



Midsomer Norton
Schools Partnership

ST JULIAN'S CHURCH SCHOOL

RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020

This risk assessment is based on Guidance for Full Opening: Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Date of Risk Assessment: **4th September 2020**

Signed (head teacher): Ruth Noall

Signed (Chair of governors): Anna Holbrook

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

| Risk topics | Additional Controls <i>[School please add anything unique to you and provide some detail of what it means for your school. Due to your unique circumstances there may be additional controls you need to consider]</i> | Action by whom? <i>[name]</i> | Action by when? <i>[insert date]</i> | Done <i>[initial and date]</i> |
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| <u>Building safety</u> <ul style="list-style-type: none"> ● The site team (or mobile team) will continue with all compliance checks (fire safety etc). ● Competent Contractors will continue to carry out specialist testing ● Site team (or mobile team) will carry out and record flushing for water outlets not having normal use. ● Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school. | <p>Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust’s Estates Manager will be notified and a further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on.</p> <p>A drill of new arrangements will take place as soon as possible in the new term.</p> | <p>RN</p> <p>KE</p> <p>RN</p> <p>RN</p> | <p>1st Sept</p> <p>1st Sept</p> <p>1st Sept</p> <p>1st October</p> | <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> |
| <u>First Aid</u> The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day | <p>First aider list will be prominently displayed in every classroom and in the main hall (stating days of the week they are in school)</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school – flow chart displayed prominently.</p> | <p>AH</p> <p>RN</p> | <p>1st Sept</p> <p>1st Sept</p> | <p>3.9.20 RN</p> <p>3.9.20 RN</p> |

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| | <p>PPE will be available for first aiders including face masks, visors and gloves - these will be stored by the first aid station by the resources room and in Oak Class (EYFS Base)</p> | KE | 1st Sept | 3.9.20 RN |
| | <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness</p> | KE | 1st Sept | 3.9.20 RN |
| <p><u>Staff working</u></p> <p>All staff are expected to be able to work in school from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus</p> | <p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p> <p>Contact all staff by the end of term and again on the first day of term to ensure any anxieties are addressed and all possible safety measures are in place before the children return to school.</p> | <p>RN</p> <p>RN</p> | <p>Ongoing</p> <p>17th July & 1st Sept</p> | <p>22nd July</p> <p>17th July 3.9.20 RN</p> |

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| <p>(COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p> | | | | |
| <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Regular hand washing will be taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands will be with disposable paper towels rather than dryers • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms | <p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> • Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds • Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue. • There will be support for pupils who have trouble washing their hands independently • We will encourage young children to learn and practise these habits through games, songs and repetition. This will be incorporated in the morning routines in EYFS and Y1 | <p>class teachers</p> <p>KE</p> <p>Class teachers</p> <p>class teachers</p> <p>class teachers</p> | <p>ongoing</p> <p>1st Sept</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> | <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> |
| <p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p> | | <p>RN & KE</p> | <p>1st Sept</p> | <p>3.9.20 RN</p> |

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| <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails.</p> <p>Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p> | <p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime – video to be watched if not already</p> | RN & KE | 1 st Sept | 3.9.20 RN |
| | <p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.</p> | KE | 1st Sept | 3.9.20 RN |
| | <p>Every classroom to be issued with a cleaning ‘bucket’ , kept stocked up with all supplies needed for regular cleaning of surfaces</p> | Class teams | ongoing | 3.9.20 RN |
| | <p>At key points in the day classroom staff must wipe down all surfaces</p> <ul style="list-style-type: none"> ● break time ● lunch time ● end of the day | KE | ongoing | 3.9.20 RN |
| | <p>Office staff must wipe down keyboards, phones, headsets, light switches, entry buttons at key points in the day also</p> | Class teachers | ongoing | 3.9.20 RN |
| | <p>Classroom based staff teams to be responsible for frequent wiping down in own classrooms Office staff to be responsible for office areas, resources room, shared corridors</p> | KE to coordinate cleaners where available | 1 st Sept | 3.9.20 RN |
| | <p>Where possible, toilets to be cleaned at the end of break time and lunch time in addition to normal school cleaning routines</p> | KE | 1st Sept | 3.9.20 RN |

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| | Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. KE to prepare laminated tick sheet for each zone and staff areas | | | |
| <p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will follow the relevant guidance on social distancing.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> | <p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> | RN | ongoing | 3.9.20 RN |
| | <p>Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> | KE | 1st Sept | 3.9.20 RN |
| | <p>Checks need to be carried out by site managers, Business Managers or other senior leader</p> | RN & CM with KE | ongoing | 3.9.20 RN |
| | <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. This will be achieved through posters and weekly briefings.</p> | KE RN | ongoing | 3.9.20 RN |
| | <p>A small number of staff members are not assigned to a bubble – office administrators, head teacher. These staff will follow the social distancing guidance.</p> | RN | ongoing | 3.9.20 RN |
| | | RN & CM | 1 st Sept | 3.9.20 RN |

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| <p>As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternative space to relocate the work</p> <p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p> <p>Social distancing also to be adhered to in canteen area and staff room and during any rest breaks.</p> <p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p> | <p>Staff will be able to move between bubbles, but all social distancing guidelines should be followed.</p> <p>Management checks will take place to ensure this is adhered to eg regular walkabouts</p> <p>If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.</p> <p>Support staff will be required to undertake additional cleaning within their classroom.</p> <p>Lunch and break times will be staggered - class teachers arrange own break time rotas. Staff must adhere to social distancing when in the staff room (chairs will be spaced out to support this)</p> <p>Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place. A new visitor declaration form is now in use.</p> | <p>RN</p> <p>RN & KE</p> <p>CM & KE</p> <p>class teachers</p> <p>RN</p> <p>KE</p> | <p>ongoing review</p> <p>ongoing</p> <p>1st Sept</p> <p>ongoing</p> <p>ongoing</p> <p>1st Sept</p> | <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> |
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| <p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.</p> | <p>Cover teachers and other agencies essential to supporting pupils will be welcomed to site but expected to comply with rules in place.</p> <p>Where possible (and appropriate), the school will have erected a barrier at the reception area. Tape on floor to indicate where it is safe to stand. Office staff will sign visitors in so pens are not shared</p> | | | 3.9.20 RN |
| <p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>Whatever the size of the “bubble”, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible, we will limit interaction, sharing of rooms and social spaces between groups.</p> <p>Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p> | <p>Children will be arranged in two key stage bubbles (Key Stage 1 and Key Stage 2). As far as possible children will remain in only a class bubble when working in their classrooms but will socialise (eat and play) within their Key Stage bubble.</p> <p>Social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for. When a child is upset, hurt or struggling with their work staff must make a judgement call as to how much social distancing can be maintained whilst also providing some comfort or support to the child.</p> <p>Parents will be informed of all our social distancing measures and asked to support and reinforce this message at home.</p> | <p>RN</p> <p>All staff</p> <p>RN</p> | <p>1st Sept</p> <p>ongoing</p> <p>1st Sept</p> | <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> |

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| <p>We will remove unnecessary furniture out of classrooms to make more space.</p> <p>The timetable will be adjusted to keep groups apart and movement around the school to a minimum.</p> <p>Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms. Soft toys that can be easily cleaned will be cleaned following a carefully monitored cleaning schedule.</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Practical lessons where these</p> | <p>We will rearrange tables either in rows or as horseshoes. Y1 - Y6 children will have set seats/places</p> <p>Cloakrooms will be used by only small numbers of children at any one time and parents will be asked to NOT send unnecessary bags or equipment to school. PE kits do not need to be stored in school.</p> <p>Parents of BME children will be approached and guidance and possible precautions will be discussed.</p> <p>All children to be issued with their own set of equipment. Pencil cases from home should not be brought to school unless they are to be kept in school (older children only)</p> <p>Essential items only to move between home and school ie lunch box, reading book</p> <p>EYFS resources will all be wipe-cleanable/washable</p> <p>Equipment, toys and surfaces should be cleaned and disinfected more frequently - between groups / sessions and weekly on Fridays. Sports, art and science subject leaders to coordinate and monitor this for their subject specific equipment.</p> | <p>class teachers</p> <p>RN</p> <p>RN</p> <p>teachers</p> <p>KP</p> <p>teachers</p> | <p>1st Sept</p> <p>ongoing review</p> <p>1st July</p> <p>1st Sept</p> <p>1st Sept</p> <p>ongoing</p> | <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>17 July & 4 Sept</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> |
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| <p>take place will need to have their own risk assessments reviewed.</p> <p>Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared.</p> <p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p> | <p>Key Stage 1 children will eat, spaced out in the dining room. Key Stage 2 children will eat in their classroom.</p> | CM | 1st Sept | 3.9.20 RN |
| | <p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children - use of Dojo and newsletter</p> | teachers | 1st June | 3.9.20 RN |
| | <p>Break times will be naturally staggered due to increased numbers of staff needed on duty outside</p> | CM | 1st Sept | 3.9.20 RN |
| | <p>No children in the office</p> | All staff | ongoing | |
| | <p>Signage to be placed on all office doors indicating the number of people who can enter at one time</p> | KE | 1 st Sept | 3.9.20 RN |
| | <p>Adults only to be in office spaces</p> | | ongoing | |
| | <p>Tape on floor to indicate 2m distancing at key pinch points around school</p> | KE | 1 st Sept | 3.9.20 RN |

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| <p><u>Arrival at school</u> To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p> | <p>START OF THE DAY There will be a staggered start to the day and two gates in use. Parents avoid walking in with children unless the child needs them. In these cases only 1 parent is allowed on site. Children avoid bringing large bags/coats to school unless absolutely necessary. Cloakrooms restricted use with only a few children at a time. All items from home must be essential (ie packed lunch) and must be kept at the child's set place.</p> <p>Each classroom has its own entry/exit door</p> <p>END OF DAY There will be a staggered end to the day and two gates in use. Parents must stay in their car or stand 2m apart whilst waiting for gates to open KS1 parents enter via car park gates and space themselves 2m apart around paddock (no movement of cars in carpark allowed between 2:45 and 3:30pm) KS2 parents enter via playground gate and must space themselves 2m apart around main playground Staff to bring children outside and send to parents when they see them</p> | RN | 1st Sept onwards | 3.9.20 RN |
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| <p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p> <p>We will have a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> | <p>No children / families must congregate at school for socialising at the end of the day No use of outside equipment / playground after school</p> <p>All contractors should discuss arrangements with KE prior to arrival. Only enter school site if essential to do so. There should be no pre-arranged visitors to school sites except emergency services, social services or MAT personnel.</p> <p>Any children arriving wearing a face mask will be required to remove it at the school gate, dispose or safely secure until home time and immediately wash their hands. Bins will be available by the gate for this purpose.</p> | | <p>1st Sept onwards</p> <p>Ongoing</p> <p>1st Sept</p> | <p>3.9.20 RN</p> <p>N/A at this point</p> |
| <p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school.</p> <p>If possible we will design a one-way system around the school.</p> | <p>Children will only need to use their classroom entry/exit door to either learn inside or in their outside zone. Children will walk orderly, maintaining a safe distance from each other.</p> <p>Restricted use of upstairs rooms and resources room</p> | <p>class teachers</p> <p>all staff</p> | <p>1st Sept onwards</p> <p>Ongoing</p> | <p>3.9.20 RN</p> <p>3.9.20 RN</p> |

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| <p>We will avoid queues (eg outside of classrooms)</p> | <p>Where we cannot eliminate the need to queue we will put up signage or mark the floor to delineate distance to be maintained.</p> | <p>KE</p> | <p>1st Sept</p> | <p>3.9.20 RN</p> |
| <p><u>Use of toilets</u></p> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p> | <p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work.</p> | <p>all staff</p> | <p>ongoing</p> | <p>3.9.20 RN</p> |
| <p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time.</p> <p>Outdoor equipment should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p> | <p>Classroom doors and windows to be open for ventilation and classes encouraged to use outdoor spaces .</p> <p>Outside play areas will be allocated to key stage bubble at a time. These will be rotated weekly as they will be untouched for 2 days between Friday pm and Monday am. These may be marked with hazard tape and/or cones and a map will be displayed in the classrooms.</p> <p>Games/sports/activities to not involve mixing between groups Additional guidance released 28.8.20 read and understood by PE staff</p> | <p>teachers</p> <p>RN & CM</p> <p>class teachers</p> | <p>daily</p> <p>1st Sept onwards</p> <p>ongoing</p> | <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> |

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| <p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p> <p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p> | <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>These will be available in all first aid kits and at the first aid stations</p> <p>Face masks and visors will be available in every classroom, from the school office and at the first aid station.</p> <p>Frequent reminders in briefings, staff meetings and as posters</p> | <p>KE</p> <p>KE</p> <p>KE</p> <p>RN</p> | <p>1st Sept</p> <p>1st Sept</p> <p>1st Sept</p> <p>ongoing</p> | <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> |
| <p><u>Symptoms of Covid-19 – staff</u></p> | | | | |

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| <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and get tested.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</p> <p>If a test is positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> | <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. We will do this through line management support and the use of our Employee Assistance Programme.</p> <p>Schools should contact the local health protection team to assess what actions need to be taken. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The school will keep a record of pupils and staff associated with each group (bubble) to assist the trace process.</p> <p>We will ensure all staff understand their responsibilities with regards to track and trace and that if they have been in contact with</p> | RN & CM | ongoing | 3.9.20 RN |
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| | someone with symptoms or who has tested positive they will need to self-isolate. This will be through briefings and staff emails. | | | |
| <p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> • The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 • Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe). • Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. • Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others | <p>The upstairs intervention room may be used.</p> <p>An adult will need to ensure the child is safe whilst maintaining a distance outside the room.</p> <p>Separate toilets are not available however any toilet used by an unwell child will be cleaned after use.</p> <p>The child who has shown symptoms will need to self -isolate for 7 days and should be tested. The school will ensure that relevant guidance is followed before pupil returns to school.</p> <p>Where Covid-19 is confirmed, the school will contact the local health protection team for guidance. Those who have been in close contact will be required to self- isolate for 14 days.</p> | <p>RN & CM</p> <p>RN</p> <p>RN</p> | <p>1st Sept</p> <p>1st Sept</p> <p>1st Sept</p> | <p>3.9.20 RN</p> |
| <p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work has led to possible or actual exposure to Covid-19 | <p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through B&NES</p> | <p>RN</p> | <p>as needed</p> | <p>3.9.20 RN</p> |

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| <ul style="list-style-type: none"> • A member of staff has Covid-19 caused by exposure at work | | | | |
| <p><u>Transport arrangements</u> We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk.</p> | <p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p> <p>We will ask parents to only travel to school in family or key stage bubbles and to avoid being in a car with anyone not from their household or support bubble. Where children are using taxi or child minders we will recommend the use of face covers whilst in the car.</p> | AW | 1st Sept | 3.9.20 RN |
| <p><u>Communications</u> The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> | <p>Trust CEO communicates regularly with parents and staff</p> <p>Letter to parents</p> <p>Letter to parents</p> | <p>KE to circulate</p> <p>RN</p> <p>RN</p> | <p>ongoing</p> <p>End of term 6</p> <p>End of term 6</p> | <p>3.9.20 RN</p> <p>15th July 25.8.20 RN</p> |

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| <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p> | <p>Letter to parents</p> <p>KE to communicate to contractors including refuse collection, school meals delivery, site maintenance teams</p> | <p>RN</p> <p>KE</p> | <p>End of term 6</p> <p>ongoing</p> | <p>15th July 25.8.20 RN</p> <p>15th July 25.8.20 RN</p> |
| <p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p> | <p>Applies to hall only – to be kept switched off</p> <p>All classes to ventilate throughout the day with open windows and doors</p> <p>Light switches to be wiped at key points in the day</p> | <p>KE</p> <p>teachers</p> <p>teachers</p> | <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> | <p>3.9.20 RN</p> <p>3.9.20 RN</p> <p>3.9.20 RN</p> |
| <p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> | <p>Leaders, as relevant to your school setting will be required to oversee this using all resources available to us.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p> | <p>RN & CM</p> <p>RN & CM</p> <p>RN</p> | <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> | <p>3.9.20 RN</p> |

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