visit</b>	Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• Educational visits for non-overnight domestic educational visits are postponed until further notice. See <a href="#">coronavirus: travel guidance for educational settings</a>.</li> </ul> <p>However when allowed to resume:</p> <ul style="list-style-type: none"> <li>• When risk assessing trips all protective measures, such as keeping children within their consistent group, social distancing &amp; hygiene will be adhered to, to ensure they can be done safely.</li> <li>• School will request risk assessments from the destination to ensure all coronavirus (COVID-19) secure measures in place</li> <li>• School will make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>• Schools will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> </ul>	3X2=6	
<b>Ventilation– lack of increases risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils and visitors lack of ventilation to disperse Coronavirus ( Covid 19) - contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"> <li>• School will ensure an adequate supply of fresh air into building(s).</li> <li>• Where possible windows &amp; doors will be opened to increase the supply of fresh air (unless fire doors).</li> <li>• Staff have been reminded not to leave doors propped /wedged open when leaving the area unattended</li> </ul>	2X2=4	Doorguards to be fitted on identified fire doors to increase ventilation

		<ul style="list-style-type: none"> <li>• To prevent pockets of stagnant air in occupied spaces by opening windows</li> <li>• Ventilation practice will follow <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#ventilation">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#ventilation</a></li> <li>• All systems to remain energised in normal operating mode.</li> <li>• Where possible, occupied room windows should be open.</li> <li>• Ventilation to chemical stores should remain operational.</li> </ul>		
<p><b>Playground equipment and activities -risk of transmission of Coronavirus (Covid 19))</b></p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> <li>• Outdoor playground equipment &amp; resources will be cleaned more frequently</li> <li>• Outdoor equipment is appropriately cleaned between groups of children and young people using it, and multiple groups do not use it simultaneously.</li> <li>• Breakfast &amp; After school clubs clean indoor &amp; outdoor equipment between groups and after use.</li> <li>• Prior to reinstating use of play equipment which has been put out of use, Site Manager has carried out formal recorded inspection.</li> <li>• An annual service and maintenance identified has been carried out prior to reinstatement.</li> <li>• The playground and play equipment risk assessment has been reviewed– considering social distancing, cleaning &amp; hygiene. <b>See RA 027 PLAY EQUIPMENT v2</b></li> <li>• It has been formally shared with all middays &amp; staff supervising.</li> <li>• Site manager has attended Routine Inspectors Course</li> <li>• Site manager visually inspects play equipment daily</li> <li>• Site manager has reinstated weekly formal checks of play equipment</li> <li>• Pupils reminded of playground rules</li> <li>• Staff reminded must walk playground and carry out a pre use visual inspection of all play equipment, fences, benches, etc <b>prior to every session.</b></li> </ul>	<p>3X2=6</p>	



<p><b>Visitors to school-</b> working across multiple ‘bubbles’ and schools e.g. speech and language therapists, OT’s social workers- risk of spread of infection between ‘bubbles’ and schools.</p>	<p>Staff, pupils, visitors, members of the public by increased risk of catching Covid 19 from visitor entering existing bubble and cross-contamination of ‘bubbles’</p>	<ul style="list-style-type: none"> <li>• Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a></li> <li>• Visitors made aware of all measures in place in school to reduce risk of spread of virus.</li> <li>• Visitors told to wash hands on arriving or use hand sanitiser located at entrance.</li> <li>• Visitors will be required to use sanitiser and clean surfaces before and after each different pupil session.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools following the above advice</li> <li>• Pupils leave class pods and wash hands or use sanitiser before and after their appointment / meeting</li> <li>• Visitor has own PPE or PPE will be provided for each session</li> <li>• 2m social distancing rules in place</li> <li>• PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask</li> <li>• Room has ventilation – windows and door open whilst the room is occupied.</li> <li>• Sanitiser in room</li> <li>• Tissues in room and lidded bin emptied after each session.</li> <li>• Disinfecting kit in room- trigger bottle of disinfectant, cloths, wipes</li> <li>• All hard surfaces wiped down before and after each separate appointment /meeting with pupils.</li> <li>• Any equipment brought into school must be able to be wiped down pre and post each pupil session.</li> <li>• Any school equipment used must be wiped down pre and post session.</li> <li>• Designated visitor toilet is the disabled toilet downstairs by office. This must be cleaned after each use.</li> <li>• Visits arranged for outside of school hours, where possible</li> <li>• A record is kept of all visitors.</li> </ul>	<p>3X2=6</p>	

<b>Pupils routinely attending more than one setting - risk of transmission of Coronavirus (Covid 19)</b>	Staff, pupils, parents, visitors- contracting Coronavirus (Covid 19)	<ul style="list-style-type: none"><li>• A risk assessment will be carried out with other setting to ensure all controls are in place if this is to take place</li></ul>	3X2=6	



**Likelihood:**                      **Consequence:**

5 – Very likely                      5 – Catastrophic

4 – Likely                              4 – Major

3 – Fairly likely                      3 – Moderate

2 – Unlikely                            2 – Minor

1 – Very unlikely                      1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant
- (3) List existing controls here or note where the information may be  
**likelihood of harm arising** that remains when the existing controls are in place.  
 Use the right hand column to list the controls that you might take and develop all or part of them.  
 Have regard for the level of risk, the cost of any action and the benefits of the action.  
 Discuss the findings with your team leader and make a note of it overleaf. If it is agreed that no further action should be taken, this should be noted.

**(5) ACTION PLAN**

Action required:

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**Eye Protection & Masks** *The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a situational basis.*

Safe use of ladders toolbox talk available on website

Check if tank fed or mains water supply before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 hour before opening if

See Form F10 Checklist for classrooms

Manual Handling Toolbox talk available on website

Action plan agreed with (signature)      Margaret Jackson

Date 24<sup>th</sup> August 2020