



Hanley St Luke's C of E Aided Primary School

Learning, Laughing, Loving at Family St Luke's

Risk Assessment and Control Measures for full reopening of schools from September 2020

(Dynamic document so any changes from training day onwards updated in green)

Last update 30/11/20

Risk:

Spread of Corona- virus infection through close contact with others or surfaces touched

Risk level: Presumed medium to high as result of ongoing pandemic

Control measure to reduce risk: the following risk assessment contains the measures the school will take in line with the government guidance detailed below to reduce the risk level to as low as possible

<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>		
<p>A school updated Behaviour Policy and staff guidance document also underpins this risk assessment</p>		
<p>Control Measure Hygiene related</p>	<p>Notes/ Action</p>	<p>Who</p>
<p>All staff and pupils to wash hands on arrival to school and after being outside, before lunch, after PE and before going home and at other times as deemed necessary</p>	<p>Use hand sanitiser if hand washing impractical. Staff to remind children how to wash and to supervise process wherever possible and practical to do so. Hand sanitiser and soap in each classroom and in dining room Excessive hand washing can cause sore hands especially if not dried properly so this should be encouraged as drying hands</p>	<p>All SP/GC to check daily supplies</p>

	<p>thoroughly also helps to prevent infection. Aqueous cream will be available in class for use (Children who suffer from severe eczema etc may bring in own labelled cream to keep in school to apply if necessary).</p>	
Keep awareness of need for hygiene high	<p>Staff to issue regular reminders to pupils. All pupils to be given specific teaching on first day on BE SAFE rules adopted for this period Songs and chants which may encourage normalisation of routines to be taught and practised. Additional signage around school to remind</p>	<p>All LW</p>
Use of facemasks/ covering	<p>Current guidance can be found here: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>The main points to note are: Primary children are not required to wear them at any point in school and therefore should not wear them on school premises. Where medical advice e.g. school nurse, has been sought in conjunction with school and appropriate risk assessment because of pupil vulnerabilities then mask or visor may be worn If the guidance changes on this then this will be reviewed. 5/11/2020 advice still does not recommend face coverings for pupils in primary school</p> <p>If any child arrives to school wearing one then they need to remove it before entering school and give to carer or dispose of or place in safe storage until end of the day as per the government guidance here:</p>	<p>ALL</p>

Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose.

Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a residual waste bin. Do not put them in a recycling bin.

Staff members who are in a vulnerable group/ feel vulnerable and wish to wear a face covering may do so around school. They must be used in accordance with the guidance and all staff will be given refresher training on how to put on and remove safely. Further guidance can be found here:

[how to put on, remove, store and dispose of face coverings](#)

Staff in breakfast club and the dining room should wear a face covering because they need to interact with pupils closer than 1m at times. A face mask is most effective but if any staff member cannot tolerate a mask then a face visor is acceptable. This advice was given by PHE 25th September

5/11/20 All staff encouraged to wear facecoverings in areas outside the classroom where social distancing is difficult. Classroom staff also encouraged to wear facecoverings/ visors if in close contact with pupils in the classroom. This is not compulsory.

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No changing for PE	On PE days pupils will be asked to come to school wearing outdoor PE kit so no support by an adult in school to change required.	Parents All
Tissues in class and advised to place in bin after use not in pocket or sleeve. Wash hands or use hand sanitiser after use Bins to be emptied midday as necessary and end of day	Staff to monitor pupils and staff for compliance Lidded swing bins to be used in each class	All SP/GC to check supplies & empty bins
Advise to sneeze into tissue or crook of arm	Be alert to anyone not doing this and ask them to wash hands and clean with disinfectant any area around them.	All
All visitors to be asked if they are symptom free (VIA posters) before entering building and asked to use hand sanitisers where available. If unavailable for any reason they should be asked to use the downstairs toilet immediately to wash their hands.	Any non -compliance will mean visitor asked to leave and not allowed entry. Visitors limited to those required for core business purposes e.g. engineers, essential support services for pupils. Staff may choose to wear face covering if holding meeting with visitors and may ask visitors to do same but they are not under obligation to do so if they are exempt etc Parents not allowed on site. Enquiries by telephone only or by appointment if face to face meeting essential. SEE DROP OFF AND COLLECTION ARRANGEMENTS BELOW	Office staff Parents
Be alert to any pupil or staff member displaying any symptoms e.g. continuous cough and / or high temp. Remove from class area and sit in reception area.	<ul style="list-style-type: none"> • Refer to this relevant guidance linked at start of RA • Ensure 2m distance between person displaying symptoms and anyone else where possible. • Ventilate room 	All

- PPE to be worn by adult attending to child if 2m distance cannot be maintained
- Any tissues used to be put in bag and sealed.
- Digital forehead thermometer for use only if child seems to be displaying fever to confirm temperate before leaving premises
- Clean area where person been sitting
- If they need to go to the toilet while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

All those pupils who have been in contact with staff member or pupils displaying symptoms should remain within 'Bubble' as normal unless subsequent test proves positive then they should self isolate for 14 days.

Pupil with symptoms on collection: parents advised how to access test.

Staff will only offer one of the limited stock of hometesting kits provided to school to a parent of a pupil sent home from school if school believes there is no other way the parent could access a test.

	Staff member to be sent home immediately and advised how to access test	
Internal doors propped open to avoid contact with handles where this does not pose a fire or security risk	<ul style="list-style-type: none"> • Classroom door to be propped open • Office doors to be propped open • Windows open for ventilation where possible 	ALL
Additional cleaning of touch points and toilets	<ul style="list-style-type: none"> • 5 times per day toilet cleaning (3 times touchpoints only) Frequency per day may change inline with PHE guidance at the time • Additional touch point cleaning midday around school. • Wipe down photocopier after use with disinfected cloth • In classroom cleaning by classroom staff whenever resources shared or as necessary. 	
Remove soft furnishings and soft toys and where practical any toys with intricate parts that cannot be cleaned. Do not use sand tray.	<ul style="list-style-type: none"> • <i>Store some resources for EYFS on stage so that a reduced number available for children to touch in the classroom.</i> • <i>Wash / disinfect toys and resources as practical to do so at end of each day where possible but weekly as routine.</i> • 	Classroom staff
Additional cleaning of resources and toys	<ul style="list-style-type: none"> • For children not in EYFS encourage children to stay sat in same seat but within class may move seats where the grouping for certain lessons necessitates this. Wipe desks and chairs as practical. • Pupils to have own resources where practical e.g. pens pencils rulers etc but some resources may be shared between small groups of children e.g dictionaries, felt tip pens and crayons. • Where resources are shared between groups in the same class they should be wiped clean between groups. 	Staff assigned to room SP/GC Cleaner

	<ul style="list-style-type: none"> • A weekly clean of regularly used resources within the class should be undertaken e.g. lego blocks, small world toys etc 	
<p>Do not allow use of outdoor apparatus if to be used by more than one group Clean frequently and always between groups</p>	<ul style="list-style-type: none"> • Until guidance changes all outdoor equipment apart from that used by EYFS will be out of action. However the KS1 equipment may be used by the Year 1 pupils as they transition from EYFS to Y1 practice and may access this area as part of continuous provision outside of playtime and during playtime. As it will only be used by one year group it will just need cleaning at end of the day- spray disinfectant. • Seating areas on KS2 playground to be disinfectant sprayed where another class will follow and are permitted to use these areas. If no time to complete spraying then areas should be out of action for following group. 	SP/GC + assigned staff
Sports equipment	<ul style="list-style-type: none"> • This should be cleaned between each group by the adults in the year group. All staff in year group must see this as a priority and class teachers must ensure it is clear who will be cleaning the equipment before the next year group use it. 	All Parents
<p>Limit the amount of items pupils bring into school Management of reading books</p>	<ul style="list-style-type: none"> • Sandwich boxes are allowed but request disposable bag if possible to reduce storage and cross contamination. • Water bottles reintroduced as of 25/09/20 • No pencil cases allowed- no need in our school as can provide children with all they need easily for each lesson. • No toys • Reading books may be sent home. On return they should either be wiped with disinfectant spray if needed or placed in a box for storage for 48 hours if paper and 72 if covered in a plastic cover 	Staff pupils

	<ul style="list-style-type: none"> • Pupil own reading diary and times table practice book may be taken home and returned as they are for the child's own use. Staff may check them/ write in them but use appropriate hand hygiene when doing so • Adult from class changes books from library for children who need them. Children accompany to ensure correct book chosen (not one they have previously read) 	
Handling pupils books	<ul style="list-style-type: none"> • Staff may take pupil books home if required to mark / prepare but must ensure hand hygiene at all times. • 	Staff Pupils
Changing for PE	<ul style="list-style-type: none"> • Children to come to school wearing PE kit to prevent moving into different rooms for changing 	Pupils
Use of water fountains and access to drinking water	<ul style="list-style-type: none"> • Water fountains to remain out of action • Water bottles reintroduced as of 25/09/20 • 	Pupils
Use of shared dining tables and chairs	<ul style="list-style-type: none"> • Pupils to be sat on tables in year groups as usual practice. • Space as much as possible between year group tables – 2m where possible • Chairs and tables wiped down between year groups 	Pupils Lunchtime staff
Requirement for first aid or intimate care	<p>Staff should wear usual first aid PPE for minor cuts and grazes but will have access to additional facemasks, gloves. Aprons and eye protection if required. These will be kept in usual First aid boxes but basic supply of first aid equipment and PPE to be in each classroom.</p> <p>If dealing with any form of first aid or intimate care where there is a risk of spillage of bodily fluid then in addition to gloves, apron and facemask, eye protection should be worn (face visa ordered)</p>	ALL

	Small first aid pack to be taken to yard to for ease of access rather than taking child with minor cuts and grazes into school																
Control measures MOVEMENT AROUND SCHOOL RELATED	Notes/ Action																
<p>Updated 30/11/20 Y1,2,4&5 to operate as class bubbles and not Year group bubbles</p> <p>Drop off and collection- timing to be staggered and separate entrances assigned.</p> <p>Parents and carers not allowed through the gates. Each gate to be staffed by an adult to ensure no parents enters the building unless by appointment/ arrangement.</p> <p>Parents to socially distance on pavement</p> <p>Staff must be on duty at relevant gate at 8:40a.m. where the arrival time starts at 8:45. A rota will be drawn up to ensure sufficient staff to man the gates and</p>	<table border="1" data-bbox="846 603 1762 1388"> <thead> <tr> <th data-bbox="846 603 1048 639">Year Group</th> <th data-bbox="1048 603 1429 639">Drop off Time Window</th> <th data-bbox="1429 603 1762 639">Entrance</th> </tr> </thead> <tbody> <tr> <td data-bbox="846 639 1048 740">Nursery</td> <td data-bbox="1048 639 1429 740"> <ul style="list-style-type: none"> 9:15-9:25 </td> <td data-bbox="1429 639 1762 740">St Luke's street (by nursery building to rear of school)</td> </tr> <tr> <td data-bbox="846 740 1048 842">Reception</td> <td data-bbox="1048 740 1429 842"> <ul style="list-style-type: none"> 9:15-9:25 </td> <td data-bbox="1429 740 1762 842">Reception gate at top of Wellington Rd.</td> </tr> <tr> <td colspan="3" data-bbox="846 842 1762 1118"> <p>We have made special arrangements for parents who have nursery or reception children and children in older year groups and will have contacted you directly.</p> <p>If you have several children and need to use <i>more than 2</i> entrance/ exit points which you will find difficult to manage, please speak to us to discuss a solution.</p> </td> </tr> <tr> <td data-bbox="846 1118 1048 1388">Year 1</td> <td data-bbox="1048 1118 1429 1388"> <p>8:45-8:55</p> <p>Additional markings made on ramp access to separate Y1 & Y2 parents and socially distanced marking added to wall and immediate pavement</p> </td> <td data-bbox="1429 1118 1762 1388"> <p>BRAND NEW ENTRANCE</p> <p>Rear of school by gates which lead onto Ks1 playground</p> </td> </tr> </tbody> </table>	Year Group	Drop off Time Window	Entrance	Nursery	<ul style="list-style-type: none"> 9:15-9:25 	St Luke's street (by nursery building to rear of school)	Reception	<ul style="list-style-type: none"> 9:15-9:25 	Reception gate at top of Wellington Rd.	<p>We have made special arrangements for parents who have nursery or reception children and children in older year groups and will have contacted you directly.</p> <p>If you have several children and need to use <i>more than 2</i> entrance/ exit points which you will find difficult to manage, please speak to us to discuss a solution.</p>			Year 1	<p>8:45-8:55</p> <p>Additional markings made on ramp access to separate Y1 & Y2 parents and socially distanced marking added to wall and immediate pavement</p>	<p>BRAND NEW ENTRANCE</p> <p>Rear of school by gates which lead onto Ks1 playground</p>	<p>All staff as assigned to year group</p> <p>PARENTS</p>
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**ensure children can safely move around & through school.
Staff will need to be positioned round school at possible pinch points.**

Y1 & Y2 can be held on playground until other year groups have entered to avoid crowding around Stan Hub doors

Y3 to enter via the dining room and staff positioned to guide them.

Y4 could be led from their entrance gate through staff carpark (once closed to cars) to access classroom via fire exit stairs.

Y5 should walk around and then down the steps to Noah's ark door as Y6 doors will be open and this may cause a pinch point.

Y6 can enter via classroom doors

	area. parents reminded not to drive to this area.	
Year 2	8:45-8:55 As Y1 above	BRAND NEW ENTRANCE Rear of school by gates which lead onto Ks1 playground
Year 3	8:45-8:55	Main Wellington Rd pedestrian gate
Year 4	8:45-8:55	Top pedestrian gate on Wellington Rd
Year 5	8:45 -8:55	St Luke's street (by nursery building to rear of school)
Year 6	8:45 -8:55	St Luke's street (by nursery building to rear of school)

Double gates opened off St Lukes' street to separate Nursery from Y5/6 and Y5/6 allowed in earlier to wait outside external classdoors/ cloakroom entrance door to ease pavement congestion
At end of day Y5/6 children walking unaccompanied may use double gates off Bucknall New Road which will be manned by staff member

Exit arrangements

Same exit as morning entrance

All gates opened flexibly a little before published time if staffing available to ease congestion off pavement.

30/11/20

Y1 and Y2 children kept in classes on yard on arrival and taken off yard in small groups to wait in hall in classes separated from other classes until all staff off yard to take their respective classes to their own rooms

Y4 children:

4S to arrive and go straight up to fire escape entrance

4L to walk around to the Stan Hub rear door.

Dismissal: 4L form upper carpark gate separated from 4S

Cloakroom access monitored by teachers in classes to avoid any cross over.

Y5 to arrive and go straight to classes and own cloakroom area

Year Group	Collection Time Window
Nursery	3:00- 3:10 Staff to negotiate best pick up time for with parents between 3:00 and 3:30 to stagger. Staff may also invite parents inside gate to area just behind vehicle access fence if necessary to aid social distancing on narrow pavement outside.
Reception	3:00- 3:10
Year 1	3:10- 3:20

Breakfast Club			
	Year 2	3:15- 3:25	
	Year 3	3:15- 3:25	
	Year 4	3:15- 3:25	
	Year 5	3:10- 3:20	
	Year 6	3:15- 3:25	
	<p>Pupils will enter via lower Wellington Rd gate. Pupils will be grouped into year bubbles wherever possible but the limitation of space means that a small consistent group of a mixed year bubble will be necessary (as of 30/11/20 attempt to sit in class bubble sony but make a note where this is not possible) Parents will be informed if their child is in a mixed year group bubble. Children will only access resources for their bubble and will sit separately. Any popular activities such as pool table and Wii will be rostered so that only one group bubble per day using them and they will be cleaned thoroughly at end of each session.</p> <p>Hand hygiene will be in place at all times as per the normal school day.</p>		
Implement one way system around school	One way system in place as follows: (exception cleaners and site staff)	ALL	

	<p>Main stair well only to be used to ASCEND ONLY To enter the dining room this should be via the external doors having exited the building either by Stan Hub doors / Noah's Ark door or Y6 classroom or main entrance door.</p> <p>The internal ramp should be for exit only leading to stairs (For access to IT SUITE outside of lunchtime it will acceptable to walk pupils down the internal ramp if coming from lower ground floor but it must be accessed via the external route down by those on upper floor as stairs are for ascending only) Staff may use the ramp both ways if not with children</p> <p>One way system in place around the hall (whilst children on premises only) Turn right out of Year 1 side and round to front of hall and then left past Reception to exit the school building. HOWEVER TO ACCESS THE GIRLS' TOILETS THIS WOULD BE NONSENSICAL as will have to go against flow at top of hall having walked all the way round so girls from 1S & 1L may turn left out of classroom for toilet access only during lessons time only. Y3 pupils should walk through their rear corridor and join the one way route past Reception and across the top to both access toilet and exit the building.</p>	
Staff signing into school	<p>The signing in book has been moved to the lectern in the foyer. If staff enter through the main reception sign in. They should sanitise, sign in and then wash their hands. Staff choosing to enter school via top entrance must descend via the external route on Wellington Road or via the outside of the building and sanitise, sign in and then wash hands.</p>	ALL

<p>Access to school office</p>	<p>Staff must stand at doorway to office wherever possible to have essential conversation with staff members in the office</p> <p>Office staff are split into two bubbles with GJ & AB in meeting room upstairs and KS & ZE downstairs wherever possible</p>	<p>All</p>
<p>Cloakrooms for children</p>	<p>New entrances will mean there may not be a natural flow to the assigned cloakroom (especially year 4 and Y6). Children should take their coats into class and at an appropriate point take their coats to cloak room.</p> <p>Bags may be stored in class if there is room (Y6 especially)</p>	<p>ALL</p>
<p>Use of photocopier</p>	<p>New position of one photocopier to staffroom</p> <p>One in IT suite and one remains in repro room</p> <p>Access in September to office will only be via repro room so care on entrance and exit that route is clear before entering.</p>	<p>ALL</p>
<p>Stagger break times to both minimise numbers on yard but also to avoid passing on steps and in hall at cross over</p>	<p>Reception –outdoor area access only as usual</p> <p>Y1 –Y6 See separate table at end of risk assessment</p> <p>30/11/20 Amended break times so that Y1,2,4&5 can be separated into classes on yard.</p>	<p>ALL</p>

<p>Staggered Lunchtimes Updated 30/11/20 Y1,2,4&5 spearted in class only bubbles</p> <p>Children to sit at dedicated tables set out in usual fashion in year groups. Ensure 2m distance between year group tables</p> <p>Overspill tables must be assigned to year groups only with as wide a gap as possible between year group overspill tables</p>	<p>Each playground divided into Zone A & zone B</p> <p>As of 30/11/20 Y1,2.4 & 5 S classes have sandwiches in class room one day and L classes have lunch in dining room. Alternate days. Those eating lunch in class will have access to outdoor play in class only bubble. Those eating lunch in dining room to have indoor class activities with access to outdoor space if available space at any point.</p> <p>Nursery- in setting as now 11:30 onwards</p> <p>Reception children to use their own outdoor space for lunchtimes to free up space on KS1 yard for separate class play for Y1 & Y2</p> <p>Reception to Y6 See separate table at end of risk assessment</p> <p>Cleaning of tables and chairs in between class use. Cutlery assigned to table.</p> <p>Sanitiser station moved to top of stairwell for use mainly by children having exited dining room to prevent congestion in diningroom</p>	<p>All</p>
<p>Kitchen staff social distancing</p>	<p>Kitchen staff to be split into 2 bubbles</p>	
<p>Staff breaks to ensure social distancing</p>	<p>Furniture removed from staff room to support social distancing.</p>	<p>CC EF KZ JMc GJ LW</p>

	Classroom areas may be used for lunches at correct social distance and areas sanitised if staff from another bubble join a another class/year group.	
Wet play at lunchtime	This will limit the options for staff to have some quiet time away from children however the staff room should still be socially distanced and staff should access any available rooms around school that are not occupied e.g. meeting room, PPA room, attic spaces. nurture room but must be mindful of different Key stage lunchtimes as may be	Staff
Use of toilet for pupils	<p>As of 30/11/20 Y1, 2 4& 5 – class access to toilets only with children taught not to enter if children form another class in there. Supervised wherever possible</p> <p>Supervised at the start and end of each allocated break time. Only children from one year group in the toilet at any one time where possible.</p> <p>There will be children requiring the toilet at other points so an adult must accompany to ensure that the toilet is safe to use in classtime. At lunchtime the upstairs toilet is supervised by an adult who will be able to ask any children wishing to use toilet to wait until safe to enter. Staff should judge whether younger children need to be accompanied to the toilet or whether they will be able to safely access it from playground as normal operating procedures.</p> <p>Encourage to flush with seat down if toilet design has seat.</p>	All staff assigned to year groups

Use of toilet for staff	<p>Ensure only 1 member of staff in the multi cubicle toilet at any one time. Staff should seek appropriate opportunities to use toilet within lesson time to ease demand at playtimes</p> <p>Be alert when using downstairs toilet and do not attempt to cross in narrow corridor Flush with seat down</p>	All staff
<p>Minimising contact within classrooms / school day</p>		
<p>General teaching</p> <p>Guided reading</p>	<p>Class sizes usual size of approximately 30 Desks set out so children predominantly face front where age appropriate. EYFS and at the transition from EYFS to Y1 this is not appropriate for much of the time. Teachers and support staff minimise close contact with pupils by teaching from front where possible. Staff may choose to use pointing stick or equivalent to point out errors in work etc during in the moment marking to minimise close face contact.</p> <p>Younger children may be taught from 'the carpet' if this will facilitate enhanced teaching but they should be facing the front</p>	LW / SLT

Marking/reviewing work	<p>in rows wherever possible. This is likely to be mainly appropriate for children in KS1.</p> <p>Guided reading/ supported group work Depending on layout of room and age of children these options should be considered. If there is more than 1 adult in the room reading/working with a group, there may be a combination of strategies.</p> <ol style="list-style-type: none">1. Children sat on carpet and teacher teachers group at 2m distance but will call each child in turn to a table or 2 chairs where they can sit side by side with as much space in between as possible so child can read aloud and teacher can support reading/ learning while other read/work independently2. Adult sits at front of a row of children to teach group and moves along at a safe distance to hear children read /support learning whilst rest read/work independently.3. Teacher introduces reading/ teaching concept to whole class and then adults work individually with children as above4. Adult finds alternative space outside of classroom adopting one of the above strategies <p>Need for marking should be minimised but this will depend on the quality of feedback the teacher /adult has been able to give during lesson. Finished work should be put in child's tray/on table wherever possible so if necessary the teacher can go to the work once the children have left to review/mark it to inform future planning without child's work touching another child's work.</p>	
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	<p>If impractical for individual classes or lessons depending on layout, collection of books by adult into a pile would be acceptable and books. Teachers would wash hands after touching books/work and after handing out.</p> <p>Head teacher would visit each classroom periodically as normal but only enter within 2m of nearest child and not move between children to keep integrity of bubbles. Children can still be sent to Head teacher or SLT member for praise or sanction and social distancing will be maintained.</p>	
PE	<p>Outdoor PE where possible following guidance re non contact and cleaning of all equipment between uses but indoor PE can take place in the hall as necessary. In the main this should be lower energy activities such as Yoga and gymnastic movements. Where mats to be used these must be cleaned after use.</p> <p>Pupils</p>	
IT lessons/ use of IT suite	<p>Pupils must sanitise hands before use of computer at start of lesson. After lesson keyboard, mouse, surrounding tables and plastics of chairs to be sanitised before next group. Additional staff member to support in this as required.</p>	RW & All staff
Music	<p>Following guidance as follows: 5/11/2020 updated guidance:https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/</p>	SC & all teachers

	Music curriculum adapted to place class woodwind in Spring term and singing units also delayed. Rest of curriculum to be adapted as per guidance as it evolves.	
Lunchtime Sport Clubs in hall Afters school sports activities	These to be restricted to one year group per session and lower energy / non -contact activities with maximum 16 pupils with all hygiene precautions in place for any apparatus used. 5/11/20 No after school sports sessions Lexia clubs/ catchup clubs operating within Year bubbles can operate as extension to school day.	Staff and sports coaches
Minimise Movement of staff between classes and rooms.	Pupils stay within own class for majority of lessons but may spend time within their year group to facilitate grouping for lessons and may use alternative room. Room should be wiped down between use if multi access e.g. IT suite, nurture, pods. Intervention spaces may be used but tables and chairs and any common resources e.g. keyboards and mice should be sanitised before a new group uses the space. Adults working in classes will predominantly work across year groups only with some exceptions where this is unavoidable: RW will teach IT to all of KS2 but will do so from a distance and use remote tools to check on learning. Keyboard and mice sanitised before next group enter. Other staff will be limited to teaching across phases unless for emergency cover/ exceptional circumstances.	ALL
Limit gathering of classes for assemblies and activities	Whole school worship will be Monday and Thursday with one year group only invited to attend with each class separated. LW /SLT member or approved visitor will deliver assembly/ worship and where possible it will be live recorded via Zoom/	

TEAMS so it can be accessed in the classrooms. Alternatively, a recording of the assembly could be watched by classes at a later point in the day.

Children to sit on benches so easily cleaned after assembly

Key stage assemblies could operate on same basis but recorded for later watching to give more flexibility of curriculum time.

Alternatively, these could be on a rota so that one year group at a time has a live physical assembly and the others have a class assembly. One staff member within year group would lead them.

Monday recorded and all in classrooms.

Tues and Wednesday invited bubble to hall

Thursdays Live Zoom all in classrooms

Celebration Zoomed with LW visiting all classes socially distanced

Celebration Assembly:

A live recording of LW/SLT. If technically possible, all classes sign into ZOOM and LW/SLT will run the assembly from the hall (one year group in on a rota?) invite each of the pupils identified to stand up in their class and all the usual elements of the assembly to take place but class teacher give out the certificates to the children (LW read from a list rather than the certificates themselves which would be in class). Teacher pull the names out of the recognition box etc

Birthday celebrations:

As part of whole school Monday. Could use Birthday Makaton sign song

<https://www.youtube.com/watch?v=yQ7NSNRDbAY&safe=active>

	<p>Birthday treats: suggest parents buy a book for class and we'd put a label in it celebrating child's birthday. No sweets/ cake etc</p>	
Detentions	<p>KS2 pupils be sent to Y6 classroom CM/ SLT to supervise but children from different year group to be sat as far apart as possible from children in another year group. Both Y6 classes would need to be used if necessary with door open between. Wipe down of seats and tables for those children from different year groups.</p> <p>KS1 EF classroom with Y1 / Y2 separated as far as possible. Wipe down of seats and tables for those children from different year groups.</p>	
FIRE SAFETY	<p>Registers to be taken as normal for pupils and routine for exits changed so that for fire drills will not pop bubbles. This was tested during Autumn A and to be adopted as new Fire drill policy throughout period of pandemic. This is the only occasion when the stairs can be used in either direction. (in the event of fire the risk to pupils deemed greater from danger of fire than being too close to a symptom free child or adult during a fire drill/ evacuation. Pupils line up in classes</p> <p>Each class group would be taught the drill on first day back into school as part of reintegration.</p>	ALL LW
Safeguarding	<p>Systems as now with staff on alert for any cause for concern.</p> <p>Cause for concerns recorded on CPOMS system for action by deputy designated safeguarding leads or LW</p>	VC/ LW/ office staff All staff re reporting and recording

	<p>Non attendance of identified children with social workers to be reported to as currently.</p> <p>Non attendance for other children to be addressed in first instance by office staff. Safeguarding officer and then through support of EWO as necessary.</p>	
Protecting Clinically Vulnerable and Extremely Clinically vulnerable groups	<p>School will follow advice from government regarding these groups as it has done up to this point.</p> <p>Individual conversations to be had with staff falling into clinically vulnerable but not extremely vulnerable to establish whether any additional precautions need to be taken.</p> <p>Risk assessments reviewed with Staff previously shielding or in clinically vulnerable group.</p> <p>Where staff are being asked to work 1:1 with children, activities should be such that they minimise child stress and therefore the needs for direct contact but this will not always be possible with our youngest pupils. Staff will be provided with PPE as in previous section if they need to carry out frequent physical contact and intimate care. The risk assessment for the child will be discussed with the staff member and the parent and reviewed as necessary. SEndco / Safeguarding officer to coordinate.</p>	<p>ALL</p> <p>JMc/ VC</p>
<p>Further risks</p> <p>Emotional Trauma and anxiety levels increased</p>		
<p>Risk:</p> <p>Pupils returning to school with emotional trauma and increased anxieties:</p>	<ul style="list-style-type: none"> • School ethos and values supports child centred inclusive approach and school already offer nurture approach- • Staff will not presume trauma and will create an atmosphere of normality and routine and then assess who is not coping and offer usual support 	All

<p>Staff returning to school with emotional trauma and increased anxieties</p>	<ul style="list-style-type: none"> • Trained counsellor on site to speak to children as needed and support staff in their approaches where necessary • Behaviour Policy adapted but already flexible to meet pupil individual needs • Access any further training as required/ share existing staff knowledge via staff meetings etc as required. • Continue existing leadership ethos which prioritises staff wellbeing highly and respond to any issues and difficulties that arise seeking to find mutually acceptable solutions. • Signpost to LA services for counselling and school's own staff insurance services and any diocesan support available online via LDBE website. http://www.ldbe.co.uk/ 	<p>LW /SLT</p>
<p>Visitors to school including contractors</p>	<ul style="list-style-type: none"> • Visitors will be limited to essential maintenance contractors, peripatetic music teachers, sports coaches and essential visitors for smooth running of school. • Telephone conversations with parents only, video calls or face to face meetings if essential following social distancing guidance • Signage to ensure no one enters if displaying COVID-symptoms • All visitors will be asked to hand sanitise • 2m distance to be maintained wherever possible from school staff and pupils. • Signing in book will record time of entry and exit so that any close contacts can be traced as necessary 	<p>LW office staff Site supervisors</p>

Additional Day to day guidance for staff To minimise risk of infection in addition to those specified above		
Area/ situation where increased risk of infection		
Clothes, Coats and belongings	Store coats and bags in own bubbles or in a spare classroom. Place separately, avoid touching other's coats and property. Clean surfaces afterwards.	Staff/ Cleaners
Security tags and lanyards	Clean daily before and after school and as required.	Staff
Computers/ Mouse/ Hardware/ Pens and Equipment within bubble	Clean before and after use. Wash hands regularly.	Staff in bubbles
Staff lunches Coffee, Sugar and Tea Canisters Use of microwave and hot water dispenser	Bring own items of cutlery and crockery where possible. Clean teaspoons before and after use. Use paper towels not tea clothes Avoid bringing lunchboxes if need to be stored in fridge- use coolpacks instead. If essential to use fridge- see fridge instructions below Clean touch points and canisters before and after use. Ensure work surfaces are clear and clean. Wash hands regularly. Dry using paper towels	Staff
Fridges	Clean own items and shelf including milk before placing in Fridge. Avoid touching other items when placing. Remove items at the end of each day. Wipe shelves and handles with disposable wipes of paper towels and disinfectant spray. Wash hands regularly.	Staff
Break and Lunch spaces	Use of staffroom or unused classrooms. Stick to social distancing measures and avoid crossing bubbles. Clean before and after use of any spaces. Remove any personal items and litter before leaving. Wash hands regularly.	Staff

Dinner Registers	As routine during lockdown but no need to pre order food just numbers.	staff
Parking	If using car park do not exit or enter car if there is anybody within 2m of your car.	Staff
<p>Procedures for continuity of learning in the event of pupil or multiple pupils needing to self isolate or a local lockdown</p> <p>See full Remote learning Policy : https://hanleystlukes.com/wp-content/uploads/2020/09/Remote-Learning-Policy.pdf</p>		
Full remote Learning Policy added 30 /09/20		Teaching staff
<p>This plan will be reviewed and amended in accordance with need to ensure the safest arrangements possible for all.</p>		

Break time plan Amended 30/11/20 keeping as close to these times as possible but can be fluid depending on situation in school

	10:10	10:15	10:20	10:25	10:30	10:35	10:40	10:45	10:50	10:55	11:00	11:05	11:10	11:15	11:20	
KS1	Y1 MS				Y2 MS											
Activity			Y3 TH							Y5 MS						
KS2							Y6 TH			Y4 TH						

Lunchtime Plan

Amended 30/11/20 with Y1,2,4 &5 alternating sandwiches in class or lunches in dining room around these allocated slots. Alternate access to playground also for some classes as in main body of risk assessment. May change depending on need and therefore this plan has not been amended.

	11:20	11:30	11:40	11:50	12:00	12:10	12:20	12:30	12:40	12:50	1:00	1:10	1:20	1:30
Dining room A	Reception				Y1			Y3			Y5			
Dining room B						Y2			Y4			Y6		
KS1 A					Y2			Y1			Y3			
KS1 B					Reception 30/11/20 own area			Y2						
Activity								Y6						
KS2 A												Y4		
KS2 B								Y5						Y5
Ramp area											Y3			
Outside Y5/nursery								Y4			Y3			Y6 If needed

Area outside Y5 / nursery holding area for short play whilst waiting

Ramp before gate a holding area /short play whilst waiting- assigned Y3 to it or Y5 area- depends which eases congestion best.