

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC FROM 8 <sup>th</sup> MARCH				
Location	Naburn CE Primary School				
Key	The changes are as follows; Purple comments are Naburn CE Primary School's response Updates in relation to new guidance from 8 <sup>th</sup> March				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
HAZARD(S)	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>* Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</li> <li>* Social Distancing Measures Not Followed During Travel to and from School</li> <li>* Inadequate Cleaning/Sanitising</li> <li>* Shared Resources</li> <li>* Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>* Site User Becoming Unwell</li> <li>* Site User Developing Symptoms</li> <li>* Inadequate Hand Washing/Personal Hygiene</li> <li>* Inadequate Personal Protection &amp; PPE</li> <li>* Visitors, Contractors &amp; Spread of Coronavirus</li> <li>* Inadequate Ventilation</li> <li>* Arrangements for Boarding Schools During Pandemic</li> </ul>				
CONTROL MEASURES	ADDITIONAL INFORMATION		YES	NO	N/A
In considering all of the below risks and potential control measures, please be mindful of your duties under the <a href="#">Equality Act</a> by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics					
<b>From 8 March, all pupils should attend school.</b>					
<b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b>					
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	<p>Details: 3 classes operating as 3 separate bubbles, Rowan, Willow, Oak <b>Rowan</b> (R,Y1,Y2 = 13), <b>Willow</b> (Y3/4 = 18), <b>Oak</b> (Y5/6 = 19) 50 children in total.</p> <p>Classes are kept separate for outdoor break and lunch. Staff stay 2m apart.</p> <p>Toilets are shared due to size of site (only one set of toilets for boys and one for girls). These are cleaned more regularly than usual (3 times a day at least).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>Children arriving on school bus will sit apart (with face coverings on if parents wish) and will join their class on arrival (6 children across school).</p> <p><b>After School Club</b> will be operating on a limited basis and children will sit at 3 separate tables in the school hall, according to bubbles.</p> <p><b>Staff</b> will keep to their own bubble apart from:  <b>MSAs</b> (two of whom also lead After School Club),  <b>Headteacher</b> (who teaches PPA across whole school)  <b>Peri music teacher</b> (who teaches PPA across whole school),  <b>KS2 TA</b> (who works across two KS2 bubbles and at Elvington Primary) and <b>Mr Davies</b> (who teaches PE across whole school)</p> <p>These members of staff will stick to strict hand hygiene and distancing guidance when in classrooms. They will not share chairs or resources with class teacher. See staff protocol booklet p5  Teachers reminded of all protocols at staff zoom meeting 3.3 (see staff meeting minutes in office)</p>			
<p>The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p>	<p>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</p> <p>Record to be kept by admin team on Integris. Timetable for week on display in staffroom</p> <p>New system for reporting accidents started June 2020 to be continued and to be added to as needed if close contact occurs (email parents, record on server in admin rather than paper copies of accident slip sent home)  See staff protocol booklet p6</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Distinct groups or 'bubbles' that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep</p>	<p>3 classes operating as 3 separate bubbles.</p> <p>Classes are kept separate for outdoor break and lunch. Staff stay 2m apart.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

that number as small as possible	When it is outdoor playtime (15 mins) and lunch (30 mins), <b>Rowan and Willow</b> will be outside at the same time but kept to a separate part of the playground, divided by a wooden wall and hedge. Equipment will not be shared between bubbles and staff will stay 2m apart. See staff protocol booklet p4/5.			
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles'  Each bubble is a class, so 3 bubbles (Rowan, Willow and Oak).	☒	☐	☐
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	Three bubbles will operate separately, with a classroom each. No use of school hall except for After School Club and for small group intervention work with a TA or teacher, where children will be taught at their own labelled 'bubble' table and the tables and chairs will be wiped after use by the adult leading the group.  No sharing of <b>village hall</b> space by more than one class at a time.  Older children reminded of need to safely distance. Posters up around school to remind.  <b>Rowan and Oak</b> will continue their 'buddy' system but remotely.  Each bubble will visit the 'future forest' separately.	☒	☐	☐
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	No rooms to be shared between bubbles, apart from <b>school hall</b> used by <b>ASC, staff and small group work</b> . Surfaces and chairs in this room will be cleaned after any interventions by the TA/teacher leading the group, at the end of lunch by staff who use it at lunch, again by ASC staff before/after the club and before/after ASC snack. Cleaned again by caretaker before school. Any children using it for group work and all children at ASC to sit at the named bubble table.	☒	☐	☐

<p>It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p>	<p>Large classroom and outside area also available so children have lots of room.</p> <p>Children will be discouraged from close contact. Assembly led by headteacher to explain and teachers remind children regularly. Posters up to remind. Children to be reminded in assembly on 8.3.21 and by teachers on 8.3.21 as part of routines reminder</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport</p>	<p><b>School bus</b> will transport 6 children to and from school each day.</p> <p><b>Peri music teacher</b> (keyboard) will teach individual children or small groups socially distanced. School keyboard will be wiped between each use. If a child needs to bring their music in to school they will leave it in a safe place in the school hall, where only they will touch it.</p> <p><b>Specialist teaching</b> No specialist teaching at present except PE. It will not involve bubbles mixing. All bubbles will be taught separately. When other specialist teaching is organised for the future (music and cooking), bubbles will be taught separately.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Siblings may be in different groups</p>	<p>Siblings are in three separate bubbles and will be kept apart in separate class bubbles on separate tables at After School Club, apart from when outside.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable</p>	<p><b>Headteacher</b> will work in all three bubbles in order to facilitate PPA.</p> <p>PE Specialist, <b>Mr Davies</b> will also work across all three bubbles.</p> <p><b>KS2 TA</b> will work across two KS2 bubbles and also at Elvington Primary on an afternoon Mon to Thurs.</p> <p>Such staff will stay 2m apart from children where possible and will stay 2m apart from adults (and will wear a face covering in all communal areas and corridors and when working with small groups). Resources and chairs will not be shared. Hands to be washed before entry to new classroom and on leaving. See staff protocol booklet p5</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults</p>	<p><b>Headteacher</b> and <b>KS2 TA</b> will keep distance from pupils as much as possible, standing at front of class and will stay 2m away other staff at lunch time or breaks, with a face covering in communal areas and corridors. TA leaves before lunchtime.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The number of interactions or changes are minimised wherever possible</p>	<p>Timetable reviewed 26.2.21 to ensure minimal changes of staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where possible adults maintain a 2 metre distance from each other, and from children</p>	<p><b>Office staff (admin team and SBM)</b> cannot sit 2m apart as desks cannot be moved, but the time spent together will be kept to a minimum. When they do need to communicate they will wear face coverings to further minimise risk of transmission and they will sit side on to each other, facing forwards. They will clean office equipment regularly and will not share any equipment. The window or main door will be open for ventilation.</p> <p><b>Staff</b> will share school hall for lunch, not staff room as it is too small. They will sit 2m apart and clean chair and table afterwards in preparation for use by ASC. They will wear a face covering when using the kitchen as it is very small and when walking around school.</p> <p><b>KS2</b> staff will stand at front of class and ensure 2m distance between them and first row of desks. Face coverings can be worn for small group work.</p> <p><b>KS1</b> staff will, where possible, stay 2m from children. Face coverings can be worn for small group work. See staff protocol booklet p6.</p> <p><b>Caterlink Staff</b> will wear a face covering in kitchen and communal areas and when walking through school and will stay 2m away from other adults and children.</p> <p>See staff protocol booklet p3</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Adults avoid close face to face contact and limit time spent within 1 metre of anyone</p>	<p>- direct close contacts - face to face contact with an infected individual for <b>any length of time</b>, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off contact or added up together over one day) with an infected individual  <a href="#">Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a>  Staff meetings, performance management and inset days via zoom.</p> <p>Contact time between head and staff reduced. Face coverings to be worn for all conversations. A small supply of face coverings is kept in the school office, should a member of staff forget.</p> <p>No staff to come into head's office as it is too small. Use staff room/office area with doors open instead or classroom.</p> <p>Governors meetings and parent meetings/parent consultations to still take place via zoom or telephone.</p> <p>At lunch staff to sit 2m apart. See staff protocol booklet p4,5 and 8.</p>			
<p>A barrier has been erected between the KS1 Outdoor Area and the neighbours' garden to the rear of school.</p>	<p>A bamboo fence has been erected, to allow children to use the outdoor area whilst also allowing the neighbours to use their path and garden.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Educational and care support is provided as normal to pupils who have complex needs or who need close contact care</p>	<p>Intimate Care Policy in place. Staff to wear PPE when changing and extra care to be taken with hygiene. For more details see individual SEN file for this child.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers</p>	<p>In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. <a href="#">Our guidance on supporting pupils at school with medical conditions</a> remains in place</p> <p>Children with medical conditions have individual plans and RA as needed. Written 3.3 with parental involvement in preparation for 8.3 return</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pupils are seated side by side and facing forwards, rather than face to face or side on	In KS2, desks arranged in rows.  In <b>KS1</b> children will be spread out as far as is possible. No more than 3 children at a circular table.  Tables and chairs cleaned each morning to minimise risk and tables regularly cleaned by staff. MSAs to clean desks before and after lunch. See staff protocol booklet p3 and 4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Excess furniture stored at village hall See staff protocol booklet p5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	Whole School Collective Worship on Weds and Thurs by Zoom with children staying in their classrooms. Other Collective Worship take place in class, led by teacher.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the school or building	Avoid creating busy corridors, entrances and exits Timetable reviewed 26.2 to ensure movement around building restricted. To be reviewed 12.3.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	<b>Rowan and Willow</b> share a breaktime and a lunchtime but play in separate sections of playground, separated by wooden fence and hedge. If wet, all bubbles stay in own classroom. <b>Rowan</b> to exit and enter through KS1 door, <b>Willow</b> through their classroom door and <b>Oak</b> through KS1 door at lunch to minimise contact with staff in school hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rowan and Willow	10.30am – 10.45am			
Oak	10.55am- 11.10am			
Lunch breaks are staggered	Tables in classrooms to be cleaned before and after lunch by MSA.  <b>Oak Class</b> to exit and enter through KS1 door at lunch to minimise contact with staff in school hall.  <b>Lunch time is 12.15 – 1.15pm.</b> One consistent MSA per bubble as far as is possible to minimise adults in bubble (part time staff so some change of staffing for Oak and Willow)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12.15 - 12.45			
Rowan and Willow	eat lunch in own class -			
	12.45 – 1.15			
	Play out in separate sections of playground			

<table border="1"> <tr> <td></td> <td>rooms</td> <td></td> </tr> <tr> <td>Oak</td> <td>Play out</td> <td>eat lunch in own classroom</td> </tr> </table>		rooms		Oak	Play out	eat lunch in own classroom		<p>On <b>Mondays</b>, one KS2 bubble to play at village hall field, taken there by PE specialist and one MSA (Mr Norris).</p> <p>Use <b>toilets at village hall</b>. Take paper towels and sanitising wipes. See staff protocol booklet p5.</p>			
	rooms										
Oak	Play out	eat lunch in own classroom									
<p>Flight tray meals are used instead of usual arrangements in school hall</p>	<p>Children to eat in own classrooms.</p> <p>Flight trays/hot meals to be brought into building by Caterlink member of staff, wearing gloves and face covering. Transported through school by MSA or member of Caterlink staff, wearing face covering.</p> <p><b>MSA</b> for Rowan and Willow to collect trays at start of lunch, wearing gloves or after hand washing, and take to correct classroom, wearing face covering in all communal areas/corridors. Member of Caterlink staff to take Oak trays upstairs at 12.40pm ready for children to collect when they come in after play. See staff protocol booklet p5. Each MSA has own named pack of anti-bac wipes stored in school hall.</p> <p>Children who are having own pack up bring it in a container and will be reminded in letter 26.3</p>										
<p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other</p>	<p>The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day</p> <p><b>Staff room</b> out of use as too small.</p> <p>Staff to eat lunch in school hall 2m apart (tables are spaced out and labelled to ensure this). Windows open. Keep to own table and chair and bring own cutlery and crockery. Face coverings to be worn when moving around school.</p> <p>Only one member of staff in kitchen at one time as room is smaller than 2m.</p> <p>Hot water boiler, microwave, fridge, milk and coffee jar lids to be wiped by staff member after every use to avoid cross contamination.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

	<p>Headteacher, caretaker, admin team and ASC staff to clean kitchen and hall regularly (caretaker every morning, headteacher or admin team after break and after lunch and ASC after ASC) and to complete checklist on kitchen wall.</p> <p>Antibacterial wipes are available in these rooms and in staff toilet for staff to wipe down areas after own use.</p> <p>See staff protocol booklet p1, 4 and 5</p>			
<p>Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times</p>	<p>Virtual staff meetings could take place where staff stay in their classrooms and join the meeting.</p> <p>Staff meetings, performance management and inset days via zoom.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</p>	<p>Staggered start and finish times should not reduce the amount of overall teaching time</p> <p>All children to arrive between 8.45am and 9am via main school gate, with only one adult per family.</p> <p>Rowan children to walk up ramp to KS1 door.</p> <p>Willow children to enter through Willow door.</p> <p>Oak children to enter through main school door.</p> <p>Letter to parents 26.2.21.</p> <p>End of day as follows:  <b>Rowan</b> 3.05pm  <b>Willow</b> 3.10pm  <b>Oak</b> 3.15pm.  Oak Class to leave by KS1 door.</p> <p>Parents informed in letter 26.3</p> <p>Staff to keep younger sibling at end of line/in class to go home with eldest sibling (even if a parent is early) so parents don't have to wait.</p> <p>See staff protocol booklet p2/3.</p> <p>To be reviewed at end of first week back and at staff meeting 17.3  Parents asked to wear face coverings at gate in letter 26.3 (and 29.9)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact</p>	<p>In letter of 26.3 (and 10.7, 16.7, 7.9 and 5.1) parents told of distancing rule outside school (2m markers placed on railings by admin team 2.7). Parents reminded 26.3 to queue to left of</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>school gate so adult on duty can see them easily.</p> <p>All permissions for children to walk home remain in place from 7.9 (Reminded in letter 236.3, 16.7 and 7.9 and again in January newsletter)</p> <p><b>Headteacher</b> or member of staff at gate to wear face covering from 29.9.</p>			
All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	<p>This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt</p> <p>All appointments to be conducted by zoom/telephone to minimise adults in building. Until further notice.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time	<p>This will reduce the amount of people assembling in and around the school grounds and will help with social distancing</p> <p>In letter 26.3 parents advised to not arrive early</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	<p>In parent letter of 26.3</p> <p>Only one school gate. Parents will line up at allotted time, socially distanced to the left of the gate and children will be sent out in the order of parents in the queue, called by head or class teacher.</p> <p>To be reviewed at end of first week and at staff meeting 17.3</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use, only one adult per family should enter school grounds to drop off or collect)	<p>In parent letter of 26.3</p> <p>Only one school gate. Parents will line up at allotted time, socially distanced to the left of the gate and children will be sent out in the order of parents in the queue, called by head or class teacher.</p> <p>To be reviewed at end of first week and at staff meeting 17.3</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	<p>In parent letter of 26.3 (and 16.7 and 7.9.)</p> <p>All appointments to be conducted by zoom/telephone to minimise adults in building. Until further notice.</p> <p>New starter tours of only one family at a time to be conducted by <b>headteacher</b> out of school hours, with parent(s) and <b>headteacher</b> wearing face coverings and social distancing/hand sanitising. Details to</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	be taken of visitors for Track and Trace.			
Educational Visits must not take place at this time	Oak Residential booked for May still booked and awaiting further guidance from government. Parents kept informed regularly. No other educational visits planned until further notice. Swimming and tennis booked but on hold until further notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From 8 March, school will work to resume all before and after-school educational activities and wraparound childcare for pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training	From 8 <sup>th</sup> March, ASC will operate as normal, Monday to Thursday 3.15pm until 6pm where necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. Parents informed by letter 26.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You should advise parents that where they are accessing this provision for their children, that they must only be using this, where: <ul style="list-style-type: none"> <li>the provision is being offered as part of the school's educational activities (including catch-up provision)</li> <li>the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul>	Parents informed by letter 26.2 as above Extra curricular clubs on hold until after Easter. RA to be reassessed then.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	No external wraparound providers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also: <ul style="list-style-type: none"> <li>advise them to limit their use of multiple out-of-school</li> </ul>	Parents informed by letter 26.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>settings providers, and to only use one out-of-school setting in addition to school as far as possible.</p> <ul style="list-style-type: none"> <li>• encourage them to check providers have put in place their own protective measures</li> <li>• send them the link to the guidance for parents and carers</li> </ul>				
<p>If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have:</p> <ul style="list-style-type: none"> <li>• considered the relevant government guidance for their sector</li> <li>• put in place protective measures</li> </ul>	<p>Village hall to be used by Wheldrake Football Club on Saturdays from 12<sup>th</sup> April (government guidance permitting). Confirmed by email 26.2. Toilets at village hall to be cleaned by <b>football club</b> after use (and by school caretaker weekly from 8<sup>th</sup> March)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
<p>Parents and pupils are encouraged to walk or cycle to their education setting where possible</p>	<p>Parents reminded in letter 3.3 (already reminded in letter of 16.7. Reminded in Walk to School Week 5.10).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport</p>	<p><a href="#">Safer travel guidance for passengers</a> No parents or children at present use public transport to travel to school. RA will be adapted if needed.</p> <p>Staff/pupil to take off face covering and place in own sealable plastic bag. Pupils/staff told not to touch front of face covering during use or when removing it. Staff to store it safely when not wearing it, away from children. See staff protocol booklet p1.</p> <p>Non disposable masks to be washed before repeat use in order to limit any potential spread of infection. See staff protocol booklet p1.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
<p>A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used</p>	<p><b>Class teacher</b> to clean surfaces in classroom. Headteacher/admin team to clean toilets, kitchen and school hall after break and lunch. MSA to clean classroom tables before and after lunch. Caterlink member of staff</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>by different groups is in place</p>	<p>to clean kitchen and hot trolley area after use at lunch. All cleaning done by anyone other than the caretaker to be recorded on checklist in rooms.</p> <p><b>Staff</b> to wear disposable gloves and apron and use disposable cloths, binned and double bagged after use.</p> <p><b>Each staff member</b> to clean own chair and table after use at lunch in hall as hall will be used by <b>ASC</b>. See staff protocol booklet p5.</p> <p><b>ASC</b> to clean surfaces in hall before ASC, after ASC and before/after snack.</p> <p>Cleaning solution provided of correct standard, to be kept out of children's reach when not in use.</p> <p>Gloves, cloths and aprons provided and restocked as needed by admin team. Staff team to let admin know when stocks are running low, so they can be re-ordered.</p>			
<p>Frequently touched surfaces, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal</p>	<p>Staff reminded in preparation for full opening, 3.3 (originally discussed at INSET 7<sup>th</sup> Sept See staff protocol booklet p 7.</p> <p>Checklist in each classroom, office, toilets and kitchen and staff/head/Caterlink staff regularly cleaning.</p> <p>Staff are not to deep clean as per union advice, but are wiping table down and washing play items such as skipping ropes.</p> <p>See staff protocol booklet p6</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use</p>	<p><b>Caretaker</b> to clean these every morning.</p> <p><b>Parents</b> discouraged from buzzing buzzer (ring school instead if possible). Sign placed on buzzer 14.9. Gloves to be worn by staff when opening main gate, or wash hands before and after. See staff protocol booklet p8. Then gloves binned after one use, in lidded bin to be double bagged by caretaker/MSA each day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><b>Staff</b> to wash hands for at least 20 seconds on entry to school to minimise risk. Each staff member has a badge to open doors electronically, to reduce need to press door entry systems/handles. Staff to use own pen to sign in with to reduce cross contamination.</p> <p>See staff protocol booklet p2</p>			
Bins for tissues and other rubbish are emptied throughout the day	<p>New lidded bins purchased June 2020. Checked by Headteacher 1.3. Emptied at lunchtime by MSA and caretaker in morning. Bin bags are double sealed and left for 72 hours before being disposed of.</p> <p>See staff protocol booklet p4.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	<p>Stock monitored regularly by caretaker and head. To be restocked as needed through purchasing system and admin team. Staff members to let admin team know if classroom supplies are running low, in time for reordering (staff reminded 3.3)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	<p>Each bubble (and ASC) has own set of equipment stored in own bag. Bag kept in classroom to minimise cross contamination.</p> <p>See staff protocol booklet p5</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	<p>This would also apply to resources used inside and outside by wraparound care providers</p> <p><b>Tree house</b> and other <b>wooden play</b> equipment to be used on a rota basis, one bubble per week. This will allow for a weekend of 'rest' in between bubbles.</p> <p>ASC has its own set of outdoor play equipment</p> <p>See staff protocol booklet p5</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shared Resources</b>				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	<p><b>Each child</b> has their own plastic wallet of stationery items e.g pen, pencil, ruler, sharpener, coloured pencils. This stays in child's tray in KS2 and in KS1 stays in a designated place in classroom where child can easily access it. These have been used at home for remote learning so on 8<sup>th</sup> March will be wiped down by staff or child if in KS2 and only touched by that child until Thursday when KS1 packs will all be stored together in box at front of class as in</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>September. Parents informed to bring packs back to school in letter 26.2</p> <p><b>Staff</b> have own stationery items. Job share staff, admin team and PPA teacher (head) to be particularly mindful of this. Staff to use own pen to sign in and out of school. See staff protocol booklet p5</p>			
<p>Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces</p>	<p>Chrome books and ipads are named so they are not shared. Each child has their own mouse and headphones in <b>KS2</b> to use with their own named chrome books.</p> <p>Chrome books have been used at home for remote learning. Parents informed to bring them back to school in letter 26.2. There will be boxes at front gate and admin team will mark off who returns them to keep track. Chrome books, mice and headphones will then all be quarantined until Thursday 11<sup>th</sup> March when they will be relabelled with names and each child will have their own again, as in September.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should 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</p>	<p><b>No resources to be shared across bubbles.</b> All activities to be planned ahead so that sharing is not needed, or items are left unused and out of reach for a weekend (72 hours if plastic). Especially ensure when at 'forest' clipboards are not shared between bubbles. Musical instruments and sports equipment also not to be shared across bubble, or left unused and out of reach for 72 hours. See staff protocol booklet p5.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy)</p>	<p>Lunch box, named water bottle, coat, hat, scarf, gloves, suncream and wellies allowed in. <b>No bags or rucksacks. Children reminded verbally on arrival in first week and parents reminded verbally (letter to parents 26.2 and 7.9, 17.7, 7.9).</b></p> <p><b>Wellies</b> to be brought in on Tuesday 9<sup>th</sup> March and then to stay in school until half term then taken home to allow for a deep clean of cloakrooms (parent letter 23.2).Oak's wellies to be stored in shed to keep corridor clear.</p> <p><b>No stationery</b> to be brought in and no bags. If a piece of stationery is brought in (e.g. if a child has been isolating and has work to hand in) it</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>will be quarantined for 24hours in school hall. KS2 TA to monitor this and return work to correct classrooms.</p> <p><b>No PE</b> kits to be brought in. Children to wear PE kit all day on PE days. A spare pair of shoes to change into can be brought in if wet weather. These will be kept in the cloakrooms. (Not to be brought in on 8.3 as too much to carry, so this will start later that week, on 2<sup>nd</sup> PE day.)</p> <p>There is no '<b>tuck shop</b>' but children can bring in a healthy snack. Letters to parents 23.2 (and previously 10.7, 16.7 and 11.9).</p> <p>KS1 children have usual fruit/veg from Fruit/veg scheme. To be delivered and left to 'rest' according to instructions, with a clear date label written by admin team.</p>			
<p>The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either:</p> <ul style="list-style-type: none"> <li>• restricted to one user</li> <li>• left unused for a period of 48 hours (72 hours for plastics) between use by different individuals</li> </ul>	<p>Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use</p> <p>No physiotherapy equipment used in school. Sensory equipment used within Rowan bubble only for SEN child.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources</p>	<p>It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking Initially discussed at staff zoom 15.7. See minutes. Staff reminded 3.3</p> <p>Marking policy discussed on INSET day in January (see minutes) and to be further amended in Spring term. TLC kept informed 10.11 and 25.2</p> <p><b>Job share staff</b> to be especially mindful and ensure good hand hygiene when marking books.</p> <p>Self /whole class marking, audio/IT marking and verbal feedback to be</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	used as much as possible to minimise book touching by staff.  See staff protocol booklet p5.			
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	If staff ipads or classroom laptop are taken home, they need to be disinfected when leaving home and disinfected on arrival at school – in entrance and not taken around school but left on desk. Such devices are not shared between staff, but are kept to one user only  Items should be cleaned routinely by staff member and wipes of correct standard. See staff protocol booklet p6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	Parents informed in letter 23.3 (and previously 16.7, 7.9, 17.9, 3.2) See staff protocol booklet p8. PHE flow chart on display in staff room and school office.  Parents to be reminded again in letter 3.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	Parents to be reminded in letter 3.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if: • they have one or more <a href="#">coronavirus (COVID-19) symptoms</a> • a member of their household (including someone in their <a href="#">support bubble</a> or <a href="#">childcare bubble</a> if they have one) has coronavirus (COVID-19) symptoms • they are required to <a href="#">quarantine having recently visited countries outside the Common Travel Area</a> • they have had a positive test	Parents to be reminded in letter 3.3 Staff to be reminded 3.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School makes everyone onsite or visiting aware that they must immediately cease	Admin team informed 2.3 and note made in visitors book to remind	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (whether this was a <a href="#">Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</a>)</li> </ul>	<p>visitors as they are asked for phone number for track and trace purposes. Staff to be reminded 3.3 Peri music teacher to be reminded on first visit to school 9.3</p>			
<p>The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required</p>	<p>You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case School absences recorded as per CYC guidance. Weekly sheet added to COVID file in Headteacher's office every Friday for reference as needed and over weekend if necessary. Parents given details of how to contact school in letter 23.2. Admin team to check school answerphone at weekend and inform headteacher in case of weekend case affecting bubbles on a Monday</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings.</p>	<p>While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice</p> <p>No such pupils at present. RA to be amended as needed</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p>	<p>Daily whole class reading session via zoom. Teachers to keep in touch via Google Classroom and Seesaw. Admin team and/or head to check in if not on daily zoom reading session. Teachers to let admin team/head know if child is not accessing work.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not</p>	<p>In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

remove the risk of transmission	observe social distancing measures whether or not they have been tested Testing regime in place from 28.1.21. Prior to this, staff on site were encouraged to use University Testing facility twice a week. Staff informed at staff meeting 13.1 that negative test result does not remove risk of transmission. See Staff Protocol Booklet p7 Booklet given to every member of staff with lateral flow test kits. Staff reminded 3.3			
The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally	You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place Headteacher sought advice from Public Health 24.2 after speaking to parent and advised to carry out individual RA. Individual RA to be written with parents 3.3. See email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEV staff are advised not to attend the workplace	Staff who are CEV will previously have received a letter from the NHS or their GP telling them this No CEV staff at time of writing. RA to be amended as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated	This may change as we get further data on the effects of vaccination No CEV staff at time of writing. RA to be amended as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings	No staff at time of writing. RA to be amended as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission	Individual Risk assessment written 6.11. Headteacher and staff member to revisit this 3.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home	No such staff at time of writing. RA to be amended as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>as well as the Covid Individual risk assessment.</p> <p>Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase.</p> <p>Individual Risk Assessments will need to be subject to regular review</p> <p><a href="#">RCOG Q&amp;A covid19 virus infection and pregnancy</a></p> <p>No such staff at time of writing. RA to be amended as needed</p>			
<p>Whilst pregnant women are at no greater risks of catching covid, there is evidence that those in later pregnancy are at greater risk of severe illness if they contract the virus and may give birth pre-term. Therefore, from now on pregnant employees in their 3<sup>rd</sup> trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who have reached the start of their 28<sup>th</sup> week of pregnancy</p>	<p>As per NYCC recommendation</p> <p>No such staff at time of writing. RA to be amended as needed</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Pregnant workers in their 3<sup>rd</sup> trimester are now to be treated in the same way as CEV staff</p>	<p>No such staff at time of writing. RA to be amended as needed</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Volunteers may be used to support the work of the school, as would usually be the case</p>	<p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible</p> <p>No volunteers in school at least until Easter due to size of school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>	<p>Any such staff entering school site to wear face covering in communal areas and when walking through school, and to stay 2m from other staff. To hand sanitise when entering building and admin team to fill in contact details for track and trace</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing</p>	<p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff</p>	<p>agree a minimum number of hours across the academic year  <b>Peri teacher</b> informed of protocols Sept 20 and reminded before first day in school 9.3. To use lateral flow testing as extra safety measure also (and only has students from Naburn school to further minimise risk)</p> <p><b>Supply staff</b> to be bought in from Work With York who have strict protocols in place. See their RA.</p> <p><b>YSSN</b> member of staff to travel between schools but under YSSN risk assessment. To stay 2m away from children and staff. To wear face covering when moving around inside of building. To sanitise or wash hands on entry to school and before leaving site.</p>			
<p>Specialists, therapists, clinicians, support staff for pupils with SEND, supply teachers, peripatetic teachers or other temporary staff, can move between settings</p>	<p>They should ensure they minimise contact and maintain as much distance as possible from other staff  SEN teacher from Fishergate to remain working remotely at least until Easter. To be reviewed at Easter.  One TA works across two schools (Naburn and Elvington). To be especially vigilant with hygiene, mask wearing and distancing at both schools</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Site User Becoming Unwell</b></p>				
<p>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 the guidance 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)</p>	<p>Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test  Parents to be reminded of this in letter 3.3. (Previously letter to parents 16.7 and 7.9.)  See staff protocol booklet p7.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>PHE flow chart</b> on display in staff room, school office and head's office. Newest version displayed if changes are made by PHE.			
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. A window should be opened for fresh air ventilation if it is safe to do so	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people  Use staff room. <b>Staff member</b> present to ensure velux window is opened. See staff protocol booklet p7.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	No spare toilet available in school.  <b>Headteacher or member of admin team</b> (if headteacher is teaching or absent) will clean toilet if this occurs and record on checklist on toilet wall alongside regular cleaning details. See staff protocol booklet p7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment Staff training on INSET day Sept 7/8 <sup>th</sup> Sept Staff reminded 3.3. See staff protocol booklet p87	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household	No children use public transport at time of writing. Admin team to inform parent when asked to pick up.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result	If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms Admin team to discuss this with parent when asked to pick up.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital Follow usual procedures. Admin team to make the call.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	See staff protocol booklet p7			
Any member of staff who has provided <b>close contact care</b> to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, <b>do not</b> need to go home to self-isolate unless: <ul style="list-style-type: none"> <li>the symptomatic person subsequently tests positive</li> <li>they develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</li> <li>they have tested positive from an LFD test as part of a community or worker programme</li> </ul>	See staff protocol booklet p7 Staff informed 3.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	See staff protocol booklet p7.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> Area to be thoroughly cleaned and ventilated following collection of unwell person.  <b>Staff member present to clean using standard cleaning product in all classrooms.</b> See staff protocol booklet p7.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Schools must ensure that staff members and parents/carers understand that they will need to be	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>ready and willing to <a href="#">book a test</a> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p>	<p>will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p> <p><a href="#">Letter to parents 3.3 (and previously letter to parents 16.7 and reminder letter sent on 8.9.Guidance poster sent 17.9).</a></p> <p><a href="#">See staff protocol booklet p7. Staff reminded on INSET day 7/8<sup>th</sup> Sept and 3.3</a></p> <p><a href="#">Parents to telephone school by 8.30am to notify school if pupil is not attending. Letter to parents 23.2 (and previously letter 16.7and 7.9. PHE flowchart sent to parents 16.7).</a></p>			
<p>School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out</p>	<p><a href="#">Received Autumn 2020. None used as at time of writing. To be reordered as needed</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p>	<p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance <a href="#">Coronavirus (COVID-19): test kits for schools and FE providers.</a></p> <p><a href="#">None used as at time of writing. To be distributed and reordered as needed</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines</p>	<p><a href="#">Staff informed 3.3</a> <a href="#">Parents informed 3.3</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus</p>	<p>Staff informed 3.3 Parents informed 3.3</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</p>	<p>Letter sent to parents 3.3 (and previously on 7.9, 3.2). See staff protocol booklet p8. Staff reminded on INSET day 7/8<sup>th</sup> Sept and 3.3.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p> <p>Letter sent to parents 3.3 (and previously on 7.9 and 3.2). See staff protocol booklet p7. Staff reminded on INSET day 7/8<sup>th</sup> Sept and 3.3.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the school immediately of the results of a test</p>	<p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p> <p>Letter sent to parents on 3.3 (and previously 7.9 and 3.2). See staff protocol booklet p7. Staff reminded on INSET day 7/8<sup>th</sup> Sept and 3.3.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact</p>	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> <p>Letter to parents 3.3 (and previously 16.7 and 7.9). See staff protocol booklet p7 Staff reminded on INSET day 7/8<sup>th</sup> Sept. and 3.3</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days</p>	<p><b>PHE Flow chart</b> to be followed on staff room noticeboard. All staff signposted to it on INSET Day Sept 7<sup>th</sup>/8<sup>th</sup> and 3.3 and emailed to staff with RA. Letter to parents sent 3.3 (and previously 7.9 and 3.2). CYC poster sent to parents 3.2. See staff protocol booklet p7.</p> <p><b>Headteacher</b> to telephone DfE on 08000468687 and contact CYC at <a href="mailto:education@york.gov.uk">education@york.gov.uk</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual <b>for any length of time</b>, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	PHE Flow chart to be followed on staff room noticeboard. All staff signposted to this on INSET Day Sept 7 <sup>th</sup> /8 <sup>th</sup> and emailed to staff with RA. Letter to parents sent 3.3 (and previously 7.9 and 3.2 with CYC poster) .See staff protocol booklet p7.			
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	<p>This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice</p> <p><b>PHE Flow chart</b> to be followed on staff room noticeboard. All staff signposted to it on INSET Day Sept 7<sup>th</sup>/8<sup>th</sup> and 3.3 and emailed to staff with RA. Letter to parents sent 3.3 (and previously 7.9 and 3.2). CYC poster sent to parents 3.2. See staff protocol booklet p7.</p> <p><b>Headteacher</b> to telephone DfE on 08000468687 and contact CYC at education@york.gov.uk</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	<p>Temperature of pupils will not be routinely taken. See staff protocol booklet p4. Staff to be reminded on INSET day 7/8<sup>th</sup> Sept</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils</p> <p><b>Staff</b> reminded on INSET day 7/8<sup>th</sup> sept and 3.3. Posters up in toilets and classrooms to remind children. Letter to parents 23.2 (and previously 16.7 and 7.9)</p> <p><b>Children</b> reminded on first day back March 8<sup>th</sup> and regularly by staff. See staff protocol booklet p4. Hands to be washed on entering building, after break and lunch, before leave school and before/after eating</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	(and before/at end of ASC). Parents reminded in letter 23.2 (and previously 7.9 and reminded then also that they will need to moisturise hands regularly at home).			
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Hands to be washed on entering building, after break and lunch, before leave school and before/after eating (and before/at end of ASC). To be added to class timetables from 8.3. Staff informed 3.3. See staff protocol booklet p4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	No children at time of writing. RA to be amended as needed. Staff informed 3.3 in case any of new children starting on 8.3 need reminders.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	These pupils reminded more regularly by class teacher/TA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	Visual prompts in use for SEN child. On display in staff/disabled toilet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	No children at time of writing. RA to be amended as needed. Staff informed 3.3 in case any of new children starting on 8.3 need RA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Staff reminded on INSET day 7/8 <sup>th</sup> sept and 3.3. Posters up in toilets and classrooms to remind children and staff.  Letter to parents 3.3 (and previously 16.7 and 7.9) Children reminded on first day back Jan 5 <sup>th</sup> and March 8 <sup>th</sup> and regularly by staff.  See staff protocol booklet p2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff	Sink and soap in each classroom and extra hand towel dispensers for pupils and staff purchased in June/July to allow for drying in classrooms/hall/kitchen.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

can clean their hands regularly	<b>Hand dryers</b> to remain out of action until further notice.			
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	Skin friendly cleaning wipes can be used as an alternative e.g. <b>at forest and village field</b> Alcohol based sanitiser in office to be used by adults only if soap/sink not available e.g. if emergency in hall or kitchen and sink cannot be reached. See staff protocol booklet p4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	Children reminded on first day back Jan 5 <sup>th</sup> and March 8 <sup>th</sup> and regularly by staff. Posters up to remind. Assembly by <b>headteacher</b> on zoom on 8 <sup>th</sup> March to remind children of routines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p><b>CATCH IT</b>  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b>  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b>  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p><b>NHS</b></p> <p>Staff reminded on 3.3 and INSET day 7/8.9 Parent letter 23.2 (and previously 16.7 and 7.9). Posters up in toilets and classrooms to remind all. See staff protocol booklet p4.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Tissue box available in each classroom, office, kitchen, hall and head's room. Spare stock in staff toilet. To be reordered as needed by admin team. See staff protocol booklet p5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Each room in school now has lidded bin. To be emptied each morning by caretaker and each lunchtime by MSA. Contents to be double bagged. See staff protocol booklet p6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right,	The <b>e-bug</b> website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and that all pupils understand that this is now part of how the school operates	Parents sent link 3.3. Staff reminded 3.3 See staff protocol booklet p4 and 9			
<b>Inadequate Personal Protection &amp; PPE</b>				
Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom	Staff, visitors and contractors to wear face coverings when moving around school and when in small spaces such as office and kitchen. Staff informed of this change from 29.9 and reminded 4.1 and 3.3 See staff protocol booklet p1 Staff may wear face coverings in small group work and TA who also works at another school may wear a face covering when leading small group work, as extra precaution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children in Primary schools do not need to wear a face covering	Face coverings not to be worn by pupils in school at all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate	Staff, visitors and contractors to wear face coverings (not transparent kind) when moving around school and when in small spaces such as office and kitchen. Staff informed of this change 3.3. See staff protocol booklet p7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields are not routinely worn as an alternative to face coverings	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer Staff informed of this change 3.3. See staff protocol booklet p7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings do not need to be worn by pupils when outdoors on the premises	Face coverings not to be worn by pupils in school at all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places	N/a at time of writing. RA to be amended as needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed to: • not touch the front of their face covering during use or when removing it	Any children who arrive on school bus who may wear a face covering will be reminded of these procedures by <b>headteacher</b> on 8 <sup>th</sup> March	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)</li> <li>• place reusable face coverings in a plastic bag they can take home with them</li> <li>• wash their hands again before heading to their classroom</li> </ul>	<p>Pupils who arrive wearing a face covering must remove it, 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 sealable plastic bag they can take home with them, and then wash their hands again before heading to their classroom</p> <p><b>Pupils</b> to store bag in cloakroom. Wash hands in classroom sink if in <b>Willow</b>.</p> <p>If <b>Oak or Rowan</b>, wash hands in bathroom to minimise risk of touching classroom door.</p>			
<p>Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission</p>	<p>Discussed at staff INSET on 7.9, see minutes. Staff reminded 3.3 See staff protocol booklet p7</p>	☒	☐	☐
<p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use</p>	<p>See staff protocol booklet p1.</p>	☒	☐	☐
<p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully</p>	<p>Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day Staff informed 3.3 See staff protocol booklet p7.</p>	☒	☐	☐
<p>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs</p>	<p>There is a small supply of face coverings in the school office, in case of need, on 'old tuck shop shelf'.</p> <p>See staff protocol booklet p7.</p>	☒	☐	☐
<p>School has a process for when face coverings are worn within the school and how they should be removed</p>	<p>This procedure should be communicated clearly to pupils and staff Staff reminded 3.3 Staff instructed to:</p> <ul style="list-style-type: none"> <li>• arrive wearing a face covering</li> </ul>	☒	☐	☐

	<ul style="list-style-type: none"> <li>• wear a face covering at all times when moving around building</li> <li>• not touch the front of their face covering during use or when removing it</li> <li>• dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)</li> <li>• place reusable face coverings in a plastic bag they can take home with them</li> <li>• store face covering away from children and other staff when not wearing it</li> <li>• wash their hands regularly, especially after removing face covering</li> <li>• leave wearing a face covering</li> <li>• replace face covering if damp</li> </ul> <p>See staff protocol booklet p7</p>			
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	<a href="#">safe working in education, childcare and children's social care</a> 2 sets of PPE in school, supplied by CYC in June. Stored in office on 'old tuck shop shelf'.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing <a href="#">aerosol generating procedures (AGPs)</a>	N/a at time of writing. RA to be amended as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	N/a at time of writing. RA to be amended as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail not to be touched	<b>Mail</b> to be left at front gate by postman or put in mailbox.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><b>Admin team</b> or <b>headteacher</b> to pick it up using gloves and open using gloves.</p> <p><b>Envelopes</b> to be binned in lidded bin. Any unwrapped items to be left untouched and out of reach for 48 hours. See staff protocol booklet p6.</p>			
Paper accident book to continue to be temporarily replaced	<p>Computer version created w/b 22.6 to minimise cross contamination. Stored on server and sent to parents via email (by admin) instead of slip sent home with child. Reviewed 3.7 and 5.1. New system used successfully and will remain in place until further notice.</p> <p>ASC to continue with paper version but wash hands well before and after writing and giving to parent. See staff protocol booklet p6.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	<p>All visitors and contractors must make pre-arranged appointments with <b>admin team/headteacher</b> or they will not be allowed on site.</p> <p><b>Visits</b> arranged out of school hours where possible.</p> <p>Pre-made <b>Visitor badge</b> to be worn so no need of lanyard. Made on INSET day 1.6.20 (with school logo, name and date).</p> <p>Visitors to wear face masks if walking around building or meeting <b>head/teacher</b> as safe 2m distance cannot be maintained (e.g. on tour of building as corridors are small).</p> <p><b>Headteacher</b> to wear face covering when conducting new starter tours.</p> <p><b>Admin team</b> to fill in visitors book so record can still be kept of routine maintenance and for track and trace. See staff protocol booklet p6.</p> <p>Visitors to be guided through protocols by <b>admin team</b> or <b>headteacher</b> on arrival at school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is	<p><b>Admin team</b> to explain to contractors. See staff protocol booklet p6</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

explained to visitors and contractors on or before arrival				
Where visits can happen outside of school hours, they are arranged as such	Visits arranged out of school hours where possible. <b>Caretaker or head</b> to be present. Ideally two people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	DBS/ID to be checked as usual and all other usual precautions taken.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits <b>SBM</b> to request RA prior to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Visitors not to fill in book – <b>admin team</b> to fill in instead. See staff protocol booklet p6. Details to be taken for purpose of Track and Trace.  Need to ensure record of contact with children and other adults that are within 2m and for more than 15mins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including:  <b>mechanical ventilation systems</b> – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) <b>Caretaker</b> to open classroom and hall windows each morning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><b>Staff</b> to close them at end of day.</p> <p><b>Head</b> (or designated last person in if head is absent) to check windows are closed prior to leaving.</p> <p>See staff protocol booklet p4.</p> <p>At <b>village hall</b>, windows to be opened and closed by staff member using.</p> <p>Staff reminded of ventilation need 5.1 and 3.3 (see staff meeting minutes)</p>			
Ventilate spaces with outdoor air	<p><b>Natural ventilation</b> – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures</p> <p>Windows open in each classroom and <b>headteacher's</b> office. Front door or office velux window also open if extra ventilation needed because two members of staff in office.</p> <p>See staff protocol booklet p5</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	<p>All classrooms have windows which can be opened. Parents informed by letter 3.3 (and previously 23.10 and 2.11) and advised that children may need extra layers. Staff informed 1.11, 5.1 and 3.3.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	<p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</p> <p>Circulation system in children's toilets to be used as normal, with windows open also</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	<p>Fire doors must not be propped open unless they have a self-closing hold open device fitted</p> <p>Internal doors to be opened. See staff protocol booklet p5</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	<p><b>natural ventilation</b> – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)</p> <p>windows open a small amount in cold weather</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	<p>Due to nature of Victorian building, all windows are high. In Rowan, open top section of windows. In Oak, open velux windows a little</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consideration given to only opening every other window instead of all windows when the heating is activated	Windows downstairs are in sets of three. Open two outside ones in each set. See staff protocol booklet p5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing	For more information see <a href="#">School uniform</a> Parents informed by letter 3.3 (and previously 23.10 and 2.11) and advised that children may need extra layers. Staff informed 1.11, 5.1 and 3.3. To be monitored as weather changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	All desks are away from doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Heating on timer as usual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	Desk fans are pointed away from people and pointed at walls etc. Desk fans to be purchased if deemed necessary. To be kept under review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk To be purchased if necessary. To be kept under review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment

Initial plans leading to writing of this document taken to FGB	BC	29.6
Staff discussion of plans at Zoom staff meeting 15.7 and staff discussions on site during writing and ongoing discussions regularly once site in use.	BC	w/b 6 <sup>th</sup> and 13 <sup>th</sup> July. Updates 10.9, 21.9, 1.11, 6.11, 7.12, 4.1, 15.1, 29.1, 13.1, 3.3 and where detailed in RA above
Parent information sent out in letters via ParentPay	BC/admin	10.7, 17.7, 7.9, 17.9, 23.10, 5.11, 5.1, 3.2, 23.2, 3.3 and as above details
Staff sent a copy of this Risk Assessment via email, for further discussion.	BC	20.7, 25.8, 10.9, 21.9, 23.10, 6.11,

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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		7.12, 15.1, 29.1, 2.3			
Staff protocol document sent to staff via email and will be given to staff on INSET day 7.9.20.	BC	20.7, 25.8, 7.9, 10.9, 23.10, 6.11, 7.12, 17.12, 15.1, 29.1, 2.3			
This Risk assessment shared with CYC	BC	20.7, 25.8, 6.9, 10.9, 21.9, 23.10, 6.11, 7.12, 17.12, 15.1, 29.1, 2.3			
This Risk assessment shared with York unions	BC	20.7, 11.1, 2.3			
This Risk assessment shared with Governors. Further discussed at FGB 24.9 and TLC 10.11	BC	20.7, 25.8, 6.9, 10.9, 21.9, 7.12, 17.12, 15.1, 29.1, 2.3			
This Risk assessment posted on school website, with Facebook message to tell parents	BC	25.8, 7.9, 10.9, 21.9, 23.10, 6.11, 7.12, 17.12, 15.1, 29.1, 2.3			
What is the level of risk for this activity/situation with existing control measures			<b>High</b> <input checked="" type="checkbox"/>	<b>Med</b> <input type="checkbox"/>	<b>Low</b> <input type="checkbox"/>
Is the risk adequately controlled with existing control measures			<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan			<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
<b>ACTION PLAN</b> (insert additional rows if required)		<b>To be actioned by</b>			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		<b>Name</b>	<b>Date</b>		
Staff protocol booklet		B Christison	20.7.20, reviewed 25.8.20 and on INSET day 7.9.20 and 10.9, 23.10. 6.11, 7.12, 15.1, 29.1, 2.3		
Enhanced cleaning risk assessment		Betterclean/ PStockhill	1.6.20 reviewed 1.9.20, 5.1, 2.3		
Cleaning checklists		B Christison	7.9.20 and daily		
Premises and Buildings RA		B Christison/G East/J Markham	29.5.20 reviewed 7.9.20, 5.1, 1.3, 3.3		
Kitchens and catering RA		Caterlink	Received 6.9.20. Reviewed 6.11, 3.3		
York School Sports Network RA		Kevin Davies	Received 10.9.20 Reviewed 5.1 and 1.3		
NYCC/Thornes school bus travel safety RA		NYCC/Thornes	Verbally discussed August 2020. Received 28.9.20 Reviewed again 3.3		
Is activity still acceptable with this level of risk?			<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	

If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assessor(s):	Brenda Christison	Signature(s):	B Christison
Position(s):	Headteacher		
Date:	20.7.20 1.8.20 25.8.20 6.9.20 10.9.20 21.9.20 29.9.20 16.10.20 23.10.20 6.11.20 7.12.20 17.12.20 3.1.21 15.1.21 29.1.21 1.3.21	Review Date:	1.8.20 after further staff, CYC, Union and Gov input 10.8.20 (25.8.20) if any further DfE guidance is published e.g. bus travel 7.9.20 11.9.20 18.9.20 25.9.20 5.11.20 6.12.20 28.12.20 5.1.21 14.1.21 28.1.21 23.2.21 Weekly thereafter and/or as guidance changes
Distribution: CYC, staff, parents, governors, unions, bus company, caretaker, catering company, sports company, peri teacher, supply agency			

Risk rating	Action
<b>HIGH</b>	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
<b>MEDIUM</b>	Review/add controls (as far as reasonably practicable) & monitor
<b>LOW</b>	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely		Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely		Minor					
Insignificant	Minor injury	Remote		Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

### Linked Publications

#### Guidance for Full Opening of Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (published 2nd July 2020. Updated 7<sup>th</sup> August 2020, 5<sup>th</sup> Nov 2020, 3<sup>rd</sup> Dec, 15<sup>th</sup> Dec 2020, 14<sup>th</sup> Jan 2021, 22<sup>nd</sup> Feb 21)

#### National Lockdown, Stay at Home

<https://www.gov.uk/guidance/national-lockdown-stay-at-home> (published 4th Jan 21, updated 14<sup>th</sup> Jan, 22<sup>nd</sup> Feb 21)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care> (published 14<sup>th</sup> May 2020. Updated 16th June 2020, 21<sup>st</sup> July 2020, 22<sup>nd</sup> Oct 2020, 14<sup>th</sup> Dec, 11th March 21)

#### Conducting a SEND risk assessment during the coronavirus outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance> (Published 19<sup>th</sup> April 2020. Updated 18<sup>th</sup> June 2020, 4<sup>th</sup> July 2020, 5<sup>th</sup> Nov 2020, 26<sup>th</sup> Nov 2020, 14<sup>th</sup> Dec, 18<sup>th</sup> Jan 2021, 1<sup>st</sup> March 21)

#### Coronavirus (COVID-19): guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19> (Published 17<sup>th</sup> June 2020. Updated 2nd July 2020, 24<sup>th</sup> July 2020, 22<sup>nd</sup> Sept 2020, 3<sup>rd</sup> Dec 2020, 18<sup>th</sup> Dec 2020, 22<sup>nd</sup> Feb 21)

#### Remote education during coronavirus (COVID-19)

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19> (Updated 22nd May 2020, 29<sup>th</sup> Oct 2020, 3<sup>rd</sup> Dec 2020)

#### Overview of scientific information on coronavirus (COVID-19)

<https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19> (Published 15 May 2020)

What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak> (Published 18<sup>th</sup> June 2020. Updated 10<sup>th</sup> July 2020, 21<sup>st</sup> August 2020, 6<sup>th</sup> Nov 2020, 27<sup>th</sup> Nov 2020, 14<sup>th</sup> Dec, 8<sup>th</sup> Jan 2021, 24<sup>th</sup> Feb 21)

Other documents linked can be found in the school office. These include, but are not limited to:

- June, September, January and subsequent Wider/Full Opening Risk Assessment seen by CYC on dates below
- Cleaning and Premises Risk Assessment by Betterclean and Mr Stockhill
- Buildings Risk Assessment
- Thornes Risk Assessment
- Caterlink Risk Assessment
- York School Sports Network Risk Assessment
- Staff meeting minutes
- PHE Flowchart, sent to parents 16.7 and on display in staff room and school office
- Letters to parents
- Staff meetings and Governors meetings minutes