

Poor Building Compliance / general Health & Safety	Staff Pupils Parents Visitors	A	The following actions have been implemented: <ul style="list-style-type: none"> • Compliance and building checks are up to date and recorded and any issues acted upon. • Contact Lancaster Maloney to address / rectify any issues which arise • Fresh air ventilation utilised 	D	GN GN	1/6/20 (GN)
Clinically Vulnerable & extremely vulnerable staff & pupils	Staff Pupils	A	<p>Clinically Vulnerable Pupils: We do not expect these children to be attending school, and they should continue to be supported at home as much as possible. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <p>Action taken:</p> <p>Clinically Vulnerable Adults: Such adults should take extra care in observing social distancing and should work from home where possible. School will endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>Action taken:</p> <ul style="list-style-type: none"> • For June 8th opening – three vulnerable adults are not working in school – remote learning responsibility <p>If they have to spend time within 2 metres of other people, the school must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <p>Living with Clinically Vulnerable People:</p>	C	MM	14/5/20 (MM)

			<p>If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p> <p>Clinically Extremely Vulnerable Staff & Pupils: Follow shielding guidance by staying at home at all times and avoiding all non-essential face-to-face contact. Follow Government guidance</p> <p>Living with Clinically Extremely Vulnerable People: It is advised that staff & pupils only attend school if stringent social distancing can be adhered to and, in the case of pupils, they are able to understand and follow those instructions.</p> <p>This may not be possible for very young pupils and older pupils without the capacity to adhere to the instructions on social distancing.</p> <p>If stringent social distancing cannot be adhered to, we do not expect these individuals to attend school. They will be supported to learn or work from home.</p>			
Infringement of social distancing measures	Staff Pupils Parents Visitors	A	<ul style="list-style-type: none"> • 'Space audit' completed to plan for the amount of pupils that can be accommodated at any given time in each room, whilst trying to maintain social distancing measures – both inside & outside of school. • Size and number of pupil groups who can safely attend school on any given day has been agreed, giving consideration to priority of provision for vulnerable pupils and age groups proposed by the Government (see below) • Staggered start / finish times, breaks, reduced timetabling implemented(see 	D	SLT SLT	18/5/20 (MM/WK/GS) 18/5/20

			<p>below)</p> <ul style="list-style-type: none"> Class / group sizes, pupil numbers, staffing & timetables amended as needed (see below)) Protocol for the use of communal toilets in place (children & staff) (see below)) Protocol for staff room use in place(see below)) Classroom layouts, reorganised including the removal of furniture, to allow for social distancing <p>Furniture:</p> <ul style="list-style-type: none"> Surplus tables in Y2 & Y6 classrooms removed Y1 independent resources relocated to inhibit pupil access All soft furnishings (cushions / bean bags/ throws/ cuddly toys removed from EYFS) Tables relocated to hall for increased numbers of key worker children <ul style="list-style-type: none"> Posters displayed inside & outside of school to remind staff, pupils and parents of the social distancing rules 		<p>MM/WK</p> <p>MM/WK</p> <p>SO</p> <p>SO</p> <p>ALL STAFF</p> <p>GS</p>	<p>25/5/20 (MM/WK)</p> <p>25/5/20 (MM/WK)</p> <p>29/5/20 (SO)</p> <p>29/5/20 (SO)</p> <p>18/5/20, 19/5/20, 20/5/20(GS AD)</p> <p>27/5/20 (KW/LW)</p>
Movement around school	Staff Pupils Parents	A	<ul style="list-style-type: none"> Entrance / exit points demarcated for use by different groups of children One-way system on the school grounds implemented to facilitate safe dropping off and picking up of children; signage erected to support parents in navigating the site 'Pinch points' and 'bottlenecks' identified and to be managed Duty rotas ensure high levels of supervision, especially at transition times 	D	<p>GN</p> <p>GN</p> <p>MM</p> <p>MM</p>	<p>27/5/20 (KE/LW)</p> <p>27/5/20 (KE/LW)</p> <p>25/5/20 (MM)</p> <p>29/5/20 (MM/WK)</p>

			<ul style="list-style-type: none"> • Staff and children briefed regarding rules for safe movement around school • Stagger start / finish times, breaks and reduced timetable in place (see below) • Visitors are limited to essential persons only. Procedures / expectations will be communicated on arrival. 		SLT MM/WK WK/GN	25/5/20 (MM/WK)
Class or Group Sizes are too large to maintain safe social distancing / infection control	Staff Pupils	A	<p>Whilst the Government guidance states that primary school children are not expected to be able to remain two metres apart from one another and staff, the school is committed to maintaining social distancing as much as possible to protect pupils and staff.</p> <p>Therefore, the following measures have been agreed and implemented:</p> <ul style="list-style-type: none"> • Groups will contain no more than 8 pupils in Nursery & Reception; in KS1 & KS2 classrooms, only 5 pupils can be safely accommodated; Key Worker children will be supervised in the hall, the only space large enough to accommodate them • Pupils in Nursery / Reception / Y1 & Y6 will have a part-time timetable; Key worker children will attend according to parents' shift patterns • Groups will be taught by the same member(s) of staff each day and in the same room – groups will not mix either during lesson time or break times • Break times / outdoor learning will be carefully timetabled to avoid any mixing of groups and to maintain social distancing • Desks will be spaced at least two metres apart in Y1 and Y6 • In Nursery & Reception, the layout of the classrooms will promote appropriate social distancing • Classrooms will be well ventilated at all 	D	MM	14/5/20 (MM/CT/SO)

			<p>times</p> <ul style="list-style-type: none"> • A contingency plan has been put in place to address staff absence • Resources such as power points & posters are being utilised to explain to the children the importance of following the rules; these will be revisited regularly 			
Lack of support for SEND children or those with other needs	SEND/ pupils with additional needs	C	<ul style="list-style-type: none"> • Staffing arrangements have been organised appropriately to reflect the support needed for pupils with SEND • SENCO to maintain risk assessments for SEND pupils who continue to work from home 	E	JR	<p>26/5/20 (JR)</p> <p>23/3/20 (JR)</p>
Reduced staffing levels due to vulnerability or illness	Staff Pupils	B	<ul style="list-style-type: none"> • The health and vulnerability of all staff has been assessed to plan safe provision / staffing arrangements • Vulnerable / shielded staff will plan and deliver remote learning for those children still working from home • Some contingency in the event of staff absence has been planned– e.g. the deployment of part-time teachers • NHS testing will be utilized fully to keep abreast of staff health • Support staff well-being in order to reduce absenteeism (Mental Health & Well-Being Action Plan) • Suspend provision for some groups if safe staffing cannot be maintained • Ensure that there are sufficient first aiders / fire wardens on site each day (see below) 	D	MM	<p>11/5/20 (MM)</p> <p>26/5/20 (JR)</p> <p>23/3/20 (MM/WK)</p>
Adult work spaces and rest areas do not allow for social distancing	Staff	A	<ul style="list-style-type: none"> • The layout of the office & staff room have been reviewed and reconfigured to ensure social distancing can be maintained • A rota system for use of the staff room is in place • Signage is displayed to remind staff of safe working guidelines 	D	<p>WK</p> <p>SO</p> <p>GN</p>	<p>18/5/20 (WK/MM)</p> <p>29/5/20 (SO)</p> <p>27/5/20 (KE/LW)</p>

<p>Infection / transmission of the virus</p>	<p>Staff Pupils Parents visitors</p>	<p>A</p>	<p>Preventing the spread of Coronavirus involves dealing with direct transmission (e.g. through sneezing & coughing) and indirect transmission (e.g. through touching contaminated surfaces).</p> <p>A range of approaches and actions will be employed to reduce the risk of transmission:</p> <ul style="list-style-type: none"> • Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water & soap and dry them thoroughly with a paper towel. Alternatively, use hand sanitizer, ensuring that all parts of the hands are covered – supplies of hand soap / sanitizer / paper towels are replenished daily. Paper towels are disposed of in a lidded pedal bin which will be emptied twice per day. Hand driers have been disconnected • Hands must be cleaned on arrival and departure • Promoting good respiratory hygiene – display posters and teach the children about the ‘<i>Catch it, Bin it, Kill it</i>’ approach • Provision of individual learning packs / resources for each pupil – these are not accessible to other students • Teachers must not take home any workbooks etc. and must limit the amount of resources etc. brought to and from home/school; these must be cleaned accordingly • Pupils must not bring any additional items from home, other than a labelled water bottle which should be filled prior to leaving home and taken home at the end of each session • Minimising contact and mixing through 	<p>D</p>	<p>All staff</p>	<p>Since March 2020 – all staff</p> <p>Since March 2020</p> <p>27/5/20 (KE/LW)</p> <p>26/5/20 (KE/LW)</p>

			<p>appropriately organised environments / groupings / staffing (see below)</p> <ul style="list-style-type: none"> • Staff & children to wear fresh clothes each day – children will not wear their school uniform so that this can be tracked • Indoor spaces are well ventilated throughout the school day • Soft furnishings; dressing up clothes, the sandpit, malleable surfaces and soft toys must be inaccessible to the children • Toys should be cleaned by the EY staff, if appropriate to do so, on a daily basis; otherwise they should be rotated over a 72 hour period; toys should not be shared between groups • In EYFS, areas which cannot be cleaned (e.g. sand pit ; climbing tree) must not be used • Resources which children might have previously accessed independently have been removed or covered (e.g. collage / art materials) • Frequent cleaning of touched surfaces using detergents takes place throughout the day • All areas used during the school day are cleaned thoroughly by the cleaning team at the end of each day– this will include wiping down surfaces such as tables, chair seats, door handles, window sills, sink areas, banisters. Areas that are not used are cleaned on a weekly basis. PPE must be utilized and disposed of as outlined below • Caretaker ensures that cleaning supplies are replenished regularly ensure sufficient stock in place 			
Lack of PPE	Staff	A	<ul style="list-style-type: none"> • There are adequate supplies of PPE, including disposable gloves, aprons & face masks. These are accessible in all rooms where staff & children are working. For the cleaning team, these are stored in the sluice 	D	MM WK GN	28/5/20 (KE/LW)

			<p>room</p> <ul style="list-style-type: none"> The caretaker will audit and replenish supplies of PPE regularly <p>Use of PPE:</p> <ul style="list-style-type: none"> Government guidelines say that a face covering or face mask is not recommended in educational settings. Therefore, staff & pupils are not required to do so during teaching & learning sessions. At St. Ethelbert's, this will be left to personal choice. It is recommended that face masks are left off during teacher input to the whole group (where maintaining social distancing will be slightly easier). However, staff may wish to put masks on when unable to maintain a safe social distance. Staff will follow government guidance in the safe use of face masks, which is displayed in all workrooms. Gloves, aprons and face masks must be worn when providing intimate care for a child or when giving first aid Gloves, aprons & face masks must be worn when dealing with a child with Covid-19 symptoms (see below) Gloves, aprons & face masks must be worn when cleaning confirm staff know how to don, use and remove PPE safely <p>Disposal of PPE:</p> <ul style="list-style-type: none"> Used PPE should be disposed of by being double bagged and stored securely for 72 hours; it can then be thrown away in the regular rubbish 		All staff	4/6/20 (GN)
Pupil with Covid-19 symptoms	Pupils Staff Parents Visitors	A	<ul style="list-style-type: none"> List of symptoms is displayed in every work area to help with identification If a child is generally unwell, they must be sent home immediately 	D	MM All staff	28/5/20 (KE/LW)

			<ul style="list-style-type: none">• If a child is displaying coronavirus symptoms, they must be isolated immediately in the meeting room until their parent picks them up• The child must be supervised by an adult, who must maintain social distancing• Isolation room should be well ventilated• If while waiting, the child needs to toilet, they must use a separate one if possible – this will then need to be disinfected• Supervising adults must wear PPE – disposable gloves ; disposable apron; mask – PPE should then be disposed of by being double bagged and stored securely for 72 hours; it can then be thrown away in the regular rubbish• The child’s work station and any other resources (where appropriate) should be thoroughly disinfected• Supervising adult must wash their hands thoroughly, as per government guidelines• The parent should be advised to book a test for the child. The child will only be allowed back on the premises if they are found to be negative or if positive, once they have completed their seven days isolation• The supervising member of staff will not need to be sent home unless they develop symptoms or if the child’s test is positive• If a member of staff has possible symptoms, they must not come into work but must book an online test for themselves and their household. They self-isolate until the results are returned. If negative, they return to work immediately. If positive, they self-isolate for seven days and their household for 14 days.• If a positive test occurs (staff or pupil), then the rest of the teaching group must be sent home and must isolate for 14 days; during this time, members of the household do not			
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			<p>have to self-isolate. However, if symptoms occur, then all should self-isolate and take a test.</p> <ul style="list-style-type: none"> • If the school has more than one confirmed case, then PHE will advise and carry out a rapid investigation. 			
<p>The mental wellbeing of staff and pupils is / has been affected by the pandemic - including through the death of loved ones</p> <p>(See Mental Health Action Plan)</p>	Staff pupils	C	<p>Pupils:</p> <ul style="list-style-type: none"> • Children's wellbeing is prioritised upon their return to school through informal activities, games, discussions, worry boxes and the deployment of pastoral staff • Access to wellbeing resources / charities / websites is actively encouraged • Regular 'contact' and support is provided to any children who are proving to be extra vulnerable, especially those who may have suffered a bereavement. <p>Staff:</p> <ul style="list-style-type: none"> • Staff wellbeing is prioritised upon their return to school through regular 'contact' with line managers • Access to wellbeing resources / charities / websites is actively encouraged • Regular contact and support is provided to those staff members who are proving to be extra vulnerable, especially those who may have suffered a bereavement or who have health concerns • Home working is considered for staff where there is a risk their health / wellbeing may be compromised • Workload reduction is a key focus to ensure staff can maintain a healthy work life balance 	D	JR	26/5/20 (JR)
					JR	

Safeguarding Issues	Pupils	B	<ul style="list-style-type: none"> All staff will continue to follow the school's policy & procedures for Child Protection & Safeguarding Weekly phone calls will be made to any families whose children are not in school Vulnerable pupils who are not in Nursery, Reception, Y1 & Y6 will attend Key Worker provision. Where this is not possible, an individual Risk Assessment / plan will be carried out for that child 	D	MM CT SO	
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Organisation to meet the above:

Bubbles	Groups	Start time	Breaks	Lunchtime	Finish Time
Nursery: (No more than 8 children in a group)	Gp. A – KW children	9.05am	n/a	11.35-12.35	3.05pm
	Gp. B	9.00am	n/a		11.30am
	Gp. C	12.30pm	n/a		3.00pm
Reception: (No more than 8 children in a group)	Gp. A (inc. KW children)	8.50am	n/a	11.20-12.20 (KW children)	11.20am
	Gp. B	12.20pm	n/a	n/a	2.50pm
Y1 No more than 5 in a group	Gp. A	8.50am	9.45am-10.00am	n/a	11.20am
	Gp. 2	9.00am	10.05am-10.20am	n/a	11.30am
	Gp. 3	12.20pm	1.15pm-1.30pm	n/a	2.50pm
	Gp. 4	12.30pm	1.35pm-1.50pm	n/a	3.00pm
Y6 No more than 4 in a group:	Gp. A	8.50am	10.15am-10.30am	n/a	11.20am
	Gp. B	8.55am	10.35am-10.50am	n/a	11.25am
	Gp. C	9.00am	10.40am-10.55am	n/a	11.30am
	Gp. D	12.20pm	1.15pm-1.30pm	n/a	2.50pm
	Gp. E	12.25pm	1.35pm-1.50pm	n/a	2.55pm
Key Worker Children		8.00am	10.00am-10.15am 3.15pm -4.00pm	11.30am-12.15pm	5.00pm

Cohort Management:

Year Group:	Bubble	Staff	Room	Site entry & exit	Entrance/Exit
Nursery	Group A Key Worker	Mrs Coyle	Nursery Area 1	Car park / Nursery Gate	Nursery door

	children (in all day)				
	Group B	Mrs Patel/ Miss Davies	Nursery Area 2	Car park / Nursery Gate	Nursery door
	Group C	Mrs Patel/ Miss Davies	Nursery Area 2	Car park / Nursery Gate	Nursery door
Reception	Group A	Mrs Turner/ Mrs Senior	Reception	Car park / Nursery Gate	Reception door
	Group B	Mrs Turner/ Mrs Senior	Reception	Car park / Nursery Gate	Reception door
Y1	Group A	Mrs Garrity	Y2	Main entrance / Church gate	Main entrance
	Group B	Mr. Armstrong/ Mr. Wardle	Y1	Main entrance/ Church gate	Main entrance
	Group C	Mrs Garrity	Y2	Main entrance/ Church gate	Main entrance
	Group D	Mr. Armstrong/ Mr. Wardle	Y1	Main entrance/ Church gate	Main entrance
Y6	Group A	Mrs Oates	Y4	Main entrance / Church gate	Blue door
	Group B	Mrs Shepherd/ Mrs Callow	Y5	Main entrance / Church gate	Blue door
	Group C	Mr Gavin	Y6	Main entrance / Church gate	Blue door
	Group D	Mrs Oates	Y4	Main entrance / Church gate	Blue door
	Group E	Mrs Shepherd / Mrs Callow	Y5	Main entrance / Church gate	Blue door
Key Worker Group:		Miss Scholes/ Miss Woodcock/ Miss Ahmed Miss Edgar	Hall	Main entrance	Dining room door

Lunchtime:

School is unable to accommodate pupils in the dining hall for lunch whilst maintaining safe social distancing. Key Worker provision is also located in the hall area, as this is the only space large enough to accommodate the increased numbers of children in this group. Hence the reason most pupils are attending on a part-time basis – a.m. or p.m.

As during the lockdown, packed lunches will be provided for those children eligible for FSM. Parents whose children are currently working from home will be able to pick these up from the office window from 11.45am until 12pm. This will ensure no cross-over with other parents. Eligible children in school will take their packed lunch home at the end of their session. These will be delivered outside each classroom and collected on exit.

Key worker pupils will also be provided with a packed lunch each day; these will be eaten at their individual table in the hall.

Tables will be thoroughly cleaned before & after lunch, using the protocols outlined in this document.

This organisation means that kitchen staff will have minimal contact with children.

Toilet Provision:

Nursery – own toilets
Reception – own toilets
Y1 – KS1 toilets
Y6 – KS2 toilets
Key Worker Children (Y1-6) KS1 toilets (to avoid unnecessary movement through school)

Only one child will be allowed in the toilets at any one time to maintain social distancing. In Nursery & Reception, monitoring of toilet use will be easier as they are located within the classroom. In KS1 & KS2, pupils will be encouraged to go during designated break times, when staff will be able to supervise and ensure social distancing and separation of groups. Where a child has to go outside of these times, a queuing system has been devised for the toilets in KS1 & KS2. The use of spots outside (2m apart) will indicate if toilets are in use.

Toilets will be cleaned regularly by staff on a rota basis (particularly after designated breaks) and will be recorded on a toilet checklist. Cleaning will follow the protocols outlined in this document.

First Aid & Fire Warden Management:

Staffing arrangements / working hours ensure that the following will be in place each day:

- Paediatric first aiders (6)
- First Aid at Work qualified (3)
- Fire Wardens (3)
- All areas, EYFS, KS1 & KS2, will have at least one first aider at any one time. Fire Wardens will be responsible for one area.

Evacuation Procedures:

The school's current evacuation will continue in terms of actions to be taken on hearing the alarm, staff responsibilities etc. However, the following alterations have been made with regards to designated exits / assembly points:

- Y1 pupils located in Y2 classroom: exit through main entrance into KS1 playground (Y2 assembly point)
- Y1 pupils located in Y1 classroom: exit via Y1 steps into KS2 playground (Y1 assembly point)
- Y6 pupils located in Y4 & Y5 classrooms: exit via blue door into KS1 classroom (Y4 & Y5 assembly points)
- Y6 pupils located in Y6 classroom: exit via metal steps into KS2 playground (Y6 assembly point)
- Key worker pupils located in the hall – exit via hall fire escape into KS2 playground (Y3 assembly point)

Whilst lining up, pupils and staff will maintain appropriate social distancing where possible.

The school's Invacuation procedures will be as normal. With so few children on the playground at any one time, this will be much easier to put into practice.

Management of Outdoor Play

In EYFS, the set up will allow Nursery & Reception staff to coordinate outdoor play, as and when required. As outlined above, areas such as the sand pit, climbing tree, den etc. will not be in use. Part of the KS2 playground will be coned off to allow for bicycle riding. The numbers of children engaging in this activity will be no more than 3 at any one time, to promote social distancing. The use of bikes / trikes etc. will be rotated to promote good hygiene.

Equipment will then be left for 72 hours to avoid cross contamination. Outdoor play will be supervised by one staff member. Staffing capacity in EYFS allows for this.

Outdoor play for Y1 & Y6 pupils will be limited to their morning / afternoon break. These have been staggered (see above) to avoid the mixing of groups. Where a group has more than one staff member, they will alternate supervision. For other groups, the HT/ Office Manager will supervise. Children will play in allocated areas of the playground where social distancing will be encouraged.

Key worker pupils will have their own designated times for outdoor play. These will be scheduled to avoid other break times / dropping off & picking up / times. As this group will have longer to play outside, equipment will be rotated / cleaned if used.

Cleaning:

Frequent cleaning of touched surfaces using detergents takes place throughout the day.

All areas used during the school day are cleaned thoroughly by the cleaning team at the end / beginning of each day– this will include wiping down surfaces such as tables, chair seats, door handles, window sills, sink areas, banisters. Areas that are not used are cleaned on a weekly basis. PPE must be utilized and disposed of as outlined above to ensure safety. The different shifts / work areas of the cleaning team will ensure social distancing. The cleaning team will have no contact with children and minimal contact with staff.

CATEGORIES OF LIKELIHOOD

Highly Likely	Expected to happen/reoccur, possibly frequently.
Possible	Might happen/reoccur at some time depends on circumstances.
Unlikely	Not expected to happen/reoccur but possible in certain circumstances.
Very Unlikely	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY

Catastrophic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisation >24 hours.
Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self-help. No treatment required.

RISK CLASSIFICATIONS	
A	Unacceptable risk , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.
B	High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible.
C	Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.

RISK RATING				
	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E