

NSAT Coronavirus School Risk Assessment

| RISK ASSESSMENT DETAILS | | RISK MATRIX & RATING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Hub School/ Establishment | EASTWOOD COMMUNITY SCHOOL | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> POTENTIAL OUTCOME <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Catastrophic</td><td>Fatal injury/permanent disability</td></tr> <tr><td>Major</td><td>RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence</td></tr> <tr><td>Moderate</td><td>RIDDOR reportable Over 7 Day Injury</td></tr> <tr><td>Minor</td><td>Minor injury (requiring first aid)</td></tr> <tr><td>Insignificant</td><td>Minor injury</td></tr> </table> </div> <div style="width: 45%;"> LIKELIHOOD <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Highly likely</td><td>More likely to occur</td></tr> <tr><td>Likely</td><td rowspan="3" style="text-align: center; vertical-align: middle;"></td></tr> <tr><td>Possible</td></tr> <tr><td>Unlikely</td></tr> <tr><td>Remote</td><td>Less likely to occur</td></tr> </table> </div> </div> | | | | | | Catastrophic | Fatal injury/permanent disability | Major | RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence | Moderate | RIDDOR reportable Over 7 Day Injury | Minor | Minor injury (requiring first aid) | Insignificant | Minor injury | Highly likely | More likely to occur | Likely | | Possible | Unlikely | Remote | Less likely to occur | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Unlikely | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remote | Less likely to occur | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location | Keighley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of activity: School re-opening during Coronavirus (Covid-19) Pandemic | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of assessment | 21 May 2020. Updated 10.06.2020 Updated 09.07.2020 Updated 11.09.2020 Updated 18.09.2020 Updated 07.01.2021 Updated 01.03.21 Updated 14.03.21 Updated 17.05.21 Updated 02.09.21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Senior Leader carrying out assessment | SUZANNE CARTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Senior Leader's Signature</td> <td style="width: 40%;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table> | | Senior Leader's Signature | Date | | | POTENTIAL OUTCOME <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Catastrophic</td><td style="background-color: yellow;"></td><td style="background-color: red;"></td><td style="background-color: red;"></td><td style="background-color: red;"></td><td style="background-color: red;"></td><td style="background-color: red;"></td></tr> <tr><td>Major</td><td style="background-color: yellow;"></td><td style="background-color: yellow;"></td><td style="background-color: yellow;"></td><td style="background-color: yellow;"></td><td style="background-color: yellow;"></td><td style="background-color: red;"></td></tr> <tr><td>Moderate</td><td style="background-color: green;"></td><td style="background-color: yellow;"></td><td style="background-color: yellow;"></td><td style="background-color: yellow;"></td><td style="background-color: yellow;"></td><td style="background-color: yellow;"></td></tr> <tr><td>Minor</td><td style="background-color: green;"></td><td style="background-color: green;"></td><td style="background-color: green;"></td><td style="background-color: green;"></td><td style="background-color: green;"></td><td style="background-color: yellow;"></td></tr> <tr><td>Insignificant</td><td style="background-color: green;"></td><td style="background-color: green;"></td><td style="background-color: green;"></td><td style="background-color: green;"></td><td style="background-color: green;"></td><td style="background-color: green;"></td></tr> <tr> <td></td> <td style="text-align: center;">Remote</td> <td style="text-align: center;">Unlikely</td> <td style="text-align: center;">Possible</td> <td style="text-align: center;">Likely</td> <td style="text-align: center;">Highly Likely</td> <td></td> </tr> </table> | | | | | | Catastrophic | | | | | | | Major | | | | | | | Moderate | | | | | | | Minor | | | | | | | Insignificant | | | | | | | | Remote | Unlikely | Possible | Likely | Highly Likely | |
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| Area of Concern | Persons at risk | Existing control measures | Additional Control Measures | Risk rating after existing & additional control measures (High / Medium / Low) |
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| Policies and Procedures | Staff and pupils both in attendance at school and at home | <ul style="list-style-type: none"> All pupils, staff and volunteers are aware of all relevant policies and procedures including but not limited to the following: <ul style="list-style-type: none"> - Health and Safety Policy - Individual pupil risk assessments - First Aid Policy - Updated Emergency Evacuation Procedures – update for social distancing - Child protection – plus Covid appendix - Current Trust Mental Health and Wellbeing support. - Additional support & resource shared with staff provided by school's engagement with Bradford NHS Trailblazers programme – pupils and staff. - All relevant policies (Behaviour / attendance / exclusions etc...) reviewed. No updates required at this time. - Covid catchup funding plan reviewed, cross-referenced to EEF guidance - Intimate care – update policy in line with DfE guidance All staff have regard to all relevant guidance and legislation including, but not limited to the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; - Health protection in schools and other childcare facilities – Public Health England, 2017; - Covid-19: Guidance for Educational Settings, DfE and PHE, 2020 The school keeps up to date with advice issued by, but not limited to the following: <ul style="list-style-type: none"> - DfE - PHE - NHS - CLEAPS - Department of Health and Social Care - School's local Health Protection Team (HPT) - NSAT All staff, parents and pupils are made aware of any infection control procedures. | | Low |

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| | | <ul style="list-style-type: none"> Sanitiser sprays and cloths available for staff to use in all toilet spaces should these be required in emergencies when cleaners cannot attend. First aid – with additional training for suspected Covid 19 and use of PPE. Signage around site reviewed, updated & replaced so current. New Asymptomatic Testing policy in place (Trust format). All staff trained, opted in/out, accessing twice weekly testing and reporting results to school & NHS Test & Trace. Safeguarding Team training in being extra-alert to potential SG issues arising on return to school. More regular SG meetings to be planned in as/where required. Staff who have been vaccinated are to continue compliance with all school policies, including LFT where they have opted in to this. | | |
| Premises | Staff and pupils in attendance at school. | <ul style="list-style-type: none"> Signage Staffroom, cups utensils etc Windows and doors to be kept open as much as possible and poorly ventilated areas to be identified with the assistance of the CO2 monitors and risk assessed. Staff instructed to bring own cutlery & crockery into school to use | | Low |
| Gas / Electrical Supply, Heating, Ventilation and Water Systems | Staff and pupils in attendance at school | <ul style="list-style-type: none"> Site Manager checks that all mandatory inspections are up to date and if required arrange an inspection as soon as possible. All water systems are thoroughly flushed e.g. toilets, taps. All equipment that uses water is run through a cycle e.g. dishwashers and washing machines, to flush limescale and bacteria build up. Reminders issued to all parents, children & staff re: ventilation and ability to wear additional clothing if cold in school. All utility systems continue to be checked as required. Site Manager to maintain CO2 monitors, change batteries and ensure they are in good working order and are situated in the correct area. | | Low |
| Lifts and automatic doors | Staff and pupils in attendance at school | <ul style="list-style-type: none"> Site Manager to check that lifts and automatic doors are in working order. Site Manager ensures that any mandatory inspections for lifts and automatic doors are up to date and arranges any required inspections as soon as possible. | | Low |
| Fire Safety and Evacuation Routes | Staff and pupils in | <ul style="list-style-type: none"> Fire alarm tested twice per week – 1 am and 1 pm so am/pm EYFS pupils can hear and recognise. | | Low |

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| | attendance at school | <ul style="list-style-type: none"> • Site Manager to check the alarm system to ensure it is in working order. • All fire extinguishers to be checked, replace where required. • Headteacher and SBM ensure that the fire risk assessment is up to date and apply any changes needed for people movement or access. • Fire Evacuation policy appendix: • New fire wardens and deputies for each base to be appointed where existing ones are not in that base or in school at the moment. SLT responsible for base to know who these are. • All existing fire escape routes to be accessible. • In the event of a serious risk, groups to evacuate to Victoria Park. • Fire wardens in each base to take responsibility for ensuring doors and windows are closed prior to evacuation, as long as this does not present a risk to life. • Admin in office to take staff and pupil registers to teachers. SLT members to do head counts. | | |
| First Aid | Staff and pupils in attendance at school | <ul style="list-style-type: none"> • PPE (including gloves, aprons, face masks, screen) to be provided, replenish stock as required • Train First Aiders on how to manage suspected cases (students / staff) with Covid-19 & use of PPE as required • Disposal of waste twice daily (lunch time and end of the day). Clinical bin to be provided. (Normal bins for tissues to have lids re DfE Primary Guidance) • Enhanced cleaning of first aid areas on a daily basis, including the cleaning of touch points after each use. • Hand sanitiser, tissues etc to be put in all classrooms and offices where soap, water and paper towels are unavailable. • School stock of PPE, distributed proportionately into different bases. First aider in base to monitor stock levels, • Brief staff on First Aid procedures if someone develops symptoms. See Policies and Procedures Section. • Additional first aid equipment ordered. • Additional home testing kits received. • Children isolating with symptoms to remain outside the building under shelter (providing have appropriate clothing and individual risk assessment permits) supervised by an adult. In the event of inclement weather, the OLC building to be used as the isolation space. Door to be kept open throughout etc | <p>Sturdy visors for 2 staff working with high-risk EHCP pupils in pre-school</p> <p>All staff now attended refresher first aid training.</p> <p>Additional bins with lids purchased</p> <p>Staff asked to check lidded bins and general cleaning materials are in place in all working spaces – seeking out replacements where needed.</p> | Low |

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| | | <ul style="list-style-type: none"> Where staff members do opt to wear a face covering/visor, these should not be shared with others and should be kept clean by the wearer Brief staff on First Aid procedures if someone develops symptoms. See policies & procedures section for details. | | |
| Cleaning | Staff and pupils in attendance at school | <ul style="list-style-type: none"> Twice daily cleaning to continue and be reviewed. Site Manager to arrange enhanced cleaning to be undertaken where required. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas – door handles, bannisters, taps. Doors to be left propped open to reduce contact points. Member of staff propping open to be responsible for closing again at end of day. Where necessary, the number of rooms used by staff during working hours is limited to avoid the spread of the infection and minimise the costs of cleaning. All areas that have been cleaned are checked to ensure they are safe to occupy. Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. and request additional supplies as necessary. Where practicable/required, PPE is available to members of staff who require it to carry out their role safely e.g. cleaners. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, table / counter tops, light switches, chairs, keyboards, bannisters and making sure there are adequate disposal arrangements. Aero-dispersal sanitiser. Clear procedures for cleaning toilets and high contact areas throughout day. Clear guidance to staff team (non-cleaners) about what is reasonable to expect them to clean e.g. if a child is sick and the area needs to be made safe etc... as per usual working practice See separate cleaning schedule & risk assessment document. Site manager has reviewed protocols and issued updated guidance to cleaning team. Additional resources ordered to facilitate. Covid cleaning & sanitising protocols continue to remain in place First aider refresher training issued re: use of PPE & Covid-secure first aid protocols. Additional cleaner recruited to assist with cleaning. Additional yellow sanitizing buckets & equipment purchased so every room has one / access to one nearby. | <i>Cleaning and hygiene guidance.</i> | Low |

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| | | <ul style="list-style-type: none"> • Cleaning team split into 2 – midday team and after school team. • Cleaner rota continues – midday clean (2 cleaners with allocated bubbles to reduce cross contamination) and 2 cleaners at the end of the day. Emergency cleaning materials in each base. • Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary. | | |
| Infection control | Staff and pupils in attendance at school | <ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Posters throughout school and outside to reinforce hand washing • Hand sanitisers available around school and adequately stocked (NB to be used where hand washing is not available) • Adequate amounts of sanitiser, soap, tissues, bins are available in the relevant areas and are adequately stocked. • Hand and surface wipes, tissues to be placed in every classroom / office. • PPE to be made available to members of staff who require it to carry out their role e.g. intimate cares, first aid etc... • PPE to be disposed of appropriately after use – as clinical waste • Equipment for breaks to be plastic only and easily sanitised in buckets/bins before next use. • Pupils to bring own stationery in non-fabric cases where possible, where not individual sets to be provided by school. • Staff pupil ratios will be maintained at all times. • Pupils will have individual trays to store their personal equipment and books. These will be put away at the end of each day to minimise contamination. • Staff who display symptoms of Coronavirus are managed in line with government guidance and are sent home as soon as possible; area working in to be sanitized immediately and left 'mothballed' for at least 48 hours prior to use by another group. • The Safeguarding team liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • The Safeguarding team liaise with the parents of pupils who have behaviour action plans and discuss any alternative arrangements, where required. • Plastic bag stationery bags provided for all pupils in KS2 to facilitate individual equipment use. • Following new guidance from the DfE, from Monday 7th February Pregnant employees from 26 weeks gestation may continue to | <p>Posters are displayed throughout school reminding everyone of infection control procedures.</p> <p>PPE policy Hygiene procedures</p> | <p>MEDIUM</p> <p>See additional information in Policies & procedures section</p> |

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| | | <p>work within the school setting but must undertake workplace risk assessments carried out in collaboration with the employee.</p> <ul style="list-style-type: none"> • No book bags/rucksacks brought to school and PE kits to be worn on PE days. • Where a child poses a risk to themselves or others, other children and staff to be removed, adult called for immediate collection. Child to be kept safe in the classroom / room where was working unless at risk of physically harming themselves. • If child harming themselves, 2 staff wearing PPE to enter room and appropriately restrain the child to move them to a space where they are unable to harm themselves. • The above to be shared with parents of all children as appropriate so they are aware. • Spitting – where a child spits at or deliberately coughs in the face of a member of staff, the child will be firmly told that is not appropriate behaviour. The staff member will immediately go to the first aid station and sanitize themselves/their clothing as appropriate. Parents to be contacted and told that, if the child deliberately spits or coughs at an adult again, they will not be allowed to come into school because of the significant risk that behaviour poses. • Any parents of children who may behave in this way to be told of this policy prior to returning to school. • Everyone is instructed to catch coughs and sneezes in a tissue and dispose of the tissue in a bin. • Everyone is instructed to wash their hands with soap on entry to the building. Handwashing also prior to exiting the room / building and on re-entry to the room/building. All children to be supervised washing hands for 20 seconds. • Student(s) who display symptoms of Coronavirus will be assessed by a first aider and will wait the isolation room to be collected by their parents. • Where a member of staff must accompany or supervise a pupil showing symptoms, infection control procedures and social distancing arrangements are adhered to at all times. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are to be cleaned up immediately using PPE at all times. • SLT to consider requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. | | |
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| | | <ul style="list-style-type: none"> • The Headteacher, SENCO & SGT to identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely e.g. the relevant staff are available. • Visitors, parents and contractors must wear a face covering at all times and where appropriate take an LFD test before attending. Parents coming into school to be kept at an absolute minimum. • Visitors and contractors should continue to complete the declaration form. • Personal equipment to be used by all staff and pupils – no sharing. Break equipment (where used) to be easily sanitised and kept to the same group wherever possible. • Testing centre – no additional risk posed to school at present. • Lunches continue to be eaten in classrooms. Good hygiene to be followed before and after and all tables sanitized before and after eating. • SRA will be shared with supply teachers and a visitor declaration will be completed. • Asymptomatic LFD testing – in place, staff have all opted in/out. Those 'in' testing twice weekly & reporting results to NHS Test & Trace and school spreadsheet. • PE lessons will resume with sports coach outside or in well-ventilated indoor spaces • All staff previously shielding/isolating consulted by SGT members, risk assessment completed for pregnant member of staff, altered duties for vulnerable staff member. • All staff to be spoken to by a member of the SGT / SLT to discuss if they need to be shielded (see NHS guidance) because they: <ul style="list-style-type: none"> • Have an impaired immune system; • Have a medical condition that means they are more vulnerable to infections or becoming seriously ill due to coronavirus; • Are aged 70 or over; • Are pregnant • From Monday 7th February the wearing of face masks by staff in communal areas is only compulsory in the event of a local outbreak. If face masks are to be reintroduced this decision will be made by SLT. • Any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. • Staff to be reminded / asked to consider use of LFTs twice a week. | | |
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| | | <ul style="list-style-type: none"> • Staff requested to resume using only own cutlery / crockery etc.... • Any unvaccinated staff member who is contacted by Track & Trace or who has a household positive result is required to self-isolate for 10 days. • Unvaccinated staff not contacted by Track & Trace and who haven't been in contact with a household positive case can still attend work as long as they take daily LFT's for seven days, wear a face mask for the same period and do not develop symptoms. • From Monday 17th January 2022 the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 5 days in most circumstances, unless you cannot test for any reason. • Individuals may now take LFT's on the morning of day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation and can return to work immediately. • The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. If both tests are negative and the individual does not have a high temperature, self-isolation may end. • If the result of either test is positive, self-isolation should continue until the individual has two negative LFT's on consecutive days or they have completed 10 full days of self-isolation, whichever is the earliest. • A confirmatory PCR test is no longer required for any individual that has a positive LFT. Self-isolation will begin from the date of the positive LFT. | | |
| Safeguarding & Wellbeing | Staff and pupils both at home and in school | <ul style="list-style-type: none"> • Wellbeing – additional resources shared with all staff from Bfd NHS Trailblazers programme. Regular topic of conversation at staff and leadership meetings. Teachers briefed on how to support pupils with MH&Wb on return w/c 22nd Feb. • SLT to be available every day to support staff as required. • Key telephone numbers of all available members of the Leadership Team to be provided to staff. • Social media wellbeing group to continue to be used as people wish • Headteacher and DSLs liaise with the necessary staff and parents to manage and address any new and ongoing safeguarding concerns. • SGT to ensure that adequate pastoral care is in place to support pupils and staff who require it. | | Medium |

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| | | <ul style="list-style-type: none"> • Healthcare Plans and Individual Risk assessments as required readily accessible for staff – SBM and SLT • Staff and pupil bereavement is managed in line with the Trust Bereavement Policy. • Ensure a record is kept of all staff on site on a daily basis. • Follow normal procedures on administration of medication (See Guidance for Safeguarding Children and Young People with Medical Conditions in Schools). All children who can safely self-medicate (while supervised) to do so to reduce close contact of staff as much as possible. Where close contact is necessary, staff to discuss use of PPE (depending on what is being administered) • Continue to have at least 1 member of Safeguarding team on site at all times • Safeguarding team continues to meet regularly (at least every 2-3 weeks) to review cases. • CPOMS continues to be used, and actions logged following incidents. • School continues to stay in close contact with CSC and allocated social workers. • Additional time to be allocated to safeguarding needs • All staff reminded to be extra alert to any safeguarding concerns and protocols for reporting. • SGT to meet more regularly as needed on return. • Staff working in close proximity with pupils with SEND advised of additional control measures required to keep them / their pupils safe. • Guidance issued to families re: where to go for mental health & wellbeing support for themselves and/or children – Treacle.me and Wellbeing for Education Return' programme resources. | | |
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| Communication | Staff and pupils both at home and in school | <ul style="list-style-type: none"> Up-to-date LA communications based on Government advice. School's website to be kept up to date with any information regarding reopening e.g. dates and local arrangements. Staff are informed of who they can turn to for support (work commitments and workload, health, mental wellbeing) and there are several avenues they can follow e.g. line manager, other senior staff, colleagues. Covered in CPD. All staff and pupils are made aware of the symptoms of coronavirus, what to do if they display symptoms and if others display symptoms. All staff members' emergency contact details are up to date, including alternative emergency contact details, where required Updates issued to parents re: text service, letters, website, Twitter and individual family phone calls. Updated information shared on school website Whole school newsletters continue to be issued. WhatsApp group still in operation to facilitate ease of communication between staff members. Regular comms with parents and staff via text message service. | | Low |
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| ACTION PLAN (insert additional rows if required) | | To be actioned by: | | | Action completed: | |
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| Additional control measures to reduce risks so far as is reasonably practicable | | Name | Position | Date | Signature | Date |
| 1 | Additional signage, posters, markers and screens to be ordered, put up and agreed final one-way system plan | Suzanne Carter John Barratt Catherine Hainsworth Clare Clarke | Headteacher Caretaker Admin Lead SBM | 08.06.20 09.07.20 07.07.2020 07.01.2021 01.03.21 | | |
| 2 | Update Fire RA and Emergency Evac procedures with temporary changes | John Barratt Catherine Hainsworth Clare Clarke | Caretaker Admin Lead SBM | 08.06.20 13.07.20 Ongoing Ongoing | | |

| ACTION PLAN (insert additional rows if required) | | To be actioned by: | | | Action completed: | |
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| Additional control measures to reduce risks so far as is reasonably practicable | | Name | Position | Date | Signature | Date |
| 3 | Cleaning rota to be compiled once numbers known within school – NYCC Cleaning and Updated Covid 19 Procedures | Catherine Hainsworth John Barratt Clare Clarke | Admin Lead Site Manager SBM | 04.06.20 15.07.20 Ongoing 01.03.21 | | |
| 4 | Monitor stock (soap, toilet rolls, alcohol gel) and PPE. Additional PPE ordered awaiting delivery. | John Barratt Catherine Hainsworth Clare Clarke | Site Manager Admin Lead SBM | Ongoing Ongoing Ongoing Ongoing | | |
| 5 | Red Room/First Aid: Additional Covid 19 First Aid training to be given prior to 1 st June 20. | Helen Cowen | Pastoral Support Worker & Medical Needs coordinator | w/c 8 th and 15 th June Refresher Sept & March | | |
| 6 | Once agreed which students in school and rooms being used known agree and arrange layouts for social distancing. | Suzanne Carter Catherine Butler Helene Herrington Naomi Wright | Headteacher Deputy Assistant HT Assistant HT | w/c 8 th June 08.07.20 Updated 7.9.20 07.01.2021 01.03.21 | | |

| ACTION PLAN (insert additional rows if required) | | To be actioned by: | | | Action completed: | |
|---|---|---|--|--|-------------------|------|
| Additional control measures to reduce risks so far as is reasonably practicable | | Name | Position | Date | Signature | Date |
| 7 | Include in Staff Rota list of areas of possible congestion which need supervision and when, such as entrances and toilets. | Suzanne Carter Catherine Butler Helene Herrington Naomi Wright Catherine Hainsworth Clare Clarke | Headteacher Deputy Assistant HT Assistant HT SBM | w/c 1 st June 08.07.20 Updated 7.9.20 07.01.2021 01.03.21 | | |
| 8 | FM Catering to provide packed lunches that are delivered to the class bubbles and numbers of children in each day to be communicated. | Suzanne Carter Catherine Hainsworth Clare Clarke | Headteacher SBM | 10.07.20 07.01.2021 01.03.21 | | |

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information

NSAT twice weekly conference calls with CEO & CFO
 Regular comms (email / calls) with CoG & CEO
 5 x SLT video calls (approx. 12 hours) of discussions and 2 socially distanced in person meetings (6 hours)
 LGB meeting 01.06.2020
 08.06.20
 Contact with Inspector Khan twice
 Contact with Javed Bashir (School Community Dev't office, Bradford Council)
 Conversations with Governors, Trust HTs and CEO
 LGB meeting 11.06.20
 w/c 06.07.20
 SLT meeting to agree protocols, 08.07.20 letter to all families from CEO issued
 HT shares with CoG
 Letter to all staff issued 13.07.20
 HT submits RA to NSAT & CEO 14.07.20
 Letter to all families issued by hand via collection & translated as appropriate, follow up texts sent before start of term.
 07.01.2021
 Letter to parents 05.01.2021 following Gov announcement on 4.1.2021
 SLT meeting to discuss 05.01.21
 Teachers staff meeting to discuss 05.01.2021
 Comms with staff team 05.01.2021 – personal phone calls & texts
 Trust HTs comms throughout 5/6/7.1.2021
 Texts & letters to parents issued 06.1.2021 & on website
 Additional letter re: technology access issued to parents 7.1.2021 & on website
 Home learning texts begin 6.1.2021, Parents collected home learning packs 07.01.2021.
 R/A shared with CoG verbally and via email 06.01.2021, full doc shared via email 08.01.2021
 01.03.21
 SLT meetings to discuss reopening 23.02.21 & 24.02.21
 Teachers meeting to discuss 25.02.21
 Trust HTs meeting to discuss 25.02.21
 Letter to parents issued 26.02.21, text sent, on website 27.02.21
 Letter to staff issued 26.02.21
 Text reminders to parents w/c 1st March until 8th March
 RA shared with NSAT 02.03.21 for Trustee review 05.03.21
 RA shared with Gvs 02.03.21 & formal review due 09.03.21

| COMMENTS AND INFORMATION | | | |
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| | <p><u>Policies and Procedures</u></p> <p>Updated Emergency Evacuation Procedures – update for social distancing. Intimate Care – update in line with DfE guidance. First aid – with additional training for suspected Covid 19 and use of PPE. NSAT no specific training package available – ECS staff to produce bespoke training using School Bus model first aid policy. Training to be delivered week commencing 8th or 15th depending on staff in school. Trust Infographic issued, conversations with families/individuals, posters around site see map. Bubble members to only use toilets in bubble bases. The school keeps up to date with advice issued by, but not limited to the following: NSAT added to the list.</p> <p><u>Premises</u></p> <p>LA/DfE guidance on re-opening school sites. Discuss @LGB meeting on 01.06.20 in light of local intel re: confirmed cases and lack of social distancing in place over Eid weekend. See map. Signs on doors – no entry – to ‘mothballed’ areas of school. Signage for handwashing, 2m distancing, Covid risk level etc... displayed around site. Staff instructed to bring own cutlery and crockery into school to use. Additional information and risk mitigation added – Social distancing non-compliance letters of guidance issued to any staff members breaking lockdown. Assurances sought from ALL parents saying yes that the whole family have been social distancing. No spike in cases reported since 01.06.20. 14 days since Eid – less likelihood of large social gatherings since then. Open for Year 6 only week commencing 15th June to test and learn before to Year 1 and Reception. Staff based in Year 6 bubble – vulnerability checked and all happy to be child-facing. Better understanding of community context having spoken with Inspector Khan (Keighley Police), Javed Bashir (LA) and gathered local intelligence from families in the community. New bubbles will open on a Monday, all children to attend every day if agree to return. Risk assessment conversations with potentially higher risk staff to take place.</p> | Suzanne Carter | 10 June 2020 |

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| | <p><u>Gas/Electrical Supply, Heating, Ventilation and Water Systems</u> Admin Team to also check that all phone and broadband connectivity is in working order. Caretaker to adjust thermostats to heat internal spaces and water ensuring a suitable stable temperature is reached before the school re-opens. LA/DfE guidance on re-opening school sites adhered. CW reports water flushed and safe. PFS to check/adjust as required.</p> <p><u>Lifts and automatic doors</u> No children/adults require use of the lift at present.</p> <p><u>Fire Safety and Evacuation Routes</u> Fire Evacuation Policy appendix: New fire wardens and deputies for each base to be appointed where existing ones are not in that base or school at the moment. SLT responsible for base to know who these are. All existing fire escape routes to be accessible. In the event of a fire, where the only available safe route is through a different bubble, staff to use that option. Staff to try as much as possible to evacuate groups to the muster points while observing 2m distancing, but if/where this is not possible, the risk to life is to be prioritised. Year 6 bubble to use MUGA muster point. Yr 1/R bubble to use Yr R muster point. Different bubbles from each year group to stand separately as much as possible. In the event of a serious risk, groups to evacuate to Victoria Park. Fire wardens in each base to take responsibility for ensuring doors and windows are closed prior to evacuation, as long as this does not present a risk to life. Admin in office to take staff and pupil registers to bubble teachers/SLT members to do head counts. All those on the yard at muster points to observe 2m distancing as much as is safely possible.</p> <p><u>First Aid</u> School stock of PPE distributed proportionately into different bases. First aider in base to monitor stock levels, designated SLT member to deliver to bubble if supplies required. Brief staff on First Aid procedures is someone develops symptoms. Bins with lids to be purchased.</p> | Suzanne Carter | 10 June 2020 |

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| | <p><u>Cleaning</u></p> <p>Aero-dispersal sanitiser.</p> <p>Clear guidance to staff team (non-cleaners) about what is reasonable to expect them to clean e.g. if a child is sick and the area needs to be made safe etc... as per usual working practice.</p> <p>Cleaning and hygiene guidance.</p> <p>Enhanced cleaning during half term break – 3 full days, whole school, whole cleaning team.</p> <p>Cleaning team split into 2 – midday team and after school team.</p> <p>Only essential rooms to be open and used; other areas to have ‘no entry’ signs and remain ‘mothballed’ until needed.</p> <p>Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary.</p> <p>See separate cleaning schedule and risk assessment document.</p> <p><u>Infection control and social distancing</u></p> <p>Hand sanitisers available around school and adequately stocked (NB to be used where hand washing is not available).</p> <p>Posters are displayed throughout school reminding everyone of infection control procedures and social distancing arrangements e.g. regular hand washing and staying two metres apart where possible.</p> <p>PPE policy.</p> <p>Social distancing policy/guidance.</p> <p>Hygiene procedures.</p> <p>Floor markings or signs are used, where necessary to indicate any two metre spacing e.g. where queues are likely to form.</p> <p>PPE to be made available to members of staff who require it to carry out their role e.g intimate care, first aid.</p> <p>PPE to be disposed of appropriately after use – as clinical waste.</p> <p>Equipment for breaks to be plastic only and easily sanitised in buckets/bins before next use.</p> <p>One member from each base to collect lunches for base from kitchen door, walking outside and collecting from the kitchen door to take back to designated bubble access point.</p> <p>Maximum class sizes of 8. Teachers allocated to classrooms. Groups and staff remain in the same classroom throughout – no changing of rooms etc.</p> <p>If new children join provision; fill up gaps in bubbles then remain in those bubbles or start a new bubble with a new teacher.</p> <p>Classes to be led by teachers initially; associate staff to be called in as and when required.</p> <p>TAs to remain in bubbles allocated throughout.</p> | Suzanne Carter | 10 June 2020 |

COMMENTS AND INFORMATION

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| | <p><u>Infection control and social distancing</u> Each base to have its own staff wellbeing/lunch space. Staff to bring own crockery and cutlery. Staff who display symptoms of Coronavirus are managed in line with government guidance and are sent home as soon as possible; area working in to be sanitised immediately and left 'mothballed' for at least 48 hours prior to use by another group. Everyone is instructed to catch coughs and sneezes in a tissue and dispose of the tissue in a bin. Everyone is instructed to wash their hands with soap on entry to the building. Handwashing also prior to exiting the room/building. All children to be supervised washing hands for 20 seconds. The Safeguarding Team will liaise with parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements where required. The Safeguarding Team will liaise with parents of pupils who have behaviour action plans to discuss any alternative arrangements, where required. Appendix to Behaviour Policy. No physical restraint to be carried out. Where a child poses a risk to themselves or others, other children and staff to be removed, adult to call for immediate action. Child to be kept safe in the classroom/room where they were working unless at risk of physically harming themselves. The above to be shared with parents of all children as appropriate so they are aware. Spitting – where a child spits or deliberately coughs in the face of a member of staff, the child will be firmly told that is not appropriate behaviour. The staff member will go to the first aid station, sanitise themselves/their clothing as appropriate. Parents to be contacted and told that if the child deliberately spits or coughs at an adult again, they will not be allowed to come into school because of the significant risk that behaviour poses. Any parents of children who may behave in this way to be of this policy prior to returning to school. PFS spray 2 metre circles on playground/entrance to school. 3 gates to be opened for parents to deliver and collect children direct to/from bubbles. Y6 children to be encouraged to come and go independently to reduce adults on site. Guidance to be issued to parents re: collection and drop off protocols. All staff to be spoken to by a member of the SGT/SLT to discuss if they need to be shielded. Where allocated 1:1 staff are unable to continue working with a child, this is to be discussed with parents and alternative arrangements put in place as appropriate.</p> | <p><i>Suzanne Carter</i></p> | <p>10 June 2020</p> |
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| | <p><u>Safeguarding and Wellbeing</u></p> <p>SLT to be available in base every day to support staff as required.</p> <p>Social media wellbeing group to continue to be used as people wish.</p> <p>Leadership team weekly wellbeing check-in calls with staff working from home/isolating to continue once reopen.</p> <p>Healthcare plans and individual risk assessments as required readily accessible for staff – SBM and SLT.</p> <p>All children who can safely self-medicate (while supervised) to do so to reduce close contact of staff as much as possible. Where close contact is necessary, staff to discuss use of PPE (depending on what is being administered).</p> <p>CPD and training for all staff week commencing 1st June.</p> <p>Parents and pupils are contacted via text message, socially distanced home visit or telephone.</p> <p>Daily briefings to staff as necessary, particularly as there may be different staff covering.</p> <p>NSAT Infographic to be delivered to homes and on website.</p> <p>Text with direct link sent to all families.</p> <p>SBM/Finance Administrator to communicate with suppliers regarding re-opening the school and reinstating or suspending the supply of any required goods.</p> | Suzanne Carter | 10 June 2020 |
| | <p><u>Policies and Procedures</u></p> <p>Fire evacuation procedures to be shared at staff training in September and staff made aware at end of summer term via newsletter.</p> <p>New fire wardens appointed for each bubble.</p> <p>Alternative arrangements in place for pupils with EHCP plans and risk assess whose needs can't be safely met in regular classroom environments.</p> <p>New letter to parents issued from CEO 8 July 2020 and from HT with school specific instructions on 15th/16th July via personal collection (translated where required).</p> <p>Staff letter covering policy and procedure, rooms in use etc issued 13 July 2020.</p> <p>1 toilet cubicle to be allocated to each class bubble, clearly signed to avoid cross contamination.</p> <p>Specific staff toilets allocated.</p> <p>Sanitiser sprays and cloths available for staff to use in all toilet spaces should these be required in emergencies when cleaners cannot attend.</p> | Suzanne Carter | 9 July 2020 |

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| | <p><u>Premises</u> One-way system initiated on site for drop-offs/collections. 3 entrances used at staggered times (see parents' letter). Staff on duty inside bases to direct pupils on yard at entry/exit points and on neighbouring streets as required to direct parents to correct entrances. Signage on gates showing who can enter and when from that access point.</p> <p><u>Gas/Electrical Supply, Heating and Ventilation Water Systems</u> Routine maintenance undertaken in 6 week holidays. 2 week 'mothball' period for entire school and further clean in 3 days prior to school reopening 3rd September.</p> <p><u>Fire Safety and Evacuation Routes</u> Fire evacuation procedures to be shared at staff training in September and staff made aware at end of summer term via newsletter. New fire wardens appointed for each September bubble. Victoria Park field to be used as an alternative safe space for fire evacuation if required.</p> <p><u>First Aid</u> Sturdy visors to be ordered for 2 staff working with high risk EHCP pupils in Pre-School. All staff now attended refresher first aid training.</p> <p><u>Cleaning</u> Routine maintenance undertaken in 6 week holidays. 2 week 'mothball' period for entire school and further clean in 3 days prior to school opening 3rd September. Additional stocks of all cleaning/first aid equipment to be sourced. Cleaner rota continues – midday clean (2 cleaners with allocated bubbles to reduce cross contamination) and 2 cleaners at the end of the day. Emergency cleaning in each base.</p> <p><u>Infection Control and Social Distancing</u> Parents permitted onto site, but only into building in exceptional circumstances, having sanitised. Staff to have lunch on site, no leaving site to shop and return. Bubbles of classes not to come into contact with other bubbles – separate entrances or times where not possible, staff to supervise to/from toilets/breaks, staggered breaks (only 2 classes on yard at any one time), staggered lunch breaks (as breaks), lunches taken in classrooms etc.</p> | Suzanne Carter | 9 July 2020 |

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| | <p> New staff rooms now all bases full. 5/6 Family Centre 1/2 Library R/FKS Nursery (while children are p/t) 3/4 Staffroom Updated info July – 4 confirmed cases in Cark Road area, known to school. All those related contacted by school and individual risk assessments considered. No symptomatic pupils permitted on site; advice given about appropriate isolating/social distancing etc. National picture – Bradford is on the ‘watch’ list for a possible local lockdown. If initiated school will revert to offering keyworker/vulnerable provision as at the beginning of lockdown. Other bubbles will close and reopen when instructed by the Government. Letters will be issued to families explaining the situation. Substantial visors to be sourced for 2 staff working with EHCP pupils in Pre-School. Staff wanting to wear face protection to be issued with transparent visors. No masks to be worn as per PHE doc issued 14 July 2020. Desks in classrooms to be organised in rows wherever possible. Pupils to bring own stationery in non-fabric cases where possible, where not, individual sets to be provided by school. New one-way system in place – see letter parents/staff. Updated letter issued 13 July 2020. All staff previously shielding/isolating consulted by SGT members, risk assessment completed for pregnant member of staff, altered duties for vulnerable staff member. Flexi working requests considered and approved July 2020. Alternative arrangements to meet need in place. Covered as part of recovery curriculum w/c 7 September 2020. </p> <p> <u>Safeguarding and Wellbeing</u> All plans shared with staff as appropriate so staff clear on roles and responsibilities. </p> <p> <u>Communication</u> Phase leaders to monitor and communicate with phase teams. Daily SLT briefings where needed to feedback and refine plans as appropriate. Staff training in September to be conducted in socially distanced groups and cascaded to bubble teams. Staff meeting to take place if required in bubble teams, following SLT briefing about content. 2 new members of staff added to T2P and 1 removed. </p> | <i>Suzanne Carter</i> | 9 July 2020 |
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| | <p><u>Policies and Procedures</u></p> <p>Changes made to staff room allocations: Reception and Nursery staff to use main staff room and staff toilet in 3/4 from week commencing 21 September 2020, ensuring no contacts made on way through 3/4 base. 3/4 team to use disabled toilet and recipe room/SEND pod in base from week commencing 21 September 2020.</p> <p>HSE 'inspection' phone call received and answered. Report submitted to HSE in 7-10 days. Follow up call will be received if concerns/areas to explore further.</p> <p>New letter to parents issued by CEO and on website 4 September 2020.</p> <p>Letter to parents issued by school alongside multiple texts throughout first week of school.</p> <p><u>Premises</u></p> <p>New entrance gate initiated for Year 1 following overcrowding and concerns around Covid test centre located next to R/N entrance.</p> <p>Year 1 now enter and exit through the side gate and rear car park from 9 September 2020.</p> <p><u>Fire Safety and Evacuation Routes</u></p> <p>Fire evacuation test to be conducted towards end of Autumn 2 term to avoid unnecessary stress to returning children and staff. Test evacuation will take place in as socially distanced way as possible, whilst ensuring expedient. NB – Time log for evacuation will be longer than typical in the event of a real fire for this reason.</p> <p><u>First Aid</u></p> <p>Additional bins with lids purchased.</p> <p>Enhanced cleaning Friday afternoon – additional staff to clean and sanitise all tables, chairs and surfaces and contact points in addition to usual cleaning after school.</p> <p><u>Cleaning</u></p> <p>Enhanced cleaning Friday afternoon – additional staff to clean and sanitise all tables, chairs and surfaces and contact points in addition to usual cleaning after school.</p> <p>Additional sanitising buckets and equipment purchased so every room has one/access to one nearby week commencing 7 September 2020.</p> <p><u>Infection control and social distancing</u></p> <p>New staff rooms allocated.</p> <p>Visors purchased and issued to all requiring staff week commencing 7 September 2020.</p> <p>New signage around site showing directions/one way system and also to phone school to speak to staff installed week commencing 7 September 2020.</p> | Suzanne Carter | 11 September 2020 |
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| | <p><u>Policies and Procedures</u></p> <p>Following National Lockdown –</p> <p>All CEV/CV staff and pupils required to self-isolate. Risk assessments reviewed for staff remaining in school.</p> <p>Reduced staffing in school – associate staff on rota (week in/week out), teachers in full week for when in contact with pupils and 1/2 week when on non-contact/admin.</p> <p>All pupils except vulnerable/critical worker children to be learning from home.</p> <p>Nursery and Pre-School places remain open for parents who choose to send their children to school.</p> <p>Critical worker/keyworker pupils in year group bubbles, kept as small as possible (no more than 15 ideally).</p> <p>Continue to follow all previous risk assessment protocols (keeping bubbles separate, own equipment etc).</p> <p><u>Gas/Electrical Supply, Heating, Ventilation and Water Systems</u></p> <p>Reminders issued to all parents and children and staff re ventilation and ability to wear additional clothing if cold in school.</p> <p>All utility systems continue to be checked as required.</p> <p><u>Fire Safety and Evacuation Procedures</u></p> <p>Lift checked January and remedial works carried out.</p> <p>Fire evacuation planned for Spring 1 with KWV group and staff in school.</p> <p>Fire alarm tested twice per week – 1 am and 1 pm so am/pm EYFS pupils can hear and recognise.</p> <p><u>First Aid</u></p> <p>Children isolating with symptoms to remain outside the building under shelter (providing have appropriate clothing and individual risk assessment permits) supervised by an adult.</p> <p>Additional first aid equipment ordered.</p> <p>Additional home testing kits received.</p> <p><u>Cleaning</u></p> <p>New Site Manager has reviewed the protocols and issued updated guidance to cleaning team.</p> <p>Additional resources ordered to facilitate.</p> | Suzanne Carter | 7 January 2021 |
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| | <p><u>Infection control and social distancing</u></p> <p>See section 1 re: CEV and CV staff and pupils. Only KW and V pupils in attendance 6 January 21 onwards. All pupils except vulnerable and key worker children to be learning from home. KW and V bubbles limited to 15 as much as possible. KW and V bubbles consist of year group pupils only. Social distancing maintained in new KW and V bubbles. Staff teams remain in usual bubbles. Reduced staffing in school – associate staff on rota (week in/week out) teachers in full week for when in contact with pupils and half week when on non-contact/admin (to support reduced staff and also mental and wellbeing of staff). Critical worker/key worker pupils in year group bubbles, kept as small as possible (no more than 15 ideally). Staff on door duty wear visors where appropriate/requested. All over 11s entering school site requested to wear face coverings. Posters on display around site and regular reminders on newsletters/texts to be issued. Continue to follow all previous risk assessment protocols (keeping bubbles separate, own equipment, separate playgrounds and break times etc).</p> <p><u>Safeguarding and Wellbeing</u></p> <p>Continue to have at least one member of Safeguarding team on site at all times. First aiders on site in all bubbles at all times. Reduced staffing in school – associate staff on rota (week in/week out), teachers in full week for when in contact with pupils and 1/2 week when on non-contact/admin (to support reduced staff and also mental health and wellbeing of staff). Guidance issued to families re: where to go for mental health and wellbeing support for themselves and/or children – Treacle.me and Wellbeing for Education Return programme resources. Safeguarding team continues to meet regularly (at least every 2-3 weeks) to review cases. CPOMS continues to be used and actions logged following incidents. School continues to stay in close contact with CSC and allocated social workers. School to liaise with social workers re vulnerable pupils who are not attending. School to do at least weekly welfare checks for vulnerable families not accessing in school provision.</p> <p><u>Communication</u></p> <p>Updates issued to parents re T2P text service, letters, website, Twitter and individual family phone calls.</p> | Suzanne Carter | 7 January 2021 |
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| | <p>Home learning packs/food parcel collection arranged weekly to facilitate check-ins with all families and children if families are happy to bring them. Individual risk assessment in place for this to ensure social distancing is maintained and any risk of transmission is minimised. Updated information shared on school website. Whole school newsletters continue to be issued.</p> <p><u>Policies and Procedures</u> Additional support and resource shared with staff provided by school's engagement with Bradford Trailblazers programme – pupils and staff. All relevant policies (Behaviour/attendance/exclusions etc) reviewed. No updates required at this time. Covid Catch Up funding plan reviewed, cross-referenced to EEF guidance. Curriculum planning reviewed for Spring 2 and Summer 2 alongside guidance. Holiday food and fuel grant plans reviewed and eligible families supported as through Spring 1 term. Letter to parents issued 25 February 2021 (paper copies and on website) about reopening including systems of control in place for full reopening of school and expectations of them and their children – mask wearing on site, Covid reporting, observing national restrictions etc. Signage around site reviewed, updated and replaced so current. New Asymptomatic Testing policy in place (Trust format). All staff trained and opted in/out, accessing twice weekly testing and reporting results to school and NHS Test and Trace. Safeguarding Team training in being extra alert to potential SG issues arising on return to school. More regular SG meetings to be planned in as/where required. Staff who have been vaccinated are to continue compliance with all school policies, including LFT where they have opted in to this.</p> <p><u>Premises</u> Signage around site reviewed, updated and replaced so current. Same entrances to be used, altered timings to minimise overcrowding on path adjacent to main playground and to extend school day as much as possible whilst maintaining appropriate social distancing measures to keep everyone safe. Timings reviewed for entry/exit to prevent congestion experienced in Autumn term. Parents and staff informed by letter issued 26 February 2021 and staff also by letter. No lettings will take place until further notice.</p> | <p><i>Suzanne Carter</i></p> <p><i>Suzanne Carter</i></p> | <p>7 January 2021</p> <p>1 March 2021</p> |
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| | <p><u>Gas/Electrical Supply, Heating, Ventilation and Water Systems</u> All utility systems continue to be checked as required.</p> <p><u>Lifts and automatic doors</u> No children/adults require use of the lift at present.</p> <p><u>Fire Safety and Evacuation Routes</u> Fire alarm continues to be tested weekly. Recent Fire Health and Safety inspection report received – any minor areas requiring attention addressed immediately. Full evacuation test (Covid secure) to take place once all pupils back in school.</p> <p><u>First Aid</u> Children isolating with symptoms to remain outside building under shelter (providing have appropriate clothing and individual risk assessment) supervised by an adult. In the event of inclement weather, the OLC building to be used as the isolation space. Door to be kept open throughout etc. Staff briefed re: opening measures verbally and in writing. Clarity around use of PPE in schools discussed at length. Consensus is that we feel measures in school are sufficient to not require us to use face masks in shared areas. This is for the following reasons: Pupils do not transition from one room to another – only 1 bubble at a time moves through the base with their bubble staff team. Staff do not exit classes at the same time meaning there are never more than one or two members of staff in a shared area at any one time therefore 2m social distancing can be observed. Staff have been reminded of 2m rules and adhere to them. Breaks are taken at separate times. Sufficient space is available in staff rooms for social distancing to be observed. In smaller spaces a '1person at a time' or 2 people only rule applies. Year 5/6 staff room allocated space has been expanded to support 2m distancing – clear guidance provided on staff reopening guidance letter issued 28 February 2021. Site manager checked stocks of PPE/cleaning materials so sufficient for reopening. Enhanced cleaning continues Friday afternoon – additional staff to clean and sanitise all tables, chairs, surfaces and contact points in addition to usual cleaning after school. Staff asked to check lidded bins and general cleaning materials are in place in all working spaces – seeking out replacements where needed. Where staff members do opt to wear a face covering/visor, these should not be shared with</p> | Suzanne Carter | 1 March 2021 |
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| | <p>Others and should be kept clean by the wearer.</p> <p><u>Cleaning</u> Phase leasers to check signage in bases clearly shows rooms open for use/not in use, toilet bubble access signage, one-way signage etc all is in place. Covid cleaning and sanitising protocols continue to remain in place. First aider refresher training issue re: use of PPE and Covid secure first aid protocols. Additional first aid resources ordered so stocked for full reopening. Additional cleaner recruited to assist with cleaning.</p> <p><u>Infection control and social distancing</u> Visitors – continue to be kept to a minimum, to wear masks (and visors if desired) when on site, sign updated Covid declaration form (including LFT/positive test in last 10 days declaration). Bubbles – continue to remain in class bubbles except Nursery and Reception who are in 1 year group bubble. Bubbles continue to have separate breaks, lunches, staffing etc. Personal equipment to be used by all staff and pupils – no sharing. Break equipment where used to be easily sanitisable and kept to the same group wherever possible. Masks – parents to be requested to wear masks where required. Wellbeing – additional resources shared with all staff from Bradford NHS Trailblazers programme. Regular topic of conversation at staff and leadership meetings. Teachers briefed on how to support pupils with mental health and wellbeing on return week commencing 22nd February 2021. Testing Centre – 3 way gate system still in place – no additional risk posed to school at present. Classroom layout – all classes to have pupil forward facing in rows as much as possible. If not practicable (e.g. due to age/size of room) ensure any pupils not forward facing are as far away from other forward facing pupils as possible. Lunches continue to be eaten in classrooms. Good hygiene to be followed before and after and all tables sanitised before and after eating. Assemblies to continue remotely – no gatherings larger than one bubble group. Supply staff continue to be used only when necessary. Where no other option is available, school will only use the same supply teacher with the same bubble and will keep 48 hours + clear before using the same supply with another group. The SRA will be shared with the supply teacher and a visitor declaration will be completed. Individual staff risk assessments – reviewed. Any staff in receipt of new shielding letter to remain at home as per NHS guidance February 2021. Asymptomatic LF Testing – in place, staff have all opted in/out. Those ‘in’ testing twice weekly and reporting results to NHS Test and Trace and school spread sheet. PE lessons will resume with sports coach outside or in well ventilated indoor spaces.</p> | Suzanne Carter | 1 March 2021 |
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Playtimes – separate zones for different bubbles, strict timetable so no cross-over or potential contact between bubbles.

After school clubs – suspended until further notice.

Breakfast Club – attendance kept to a minimum, strict 2m social distancing in place for non-household members, for working parents only. Held in classrooms where possible, in the hall if not.

Safeguarding and Wellbeing

Additional time to be allocated to safeguarding needs.

All staff reminded to be extra alert to any safeguarding concerns and protocols for reporting.

SGT to meet more regularly as need on return.

Welfare check families not accessing KW and V provision in Spring 1 term called prior to reopening to ensure aware of legal requirements to attend. Home visits where necessary.

Checks done on CEV/CV pupils and staff (taking into account of updated criteria for CEV published February 2021) plans in place where required.

SEND pupil provision reviewed by SENDCo and additional support measures put in place to ensure smooth transition to school where not been accessing KW and V provision. Staff supported by SENDCo, parents consulted where appropriate.

Staff working in close proximity with pupils with SEND advise of additional control measures required to keep them/their pupils safe.

Communication

Parents updated by letter issued 26 February 2021. Parent letter on website and text with direct link sent.

Staff updated by letter issued 26 February 2021. Also communicated on team whatsapp group and text service.

Policies and Procedures

Removed - Curriculum planning reviewed for Spring 2 and summer 2 alongside staff team.

Removed - Holiday food & fuel grant plans reviewed and eligible families supported, as throughout SPRING 1 term.

Removed - NSAT no specific training package available – ECS staff to produce bespoke training using School Bus model first aid policy

Training to be delivered w/c 8th or 15th depending on staff in school.

Removed - Fire evacuation procedures to be shared at staff training in September and staff made aware at end of summer term via newsletter

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| | <p><u>Policies and Procedures</u></p> <p>Removed - New letter to parents issued from CEO 08.07.20 and from HT with school-specific instructions on 15th/16th July via personal collection (translated where required)</p> <p>Staff letter covering policy & procedure, rooms in use etc issued 13.07.20.</p> <p>Removed - HSE 'inspection' phone call received and answered. Report submitted to HSE in 7-10 days. Follow-up call will be received if concerns / areas to explore further.</p> <p>Removed - New letter to parents issued by CEO & on website 04.09.2020</p> <p>Letter to parents issued by school alongside multiple texts throughout first week of school</p> <p>Removed - Letter to parents issued 5.1.21 alongside multiple texts.</p> <p>List of KW/V pupils reviewed and updated</p> <p>Removed - Letter to parents issued 25.02.21 (paper copies & on website) about reopening including systems of control in place for full reopening of school & expectations of them & their children – mask wearing on site, Covid reporting, observing national restrictions etc....</p> <p>Removed - Following National Lockdown –</p> <ul style="list-style-type: none"> • all CEV / CV staff and pupils required to self-isolate. Risk assessments reviewed for staff remaining in school. • Reduced staffing in school – associate staff on rota (week in / week out), teachers in full week for when in contact with pupils and ½ week when on non-contact/admin. • All pupils except vulnerable / critical worker children to be learning from home. • Nursery & pre-school places remain open for parents who choose to send their children to school. • Critical worker / keyworker pupils in year group bubbles, kept as small as possible (no more than 15 ideally). • Continue to follow all previous risk assessment protocols (keeping bubbles separate, own equipment etc....) <p><u>Premises</u></p> <p>Removed - Business Manager to inform the Department for Education of the opening arrangements.</p> <p>Removed - The Headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</p> <p>Removed - Discuss @ LGB mtg 01.06.20 in light of local intel re: confirmed cases & lack of social distancing in place over Eid weekend. See map.</p> <ul style="list-style-type: none"> • Removed - No spike in cases reported since 01.06.20 • 14 days since Eid – less likelihood of large social gatherings since then • Open for Y6 ONLY w/c 15th June to test and learn before opening to Year 1 or Reception • Staff based in Y6 bubble = vulnerability checked & all happy to be child-facing | Pip Walsh | 14 May 2021 |
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| | <p><u>Premises</u></p> <p>Removed - New bubbles will open on a Monday, all children to attend every day if agree to return.</p> <p>Removed - Risk assessment conversations with potentially higher risk staff to take place.</p> <p>Removed - Jan review Signage around site reviewed, updated & replaced so current. Same entrances to be used, altered timings to minimise overcrowding on path adjacent to main playground & to extend school day as much as possible whilst maintaining appropriate social distancing measures to keep everyone safe.</p> <p>Removed - Timings reviewed for entry / exit to prevent congestion experienced in Autumn term. Parents and staff informed by letter issued 26.02.21 and staff also by letter.</p> <p><u>Gas/Electrical Supply, Heating, Ventilation and Water Systems</u></p> <p>Removed - Relevant staff (Admin team) check that all phone and broadband connectivity is in working order.</p> <p>Removed - Relevant staff adjust any thermostats to heat internal spaces and water ensuring a suitable stable temperature is reached before the school reopens. Caretaker.</p> <p>Removed - CW reports water flushed & safe. PFS to check / adjust as required</p> <p>Removed - Routine maintenance undertaken in 6 week holidays.</p> <p>2 week 'mothball' period for entire school and further clean in 3 days prior to school reopening 3rd Sept.</p> <p>Removed - LA/DfE guidance on re-opening school sites adhered.</p> <p><u>Fire Safety and Evacuation Routes</u></p> <p>Removed - Fire evacuation procedures to be shared at staff training in September and staff made aware at end of summer term via newsletter.</p> <p>New fire wardens appointed for each September bubble.</p> <p>Removed - Fire evac TEST to be conducted towards end of Autumn 2 term to avoid unnecessary stress to returning children and staff. Test evac will take place in as socially distanced a way as possible whilst ensuring expedient. NB – Time log for evac will be longer than typical / in the event of a real fire for this reason.</p> <p>Removed - Lift checked Jan and remedial works carried out</p> <p>Removed - Fire evacuation planned for Spring 1 with KWV group & staff in school.</p> <p>Removed - Recent Fire H&S inspection report received – any minor areas requiring attention addressed immediately.</p> <p>Removed - Full evacuation test (covid secure) to take place once all pupils back in school.</p> <p><u>First Aid</u></p> <p>Site manager checked stocks of PPE / Cleaning materials so sufficient for reopening.</p> | Pip Walsh | 14 May 2021 |
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| | <p><u>First Aid</u> Removed - Stocks of PPE / Cleaning materials restocked w/c 14.9.2020.</p> <p><u>Cleaning</u> Removed - Enhanced clean during ½ term break – 3 full days whole school whole cleaning team. Removed - Routine maintenance undertaken in 6 week holidays. 2 week 'mothball' period for entire school and further clean in 3 days prior to school reopening 3rd Sept. Removed - Additional stocks of all cleaning / first aid equipment to be sourced. Removed - Deep clean to be completed prior to opening. Removed - All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. Removed -Additional first aid resources ordered so stocked for full reopening.</p> <p><u>Infection control and social distancing</u> Removed - Updated info July – 4 confirmed cases in Cark Road area, known to school. All those related contacted by school and individual risk assessments considered. No symptomatic pupils permitted on site; advice given about appropriate isolating / social distancing etc Removed - NATIONAL PICTURE – Bradford is on the 'watch' list for a possible local lockdown. Removed - If a local lockdown is initiated, school will revert to offering keyworker / vulnerable provision as at the beginning of lockdown. Other bubbles will close and reopen when instructed by the Government. Letters will be issued to families explaining the situation Removed - Risk assessment for pregnant member of staff updated w/c 7.9.2020 Removed - Flexi=working requests considered and approved July 2020 Removed -Alternative arrangements to meet need in place. Removed - Covered as part of recovery curriculum w/c 7th Sept 2020 Removed - Class sizes will be limited – max class sizes of 8. Teachers allocated to classrooms. Groups & staff remain in same classroom throughout – no changing of rooms etc... Removed - If new children join provision; fill up gaps in bubbles then remain in those bubbles or start a new bubble with a new teacher Removd - Visitors to the premises will be discouraged and all non-essential visitors will be cancelled / postponed. OLC used for visitors in exceptional circumstances.</p> | Pip Walsh | 14 May 2021 |
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| | <p>Removed - COVID TESTING Centre established in Victoria Hall adjacent to Pre-school gate. No notification received from Council. Possible Covid positive members of public entering and exiting via public path our parents use to access school. Concerns from parents and staff about this. SC spoke with centre manager Adam to discuss this. Both parties happy risk managed as well as possible and agreed to keep in regular contact.</p> <p>Additional concerns raised 09.09.2020 via parents in year. ZK & CB spoke with Adam again. SC to ring Health Protection Team & Council to raise concern and ask to consider re-routing entrance / exit away from public path and vicinity of school following concerns. NB – Council did not notify school of their intention to locate a covid testing centre adjacent to school.</p> <p>Removed - Classes to be led by teachers initially; associate staff to be called in as/when required. TAs to remain in bubbles allocated throughout.</p> <p>Removed - The Headteacher & SLT to ensure that the school can be adequately and safely staffed when it reopens.</p> <p>Return to school must be in small groups to ensure time for children to learn rules.</p> <p>Removed - Only KW & V pupils in attendance 6.1.21 onwards All pupils except vulnerable / critical worker children to be learning from home.</p> <p>KW & V bubbles limited to 15 as much as possible</p> <p>KW & V bubbles consist of year group pupils only</p> <p>Social distancing maintained in new KW&V Bubbles</p> <p>Staff teams remain in usual bubbles.</p> <p>Reduced staffing in school – associate staff on rota (week in / week out), teachers in full week for when in contact with pupils and ½ week when on non-contact/admin (to support reduced staff and also mental health & wellbeing of staff)</p> <p>Critical worker / keyworker pupils in year group bubbles, kept as small as possible (no more than 15 ideally).</p> <p>Removed - Individual staff risk assessments – reviewed. Any staff in receipt of new shielding advice letter to remain at home as per NSAT guidance Feb 21.</p> <p><u>Safeguarding and Wellbeing</u></p> <p>Removed - All plans shared with staff as appropriate so staff clear on roles & responsibilities.</p> <p>Removed - Leadership team weekly wellbeing check-in calls with staff working from home/isolating to continue once reopen.</p> <p>Removed - See FAQs Safeguarding (coronavirus) and Addendum to Child Protection Policy Covid-19 school closure arrangements for Safeguarding & Child Protection at school on website: https://cyps.northyorks.gov.uk/covid-19.</p> | Pip Walsh | 14 May 2021 |
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| | <p>Removed - See Health & Safety Guidance – Full or Partial School Closure https://cyps.northyorks.gov.uk/sites/default/files/Emergencies,%20health%20and%20safety/Health%20and%20Safety%20advice%20for%20managing%20a%20full%20or%20partial%20school%20closure.pdf</p> <p>Removed - Reduced staffing in school – associate staff on rota (week in / week out), teachers in full week for when in contact with pupils and ½ week when on non-contact/admin (to support reduced staff and also mental health & wellbeing of staff)</p> <p>Removed - School to liaise with social workers re: vulnerable pupils who are not attending. School to do at least weekly welfare checks for vulnerable families not accessing in-school provision.</p> <p>Removed - Welfare check families not accessing KW&V provision in spring 1 term called prior to reopening to ensure aware of legal requirements to attend. Home visits where necessary. Checks done on CEV / CV pupils & staff (taking account of updated criteria for CEV published Feb 21) plans in place where required</p> <p>SEND pupil provision reviewed by SENDCo and additional support measures put in place to ensure smooth transition to school where not been accessing KW&V provision. Staff supported by SENDCo, parents consulted where appropriate.</p> <p><u>Communication</u></p> <p>Removed - Staff are informed about the relevant information regarding reopening, including any changes to the workday e.g. staggered lunchtimes and social distancing. CPD & Training for all staff w/c 1st June.</p> <p>Removed - Parents and pupils are contacted via text message, socially distanced home visit or telephone. All parents will be informed about the relevant information regarding reopening e.g. social distancing measures and the days their children will be invited into school. NSAT Infographic to be delivered to homes and on website. Text with direct link sent to all families.</p> <p>Removed - SBM/Finance administrator to communicate with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods.</p> <p>Removed - Staff to be informed about the arrangements for meetings that would ordinarily take place in person and how these will be carried out in line with social distancing guidance when school reopens.</p> <p>Removed - Home learning packs / food parcel collection arranged weekly to facilitate check-ins with all families and children if families are happy to bring them. Individual risk assessment in place for this to ensure social distancing is maintained and any risk of transmission is minimised.</p> | Pip Walsh | 14 May 2021 |
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| Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information | | | |
| | <p>Removed - Parents updated by letter issued 26.02.21. Parent letter on website and text with direct link sent.</p> <p>Staff updated by letter issued 26.02.21. Also communicated on team whatsapp group & text service.</p> <p>Removed - Daily briefings to staff as necessary, particularly as there may be different staff covering.</p> <p>Removed - Phase leaders to monitor and communicate with phase teams. Daily SLT briefings (where needed) to feedback & refine plans as appropriate.</p> <p>Removed - Staff training in Sept to be conducted in socially distanced groups and cascaded to bubble teams.</p> <p>Removed - Staff meetings to take place if required in bubble teams, following SLT briefing about content.</p> <p>Removed - 2 new members of staff added to T2P and 1 removed.</p> <p>Removed - Staff reported to staff governor for Sept 20 meeting that 'communication was really good throughout lockdown'.</p> <p><u>Infection control and social distancing.</u></p> <p>Added - Visitors and contractors should wear a face covering when social distancing cannot be maintained.</p> <p>Visitors and contractors should continue to complete the declaration form.</p> <p>Pregnant employees in their third trimester should not attend the workplace in line with NSAT guidance.</p> <p><u>Policies and Procedures</u></p> <p>Removed - Plan for use of toilets - 1 toilet cubicle to be allocated to each class bubble, clearly signed to avoid cross-contamination. Specific staff toilets allocated.</p> <p>Changes made to staff room allocations: Reception & Nursery staff to use main staff room and staff toilet in 3/4 from, ensuring no contacts made on way through 3/4 base. 3/4 team to use disabled toilet and recipe room / SEND pod in base.</p> <p>Further changes made to EYFS / 3/4 staff rooms. Photocopier moved so access from cross-bubbles not needed. N staff to continue using PPA room, R staff to continue using staff room.</p> | <p>Pip Walsh</p> <p>Pip Walsh</p> <p>Pip Walsh</p> | <p>14 May 2021</p> <p>17 May 2021</p> <p>2 Sept 2021</p> |

| COMMENTS AND INFORMATION <i>Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information</i> | | | |
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| | <p>Trust Infographic issued, conversation with families/individuals, posters around site see map. Bubble members to only use toilets in bubble bases. New fire wardens appointed for each bubble. Alternative arrangements in place for pupils with EHCP plans & Ras who's needs can't be safely met in regular classroom environments. Plan of which rooms being used, plan of access around school and staff rotas for additional supervision</p> <p><u>Premises</u> Added - Windows and doors to be kept open as much as possible and poorly ventilated areas to be identified and risk assessed. Removed - Site Manager to check all exterior windows, doors, locks and other access points to ascertain security. Site Manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. Site Manager to check all security systems for integrity and that they are in working order. Any hazards found during checks on the premises are reported to the HT and SBM as soon as possible and issues are resolved prior to school reopening.. The Headteacher to identify which areas of the school may be used for school activity and communicates this to staff and pupils accordingly. Areas of the premises which remain closed are adequately secured and clearly identifiable. The Site Manager and SBM arranges for any changes to the premises to be made in line with social distancing measures. Signs on doors – no entry – to 'mothballed' areas of school Signage for handwashing, 2m distancing, Covid risk level etc.. displayed around site ADDITIONAL INFORMATION & RISK MITIGATION ADDED 10.06.20 Social distancing non-compliance letters of guidance issued to any staff members breaking lockdown Assurances sought from ALL parents saying yes that the whole family have been social distancing Better understanding of community context having spoken with Inspector Khan (Keighley Police), Javed Bashir (LA) and gathered local intelligence from families in the community. No lettings will take place until further notice.</p> | Pip Walsh | 2 Sept 2021 |

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| | <p>One way system initiated on site for drop-offs/collections. 3 entrances used. Staff on duty inside bases to direct pupils, on yard at entry/exit points and on neighbouring streets as required to direct parents to correct entrances</p> <p>Signage on gates showing who can enter and when from that access point</p> <p>New entrance gate initiated for year 1 follow overcrowding & concerns around Covid test centre located next to R/N entrance. Year 1 enter & exit through side gate and rear car park.</p> <p><u>Lifts and Automatic Doors</u></p> <p>Removed - Social distancing applies, one person to use the lift at any time. If additional support required face masks can be worn.</p> <p>No children/adults require use of lift at present.</p> <p><u>Fire Safety and Evacuation Routes</u></p> <p>Removed - In the event of a fire, where the only available safe route is through a different bubble, staff to use that option.</p> <p>Staff to try as much as possible to evacuate groups to the muster points while observing 2m distancing but, if/where this is not possible, the risk to life is to be prioritised.</p> <p>Year 6 bubble to use MUGA muster point</p> <p>Yr 1/R bubble to use Yr R muster point.</p> <p>Different bubbles from each year group to stand separately as much as possible</p> <p>All those on the yard at muster points to observe 2m distancing as much as is safely possible.</p> <p>Headteacher and SBM to identify how social distancing measures are to be observed at evacuation points and communicates this to all staff and pupils.</p> <p>Please see guidance</p> <p>https://cyps.northyorks.gov.uk/sites/default/files/Emergencies,%20health%20and%20safety/Health%20and%20Safety%20advice%20for%20managing%20a%20full%20or%20partial%20school%20closure.pdf</p> <p>Appendix to be added. In event of real fire – risk to life outweighs risk of virus contraction.</p> <p>Evac to Vic Park if numbers require additional space for social distancing.</p> <p>Guidance doc to be followed.</p> | <p><i>Pip Walsh</i></p> <p><i>Pip Walsh</i></p> | <p>2 Sept 2021</p> <p>2 Sept 2021</p> |
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| | <p><u>First Aid</u></p> <p>Removed - Designated SLT member to deliver to bubble if supplies required.</p> <p>Enhanced cleaning Friday afternoon – additional staff to clean & sanitize all tables, chairs, surfaces and contact points in addition to usual cleaning after school.</p> <p>Staff briefed re: reopening measures – verbally and in writing. Clarity around use of PPE in schools discussed at length. Consensus is that we feel measures in school are sufficient to not require us to use face masks in shared areas. This is for the following reasons:</p> <p>Pupils do not transition from one room to another – only 1 bubble at a time moves through the base with their bubble staff team.</p> <p>Staff to do not exit classes at the same time meaning there is never more than 1 or 2 members of staff in a shared area at any one time therefore 2m distancing can be observed</p> | Pip Walsh | 2 Sept 2021 |
| | <p><u>Cleaning</u></p> <p>Added - Twice daily cleaning to continue and be reviewed.</p> <p>Removed - Phase leaders to check signage in bases clearly shows rooms open for use / not for use, toilet bubble access signage, one-way signage etc.... is all in place.</p> <p>Only essential rooms to be open and used; other areas to have 'no entry' signs and remain 'mothballed' until needed.</p> <p>Enhanced cleaning Friday afternoon – additional staff to clean & sanitize all tables, chairs, surfaces and contact points in addition to usual cleaning after school.</p> | Pip Walsh | 2 Sept 2021 |
| | <p><u>Infection Control and Social Distancing</u></p> <p>Staff have been reminded of 2m rules and adhere to them.</p> <p>Breaks are taken at separate times</p> <p>Sufficient space is available in staff rooms for social distancing to be observed. In smaller spaces a '1 person at a time' or 2 people only rule applies.</p> <p>Yr 5/6 staff room allocated space has been expanded to support 2m distancing – clear guidance provided on staff reopening guidance letter issued 28.02.2021.</p> <p>Enhanced cleaning continues Friday afternoon – additional staff to clean & sanitize all tables, chairs, surfaces and contact points in addition to usual cleaning after school.</p> | Pip Walsh | 2 Sept 2021 |

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| | <p>Removed – social distancing</p> <p>Staggered outdoor play for bubbles of children in zones.</p> <p>Lunch served in the classroom bubbles. 1 member from each base to collect lunches for base from kitchen door walking outside and collecting from kitchen door to take back to designated bubble access point.</p> <p>No class changes will take place and each classroom bubble will be kept separate from the rest of the school wherever possible.</p> <p>Each base to have its own staff wellbeing / lunch space</p> <p>Where pupils and staff cannot follow social distancing arrangements for a particular activity</p> <p>Assemblies to continue remotely – no gatherings larger than 1 bubble group.</p> <p>Floor markings or signs are used, where necessary to indicate any two metre spacing e.g. where queues are likely to form.</p> <p>Parents permitted onto site but only into building in exceptional circumstances, having sanitized.</p> <p>Appendix to Behaviour policy:</p> <p>No physical restraint to be carried out.</p> <p>Social distancing reminders given daily at the gates by staff.</p> <p>Classroom layout – all classes to have pupils forward facing in rows as much as possible. If not practicable (eg due to age / size of room), ensure any pupils not forward facing are as far away from other forward facing pupils as possible.</p> <p>Staff to <i>have lunch on site – no leaving site to shop and return.</i></p> <p>Staff wanting to wear face protection to be issued with transparent visors. No masks to be worn as per PHE doc issued 14.07.2020.</p> <p>Desks in classrooms to be organised in rows wherever possible.</p> <p>Staff Rooms: 5/6 = Family centre, 1/2 = Library, R/FKS = Nursery (while children are p/t), 3/4 = Staff room</p> <p>Where allocated 1:1 staff are unable to continue working with a child, this to be discussed with parents and alternative arrangements put in place as appropriate.</p> <p>Guidance to be issued to parents re: collection and drop off protocols.</p> | | |
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| | <p>Headteacher and SLT in bases to identify which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control.</p> <p>2m circles on playground / entrance to school.</p> <p>Clear rules for staff and children around social distancing and hygiene. Pupils explicitly taught this.</p> <p>Bubbles continue to have separate breaks, lunches, staffing etc...</p> <p>Masks – parents to be requested to wear while on site. Staff to keep 2m distancing and wear masks where required.</p> <p>Supply staff continue to be used only when necessary. Where no other option is available, school will only use the same supply teacher with the same bubble and will keep 48hrs + clear before using the same supply with another group.</p> <p>All over 11s entering school site requested to wear face coverings. Posters on display around site and regular reminders on newsletters / texts to be issued.</p> <p>Bubbles – continue to remain in class bubbles except Nursery and Reception who are in 1 Playtimes – separate zones for different bubbles, strict timetable so no cross-over or potential contact between bubbles.</p> <p>After school clubs – suspended until further notice</p> <p>Breakfast club – attendance kept to a minimum, strict 2m social distancing in place for non-household members, for working parents only. Held in classrooms where possible, in the hall if not.</p> <p>Reports from staff of positive impact of Fri pm PPA on wellbeing.</p> <p>First aiders on site in all bubbles at all times.</p> <p>Parents to come to the office by invitation only.</p> <p>Visual aids are in use to display social distancing measures e.g. 2m marks, arrows etc...</p> <p>One-way system in place to factor in dinner money drop to staff in school kitchen.</p> <p>3 gates to be opened for parents to deliver and collect children direct to/from bubbles.</p> <p>Y6 children to be encouraged to come & go independently to reduce adults on site.</p> <p><u>Infection Control and Social Distancing</u></p> <p>Due to the discovery of the new variant Omicron, the DfE have reintroduced new advice for face coverings for staff. Staff should wear face coverings in all communal areas.</p> <p>Visitors, parents and contractors must wear face coverings at all times.</p> | | |
| | | Clare Clarke | 29 Nov 2021 |

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information

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| | <p>Parents coming into school must be kept to a minimum. Any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. NSAT 'please wear a mask' signs reinstated around the site. Staff in base bubbles do not need to wear a mask when in their 'home' base or each other's classrooms or shared areas as long as 1m+ social distancing is observed and ventilation is good. Staff moving around different bases in school / visiting shared areas not in their base are to wear masks. Once seated (Eg in meetings), as long as 1m+ distancing is observed and ventilation is good, masks may be removed as long as everyone present is comfortable with that. Staff to be reminded / asked to consider use of LFTs twice a week. Staff requested to resume using only own cutlery / crockery etc....</p> <p><u>Premises</u> Windows and doors to be kept open as much as possible and poorly ventilated areas to be identified with the assistance of the CO2 monitors and risk assessed. <u>Gas / Electrical Supply, Heating, Ventilation and Water Systems</u> Site Manager to maintain CO2 monitors, change batteries and ensure they are in good working order and are situated in the correct area. <u>Infection Control</u> Visitors, parents and contractors must wear a face covering at all times and where appropriate take an LFD test before attending. Any unvaccinated staff member who is contacted by Track & Trace or who has a household positive result is required to self-isolate for 10 days. Unvaccinated staff not contacted by Track & Trace and who haven't been in contact with a household positive case can still attend work as long as they take daily LFT's for seven days, wear a face mask for the same period and do not develop symptoms. From Wednesday 22nd December the 10 day self-isolation period for people who record a positive PCR test result for OVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFT's on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. If both tests are negative and the individual does not have a high temperature, self-isolation may end.</p> | <p>Clare Clarke</p> <p>Clare Clarke</p> | <p>1st Dec 2021</p> <p>6th Jan 2022</p> |
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COMMENTS AND INFORMATION

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| | <p><u>Infection Control</u></p> <p>From Tuesday 11th January 2022 a confirmatory PCR test is no longer required for any individual that has a positive asymptomatic LFT. Self-isolation will begin from the date of the positive LFT. If individuals have any symptoms and test positive on an LFT a confirmatory PCR test will still be required.</p> <p><u>Infection Control</u></p> <p>From Monday 17th January 2022 the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 5 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFT's on the morning of day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation and can return to work immediately. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. If both tests are negative and the individual does not have a high temperature, self-isolation may end.</p> <p>If the result of either test is positive, self-isolation should continue until the individual has two negative LFT's on consecutive days or they have completed 10 full days of self-isolation, whichever is the earliest.</p> <p>A confirmatory PCR test is no longer required for any individual that has a positive LFT. Self-isolation will begin from the date of the positive LFT.</p> <p><u>Infection Control</u></p> <p>Following new guidance from the DfE, from Monday 7th February Pregnant employees from 26 weeks gestation may continue to work within the school setting but must undertake workplace risk assessments carried out in collaboration with the employee.</p> <p>From Monday 7th February the wearing of face masks by staff in communal areas is only compulsory in the event of a local outbreak. If face masks are to be reintroduced this decision will be made by SLT.</p> | <p>Clare Clarke</p> <p>Clare Clarke</p> <p>Clare Clarke</p> | <p>11th Jan 2022</p> <p>17th Jan 2022</p> <p>7th Feb 2022</p> |
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