



COVID-19  
Risk assessment  
and recovery plan

Updated 28.9.20

Adopted by the Board of Directors of  
STAR ACADEMY TRUS



## Introduction

Following on from the Risk Assessment that was produced in the Spring term 2020, and updated in July, this document aims to address how we plan to continue full-time provision for all pupils. It includes the following three sections:

1. Our aims
2. Our plans of how to mitigate risk
3. Appendix and recovery plan.

It is important to understand that Highfields Academy cannot 100% guarantee that no pupils or members of staff can be completely protected from Covid-19. This virus is one of hundreds of different viruses that are in circulation. Prior to Covid-19 we were not able to guarantee that no child or staff would pick up an illness in school and this remains the case. **What we can guarantee is that we will implement as many possible, reasonable and practical strategies to minimise this risk as much as we can.**

It is also important to understand that social distancing **cannot** be enforced in school. Again, we will do what we can regarding this and the risk assessment gives further details about how we plan to do this but the reality is that it is impossible to strictly adhere to social distancing in a primary school and before parents send their children into school it is important that they understand and accept this.

The risk assessment / action plan will fall into the following categories:

<b>General</b>
<b>Hygiene</b>
<b>Health and Safety , including PPE</b>
<b>Mental Health/Wellbeing of staff, pupils and parents</b>
<b>School organisation and Daily routine</b>
<b>Communication and Visitors</b>
<b>Teaching, Learning and Curriculum</b>

## Aims:

This risk assessment came into place on Tuesday 1<sup>st</sup> September 2020, and is reviewed regularly. The aim is to maintain high quality, full-time education for all whilst minimising the risk of pupils, staff and other stakeholders catching or transmitting Covid-19.

These aims are based on the current Government guidance. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

(updated 17<sup>th</sup> September 2020)

The measures stated in this risk assessment **must** be adhered to by all members of staff, by pupils and parents. The risk assessment will be regularly reviewed and updated as further guidance is received.

## Highfields Academy Risk Assessment – Return to Education (Covid-19)

This risk assessment details the actions that the Academy has put into place to reduce the risk of the spread of all infections, but particularly Covid-19. The risk assessment states what will be done, and who this is delegated to. The Principal and Board retain overall accountability that these actions are in place.

This has been produced in line with the latest Government guidance but still refers to previous guidance where relevant.

The main document that this risk assessment refers to is: Guidance for full opening: Schools (updated 17.9.20) <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Other documents that have been considered are:

- Actions for education and childcare settings to prepare for wider opening from June 1<sup>st</sup> 2020 (published 11<sup>th</sup> May 2020)
- Opening Schools for more children and young people: initial planning framework for schools in England (Updated 12<sup>th</sup> May 2020)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings (updated 12<sup>th</sup> May 2020)
- Safe Working in Education, childcare and children's social care settings, including the use of personal protective equipment (published 14<sup>th</sup> May 2020) –
- Planning guide for Primary schools (published 14<sup>th</sup> May 2020)
- Actions for Schools during the Coronavirus outbreak. (published 18<sup>th</sup> May 2020)

Aspect	Measures to Implement	By	DfE Guidance
<b>General</b>	<ul style="list-style-type: none"> <li>• Ensure Covid-19 risk assessment for holiday provision and for full opening is place and reviewed regularly. Ensure this is published to all stakeholders and is easily accessible via the website or in hard copy if requested.</li> <li>• Health and Safety advice for children and staff is in place and published on the school website.</li> <li>• Posters are displayed in all parts of the school.</li> <li>• All building health and safety compliance checks are completed.</li> <li>• Review Home school agreement and Behaviour Policy and publish.</li> <li>• Individual risk assessments for all staff who have previously been categorised as extremely clinically vulnerable or clinically vulnerable. These to be regularly reviewed.</li> <li>• Individual risk assessments for all staff who are pregnant. These to be regularly reviewed.</li> <li>• Individual risk assessments any members of staff are potentially more vulnerable due to non-medical reasons, for example: BAME employees. These to be regularly reviewed.</li> <li>• Individual risk assessments any members of staff who live with people that have been previously classified as extremely clinically vulnerable or clinically vulnerable. These to be regularly reviewed.</li> </ul> <p>Whilst each RA will be personalised mitigating measures are likely to include:</p> <ul style="list-style-type: none"> <li>- Member of staff not to enter into isolation with a person showing symptoms</li> <li>- Member of staff not to carry out First Aid responsibilities</li> <li>- Member of staff deployed with older pupils who are more likely to be able to socially distance (where possible)</li> <li>- Member of staff to socially distance from other members of staff as much as is possible.</li> </ul>	<p>Simon Dyson</p> <p>Simon Dyson, Julia Betteley,</p> <p>Kate Richards</p> <p>Kerry Kolbuck</p> <p>Simon Dyson</p> <p>Simon Dyson</p> <p>Simon Dyson</p> <p>Simon Dyson</p> <p>Simon Dyson</p>	



Hygiene	Measures to Implement	By	
Pupils and teachers/TAs	<p>So far as is reasonably practical we will aim to promote exceptional hygiene:</p> <ul style="list-style-type: none"> <li>• Handwashing facilities and hand sanitiser stations will be designated to each individual class group.</li> <li>• Automated sanitiser stations are to be installed at identified locations in the school: Staff room, reception area, by staff toilets and in the hall.</li> <li>• Regular designated times during the day will provide pupils opportunity to wash their hands (arrival and departure, before and after eating and after sneezing and coughing, break times). These will be supervised for all pupils with the exception of Y6.</li> <li>• Regular reminders to all pupils about the importance of hygiene, including flushing of toilets and what to do if they have problems with this.</li> <li>• Tissues boxes will be readily available to all pupils on their desks, as will ways of disposing with these. (Catch it, bin in, kill it)</li> <li>• Classroom spaces should be well ventilated as much as is possible.</li> <li>• Cleaning to take place throughout the day, frequency as stated on the cleaning sheets.</li> </ul> <p>Cleaning expectations will increase significantly and will include:</p> <ul style="list-style-type: none"> <li>• Door handles and light switches to be wiped prior to school opening, and at several other specified times during the school day, eg: once children are in the room, after breaktimes, lunchtimes)</li> <li>• All surfaces to be thoroughly cleaned at the end of every day in all rooms that have been utilised that day. This includes all tables, sideboards, teacher desks, all smooth floors.</li> <li>• All equipment that needs to be shared must be cleaned in between different pupils / staff using them.</li> <li>• Teachers need to support in this by ensuring that all tables and desks are left clear at the end of the day. Resources that are not required regularly should be removed from the</li> </ul>		

	<p>classroom and only taken out as needed.</p> <ul style="list-style-type: none"> <li>• Wherever possible cleaning should take place at least 30 minutes after teachers and pupils have vacated the area.</li> <li>• Cleaners should wear long gloves and use all specified cleaning materials.</li> <li>• Carpeted areas will be hoovered daily in rooms that have been used.</li> <li>• All areas of the school that have been used during that day will need to be thoroughly cleaned, with the exception of areas that have only been used by 1 member of staff and will not be used by a different member of staff the following day. These areas will be on rota appropriately.</li> <li>• Regular monitoring of toilet areas is required. This will involve regular wiping of taps, sinks and toilet flushers throughout the day and more thorough cleaning at the end of the day.</li> <li>• Cleaning staff hours will continue to be temporarily increased.</li> <li>• Cleaning sheets to be displayed in all classrooms, toilets, and communal areas. Staff to sign and record times when cleaning has taken place. These sheets to be monitored and signed by the Principal and filed for 1 month.</li> </ul>		
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Health and Safety, including PPE	Measures to Implement	By	
	<ul style="list-style-type: none"> <li>• All usual health and safety daily, weekly and monthly checks to continue in the normal manner.</li> <li>• Full PPE outfits (mask, gloves, eye protection, apron), will be available to staff should a pupil display symptoms whilst in school.</li> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</li> <li>• If a child is awaiting collection, they should be moved to the isolation bay (Reading room) where they can be isolated behind a closed door, with appropriate adult supervision. A window should be opened for ventilation.</li> <li>• If it is not possible to isolate them (for eg: if more than one person develops symptoms at the same time), move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use the nearest bathroom. The bathroom <b>must</b> be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE must be worn by staff caring for the child while they await collection.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water</li> </ul>		

	<p>or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"> <li>• Prior to entering the isolation room members of staff should consider removing items of clothing / jewellery such as watches, bracelets if possible.</li> </ul> <p>Once the child has been picked up from school the member of staff should:</p> <ul style="list-style-type: none"> <li>• Remove PPE as per guidance and place in a black plastic bin liner. This is to be left in the isolation room.</li> <li>• Wash hands (in staff toilets)</li> <li>• Ensure that they remain socially distanced from all other members of staff and pupils.</li> </ul> <p>A member of the SLT will contact the member of staff before the end of the school day as a duty of care and will also debrief.</p> <ul style="list-style-type: none"> <li>• PPE (face covering, gloves, apron, eye covering) will be available to any member of staff who is administering first aid. This will be worn as they see appropriate depending on what first aid is required.</li> <li>• Parents are to wear face coverings when entering the school site.</li> <li>• Members of staff must wear face coverings if they go onto the yard at times when parents are dropping off/collecting children.</li> <li>• Pupils may wear face coverings in school. This should be agreed by the Principal beforehand so that we can ensure that the child understands the guidance around wearing face coverings.</li> <li>• Water fountains will be removed from use. Water will be available in all teaching areas and children will be able to fill water bottles from jugs.</li> <li>• Testing for Covid-19 will be available for any staff and pupils who show symptoms.</li> <li>• School staff are encouraged to download the NHS app for Track and Trace.</li> </ul>		
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- The unique QR code for Track and Trace is displayed prominently in the Reception. All authorised visitors must use if visiting school if possible.

**RESPONSE TO POSITIVE CASES:**

For all positive cases (staff, pupil, parent/carer) ring Cheshire East Covid Helpline on 01270 371 323

There is also a DfE helpline available: 0800 046 8687.

Staff:

- If a staff member tests positive then it is highly likely that all pupils in that class will be asked to isolate for 14 days.
- Any person, who has been in close contact with the positive person will need to self-isolate for 14 days (for definition of close contact see Covid display in Principal's Office).

Pupil:

- If a pupil tests positive then it is highly likely that all pupils in that class will be asked to isolate for 14 days.
- Any person, who has been in close contact with the positive person will need to self-isolate for 14 days (for definition of close contact see Covid display in Principal's Office).

Parent or Carer:

- If a parent/carer tests positive then their children **must** self-isolate for 14 days.
- There is no requirement for other children in that class to self-isolate unless the child develops symptoms and then tests positive. If this happens then follow the steps above.

Mental health and wellbeing	Measures to Implement
	<p><b>For pupils:</b></p> <ul style="list-style-type: none"> <li>• Staff should be particularly aware of potential mental health issues with pupils. Any concerns must be reported to the SLT. The SLT will then aim to provide some additional support where it feels it is required.</li> </ul> <p><b>For staff:</b></p> <ul style="list-style-type: none"> <li>• The Principal and SLT are very aware of the anxieties and also work life balance for all members of staff. Regular staff meetings will be held and staff well-being will be included on all agendas.</li> <li>• No lesson observations for monitoring purposes will take place until October 1st. After this date lesson observations for quality assurance purposes will be re-introduced. Any observations that do take place prior to October 1<sup>st</sup> will be purely to check on health and safety requirements.</li> <li>• Performance management reviews will take place in September 2020. These will be handled with a large degree of flexibility and no member of staff will be negatively impacted due to Covid-19 when pay recommendations are put forward.</li> <li>• Setting of PM targets will commence for all staff in September</li> <li>• The marking policy will be re-introduced from September 1<sup>st</sup>. Staff are permitted to take children's books home, although this is discouraged and should not happen frequently.</li> <li>• Weekly SLT meetings to take place with a standing agenda item of staff well-being.</li> </ul> <p><b>Staff welfare</b></p> <ul style="list-style-type: none"> <li>• The staff room will not be strictly closed but it is important that no more than 6 people are in there at any given time.</li> <li>• Staff need to socially distance from other members of staff and from pupils as much as is possible.</li> <li>• Chairs to be plastic coated so that cleaning after use is easily manageable.</li> </ul>

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Organisation and daily routine.	Measures to Implement	By	
	<p><b>MAIN SCHOOL:</b></p> <ul style="list-style-type: none"> <li>• Classes as treated as bubbles and wherever possible the bubbles will not mix.</li> <li>• Staggered start times and finish times will apply until further notice:</li> </ul> <p>Reception: 8.45am – 3.15pm  Year 1: 8.45am – 3.15pm  Year 2: 9.00am – 3.30pm  Year 3: 8.45am – 3.15pm  Year 4: 9.00am – 3.30pm  Year 5: 8.45am – 3.15pm  Year 6: 9.00am – 3.30pm</p> <p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• All reception, year 1 and year 3 pupils to use toilets closest to their classroom. Y2, 4, 5 and 6 to use toilets by the music room.</li> </ul> <p><b>Playgrounds, playtimes and lunchtimes:</b>  Playtimes and lunchtimes will be staggered to ensure that class bubbles do not mix with other class bubbles.</p> <ul style="list-style-type: none"> <li>• For Years R-Y4 lunches will be eaten in the dining room.  Year 3 and 4: 11.45am – 12.30pm  Reception, Y1 and Y2: 12.15pm – 1.00pm</li> <li>• Ensure that classes are distanced by at least 2m.</li> <li>• Ensure that full cleaning of tables is carried out between the two sittings.</li> <li>• Table service to be implemented</li> </ul> <p><b>For further details of lunchtime refer to appendix.</b></p> <ul style="list-style-type: none"> <li>• Year 5 and 6 will continue to eat in classrooms.</li> </ul>		

	<p>Adventure trails are to be out of use until further notice.</p> <p>Reception: Break – 10.05 – 10.20  Lunch – 12.15 – 1.00  Break – 2.00 – 2.10  Key Stage 2 playground</p> <p>Year 1: Break – 10.05 – 10.20  Lunch – 12.15 – 1.00  Break – 2.00 – 2.10  Key Stage 1 playground</p> <p>Year 2: Break – 12.15 – 1.00  Lunch – 12.30 – 1.15  Break – 2.15 – 2.25  Key Stage 1 playground</p> <p>Year 3: Break – 10.05 – 10.20  Lunch – 11.45 – 12.30  Break – 2.00 – 2.10  Key Stage 2 playground</p> <p>Year 4: Break – 10.25 – 10.40  Lunch – 11.45 – 12.30  Break – 2.15 – 2.25  Key Stage 2 playground</p> <p>Year 5: Break – 10.25 – 10.35  Lunch – 1.00 – 1.45  Break – 2.15 – 2.25  Key Stage 2 playground</p> <p>Year 6: Break – 10.40 – 11.00  Lunch – 1.00 – 1.45  Key Stage 2 playground</p>		
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Before/After school provision:

This will be from 7.30am – 9.00am and from 3.15pm – 6.00pm

This will take place in the hall and drop off/collection will be the hall door on Key Stage 1 playground (by the shed). During Kidspace sessions children will be encouraged as much as is possible to follow social distancing guidelines of 1m+.

**Entry into school:**

We will be operating a one way system for dropping off, picking up and in any other agreed circumstances. We know that this will cause some inconvenience but this will be strictly enforced.

- Cumberland Avenue will be the entrance to the site.
- Whitehouse Lane will be the exit to the site.
- There will strictly be no cars allowed onto site (parents). The double gates will be closed and manned by staff. The exception will be parents that have a disability badge and these parents will need to discuss arrangements prior to June 1<sup>st</sup> with the Principal.

**Dropping off time:**

- **All parents are asked not to arrive at school early, we do not want groups of parents waiting on the school grounds.**
- **It is essential that children arrive promptly (but not early) for the start of their day.**
- **Pupils should only be dropped off and collected by 1 adult.**
- **Parents must adhere to social distancing of 1m when dropping off or collecting their child.**
- **Parents are strongly encouraged to wear face coverings when dropping off and collecting children.**

**Reception pupils:** Enter the school via the Cumberland Avenue entrance. Walk along the path and through the side gate by the notice board. Your children will be let in through the normal gate into the outdoor area and then into school in the usual way. Note, this is the most difficult area to socially distance parents and pupils and we will need your patience and support here. Parents must keep 2m apart from other parents. Parents must leave via Whitehouse Lane gate.

**All other pupils:** Enter the school via the Cumberland Avenue entrance. You will walk along the path, around the car park and through the wooden gates by the sheds. Markings are on the playground to ensure 1m distancing for parents.. Parents must leave via Whitehouse Lane



gate.

**Year 5 and 6: Parents will not be permitted on site at the start and end of the school day unless you have other children in Pre-school, Reception or year 1.** Your children will enter via Cumberland Avenue, will walk around the car park, **around** the KS1 yard and will enter their classrooms through the fire doors for Year 5 or 6.

**Collection times:**

- **Again, it is important that parents do not arrive more than 5 minutes before their school day ends and that social distancing is adhered to.**
- All parents will arrive via Cumberland Avenue and will follow the same route as they did in the morning. Teachers will ensure that pupils are let out promptly.
- Markings will be drawn onto all waiting areas and social distancing must be adhered to.
- All parents will leave site via Whitehouse Lane gate.
- Year 5 and 6 parents are not permitted on site unless there are exceptional reasons.

**The School Day**

**Toilets**

- All children will be strongly encouraged to use the toilet during all breaktimes. We want to try and reduce children using toilets at other times during the day but we know that this will have to be flexible. Children certainly will not be told they can't go at other times. Only 5 pupils at a time from the same bubble will be allowed to use the toilets. This will be monitored.

**Uniform**

Our uniform policy will be reintroduced in September. On the days that children have PE they are encouraged to come to school in their PE kit.

	<p><b>LITTLE CRICKETS</b></p> <ul style="list-style-type: none"> <li>• The morning session will commence at 9.15am and end at 12.15pm.</li> <li>• The afternoon session will commence at 12.45pm and end at 3.45pm.</li> <li>• Parents will not be allowed to enter the building. Staff will meet the children outside by the main entrance.</li> <li>• Parents are expected to socially distance whilst waiting to drop off their children and also when collecting. Markings will be placed on the path to facilitate this</li> <li>• No cars to enter the site with the exception of parents who have disability badges.</li> <li>• School meals will be available at the usual charge (see main school for further details)</li> <li>• Snacks will not be provided, pupils are welcome to bring their own snacks to school.</li> </ul>		
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Communication and visitors	Measures to Implement	By	
	<p>Regular communication will be maintained with all parents.</p> <p>Online Learning will be developed further to enhance normal provision and also to safeguard against any local lockdown that may occur or pupils that may need to self isolate. This will be facilitated through Tapestry (preschool up to and including year 2) and Microsoft Teams (Year 3 upwards). Further details of this in our remote learning policy.</p> <p>Communication with class teachers at the start and end of the school day will be very difficult and will need to be avoided unless absolutely essential. If parents need to speak to teachers they should email them directly so that this can be arranged at the earliest possible time.</p> <p>Home/school communication books will be reintroduced where necessary.</p> <p><b>BOARD MEETINGS AND LAB MEETINGS:</b></p> <p>Until further notice all board and LAB meetings will take place virtually using Microsoft Teams software.</p> <p><b>EXTERNAL PROFESSIONALS</b></p> <p>The school will allow external professionals such as Speech and Language Therapists or Educational Psychologists to come into school where necessary.</p> <ul style="list-style-type: none"> <li>• Social distancing of 2m must be adhered to.</li> <li>• Track and Trace must be used.</li> <li>• Protective face wear should be worn unless there is good reason not to.</li> </ul> <p><b>PERIPATETIC TUTORS AND SPORTS COACHES:</b></p> <ul style="list-style-type: none"> <li>• Peripatetic tutors and sports coaches will be allowed to deliver sessions in school.</li> <li>• Prior to commencement all tutors and coaches will meet with the Principal so</li> </ul>		

	<p>that they understand all requirements and procedures within this Risk Assessment and also what additional measures need to be put into place for the activity.</p> <ul style="list-style-type: none"> <li>• This will be regularly reviewed depending on local circumstances.</li> </ul> <p><b>CONTRACTORS:</b></p> <ul style="list-style-type: none"> <li>• Wherever possible contractors should only enter the premises outside of regular hours.</li> <li>• Where this is not possible face coverings must be worn, Track and Trace used, and hands must be sanitised at reception. Social distancing must be adhered to.</li> <li>• For larger projects (eg: CIF) the Principal will hold a pre-start meeting with the contractors to ensure full understanding of the procedures within this Risk Assessment.</li> </ul> <p><b>VOLUNTEERS AND VISITORS:</b></p> <ul style="list-style-type: none"> <li>• Until further notice the school will not be allowing volunteers into school.</li> <li>• Visitors will be kept to a minimum. All visitors must wear face coverings and use track and trace.</li> </ul>		
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Teaching, Learning and Curriculum	Measures to Implement	By	
	<ul style="list-style-type: none"> <li>The school will deliver a full, broad and balanced curriculum. Some short term changes will be made to curriculum plans for the 20/21 year. By Sept 2021 we will return to our full curriculum plans.</li> </ul> <p>Short term changes:</p> <ul style="list-style-type: none"> <li>A key focus on mental health and wellbeing in the first half of the Autumn term, particularly in Year groups that have not returned to school in the Summer term</li> <li>A key focus on Phonics up to and including Y3 to ensure that any gaps in learning are filled.</li> <li>Units of the Christopher Winter Project (RSE) that are usually taught in the summer term must be delivered in the first half of the Autumn term.</li> <li>Teachers must ensure that informal assessments take place early in September to identify any gaps in learning, particularly in Mathematics and Literacy. These gaps must be addressed before considering the objectives for the year group.</li> <li>Subject leaders of Foundation subjects to review curriculum and ‘slim down’ some units of work to focus on key skills and knowledge, therefore enabling all themes to be covered during the year.</li> </ul> <ul style="list-style-type: none"> <li>PE will take place twice weekly but no activities that include close contact will be planned. Equipment that needs to be handled will not be used.</li> <li>Wider opportunities music lessons to commence in September but social distancing of staff must be adhered to</li> </ul> <p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>PPA to be in place for all teaching staff. This will be covered by usual arrangements. Staff working across multiple bubbles <b>must</b> ensure that social distancing measures are adhered to.</li> </ul>		

## Highfields Academy Recovery Plan

The Strategic School Development plan will be replaced for 12 months by the School Recovery Plan which will prioritise on getting the school back to the position we were in prior to 20<sup>th</sup> March 2020.

This section is only in skeleton form at the moment as our focus has been on preparing for re-opening. We expect that it will take many months for the school to return to the position it was in prior to March 20<sup>th</sup> 2020.

Key Areas of the School Recovery Plan:

<b>Return of all pupils to school</b>	<p><b>Priority one: ensure that all pupils feel happy, secure and safe in school.</b></p> <p>There will also be some significant gaps in pupils’ learning related to the Year group objectives that they are currently in. This is in no way a reflection on the work that parents have done to promote home learning.</p>
<b>Curriculum</b>	<p><b>Priority two: Establish gaps in learning in Reading, Writing and Mathematics.</b></p> <p>Gaps in knowledge may be even more obvious in the foundation subjects as many topics will not have been delivered.</p> <p><b>Priority three: Curriculum review to ascertain gaps in learning in all foundation subjects and how we will be able to fill these.</b></p> <p>All members of staff have had to very quickly adapt the way that they work. Some members of staff have worked off-site since the school closed. Like pupils, many staff will have anxieties and will need support in getting ‘back to normal’</p>
<b>Staff</b>	<p><b>Priority four: Staff to feel happy, secure and safe in school and to return to normal expected levels of service (and also to build skills that have been developed during this time into normal expected service – eg: online learning, technology and engagement with parents)</b></p>
<b>Financial</b>	<p>Like many businesses, the finances of the school have been dramatically impacted by Covid-19.</p> <p>The Board will consider ways in which this can be addressed but expect that it may take 2 years to return to our previous position.</p> <p><b>Priority five: To return the school to the sound financial position we were in prior to closure.</b></p>

# Principles for staff

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

**APPENDIX 1:**  
**Arrangements for lunchtimes from w/b Monday 5<sup>th</sup> October**

Children in Reception – Year 4 will eat in the hall

Children in Years 5 and 6 will continue to eat in their classrooms.

Staff	w/b 5 <sup>th</sup> Oct	w/b 12 <sup>th</sup> Oct	w/b 19 <sup>th</sup> Oct	w/b 2 <sup>nd</sup> Nov	w/b 9 <sup>th</sup> Nov
	<b>A</b>	<b>E</b>	<b>D</b>	<b>C</b>	<b>B</b>
	<b>B</b>	<b>A</b>	<b>E</b>	<b>D</b>	<b>C</b>
	<b>C</b>	<b>B</b>	<b>A</b>	<b>E</b>	<b>D</b>
	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>	<b>E</b>
	<b>E</b>	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>

**Person A and B start their shift at 11.30am finish at 1.00pm**

**Person C and D start at 12.15pm and finish at 1.45pm**

**Person E starts at 12.00pm and finishes at 1.30pm**

**A and B set the hall up at 11.30am.**

**Year 3:** 11.45am – 12.30pm. Mr Fowler to take class into the hall. Use the internal route. **Person A** allocated to this class. Once all children have finished their lunch they leave the hall together and go onto the KS2 playground.

**Year 4:** 11.45am – 12.30pm. Mrs Richards to take class into the hall. Use the external route. **Person B** allocated to this class. Once all children have finished their lunch they leave the hall together and go onto the KS2 playground.

**Person E** start their shift at 12.00pm, wipe down all tables before next sitting, **Person E** based in the hall for the full shift.

- **Reception: 12.15pm – 1.00pm**
- Miss Garner to take the children into the hall. **Person B allocated to this class.** Once all pupils have finished lunch leave via the internal door and go to KS2 playground.
- **Person A to be on hall duty from 12.30pm-1.00pm**
- **Year 1: 12.15pm – 1.00pm**
- Mrs Bradley to take class through to the hall. **Person C** allocated to this class. Once all pupils have finished lunch leave via the back door and go to KS1 playground.
- **Year 2: 12.15pm – 1.00pm**
- Mrs Bradley to take class through to the hall. **Person D** allocated to this class. Once all pupils have finished lunch leave via the back door and go to KS2 playground.
- **Year 5:**
- To eat in classroom. **Person C** allocated to this class. Once they have all finished leave via fire door and onto KS2 playground.
- **Year 6:**
- To eat in classroom. **Person D** allocated to this class. Once they have all finished leave via fire door and onto KS2 playground.



### Summary of roles:

- **Person A:**
  - Start at 11.30am, set up tables
  - 11.45am: Look after Y3 in hall then take them onto KS2 yard (inside route)
  - Hall duty from 12.30pm – 1.00pm. Clearing tables, brushing floor.
  
- **Person B:**
  - Start at 11.30am, set up tables
  - 11.45am: Look after Y4 in hall then take them onto KS2 yard (outside route)
  - Hall duty from 12.30pm – 1.00pm
  
- **Person C:**
  - Start at 12.15pm. Look after Y1 in the hall and then onto KS1 playground.
  - At 1.00pm go to Y5 classroom and then onto KS2 yard.
  - Finish at 1.45pm
  
- **Person D:**
  - Start at 12.15pm. Look after Y2 in the hall and then onto KS2 playground.
  - At 1.00pm go to Y6 classroom and then onto KS2 yard.
  - Finish at 1.45pm
  
- **Person E:**
  - Start at 12.00pm. Wipe tables once Y3 and 4 are finished.
  - Stay in hall for full shift
  - Wipe all tables once all children have finished.
  - Clear hall, brush floor.
  - Finish at 1.30pm

### Summary Risk Assessment

Identified risk	Mitigating measures	Person responsible
<p>Direct transmission of Covid-19 from staff to staff</p> <p>(Prevention)</p>	<ul style="list-style-type: none"> <li>• Staff to ensure that social distancing between themselves and other members of staff is adhered to wherever possible.</li> <li>• Restrictions of the capacity of the staff room (max 6)</li> <li>• Staff meetings to continue to take place virtually</li> <li>• Maximum of 2 people to work in office at any time</li> </ul>	<p>All staff</p>     <p>SD SM</p>
<p>Direct transmission of Covid-19 from staff to pupils or visa versa and between pupils</p> <p>(Prevention)</p>	<ul style="list-style-type: none"> <li>• Wherever possible staff to remain consistent within teaching bubbles</li> <li>• Where not possible (eg PPA) staff must ensure as much as possible that social distancing between pupils is maintained</li> <li>• Class bubbles to be implemented, children not to mix with children from other bubbles as much as is possible</li> <li>• Where not possible social distancing should be adhered to as much as possible</li> <li>• Teachers / support staff should avoid working in close contact with a pupil for an extended period of time (15 mins)</li> <li>• No large gatherings such as assemblies until further notice</li> <li>• Dining hall not to be used at lunchtimes</li> </ul>	<p>SD/AS</p>
<p>Direct transmission from other adults</p>	<ul style="list-style-type: none"> <li>• Parents to adhere to social distancing when dropping off or collecting pupils.</li> <li>• Parents to wear face coverings when dropping off/collecting</li> </ul>	<p>SD</p>

(Prevention)	<p>children. Staff to wear face coverings if in contact with parents.</p> <ul style="list-style-type: none"> <li>• No events to take place such as celebration assemblies until further notice</li> <li>• Parents evenings to be carried out virtually in the Autumn term</li> </ul>	
<p>Indirect transmission of Covid-19</p> <p>(Prevention)</p>	<ul style="list-style-type: none"> <li>• Enhanced cleaning in place</li> <li>• Very regular handwashing for all pupils and staff</li> <li>• Ensure good respiratory hygiene through Catch it, Bin it, Kill it reinforced.</li> <li>• Staff to sign cleaning sheets and leadership to monitor</li> <li>• Computer suite not to be used (as a computer suite) until further notice</li> <li>• Avoid sharing equipment across classrooms as much as is possible. Where this is not possible all equipment must be thoroughly cleaned before another class uses it.</li> <li>• Children to have their own equipment (eg pencil, pen)</li> </ul>	SD, KK,
<p>Pupils / staff displaying symptoms</p> <p>(Prevention)</p>	<ul style="list-style-type: none"> <li>• Pupils and staff to not come into school if they display any symptoms and to follow government guidance around self isolation.</li> <li>• If on-site Isolation as described above</li> <li>• Parent or staff to arrange for a Covid-19 test</li> </ul>	SD
Response	<ul style="list-style-type: none"> <li>• Ensure that school adheres to Track and Trace and adheres to government and PHE guidance if any positive cases occur.</li> </ul>	SD

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