

## Risk Assessment completed by Paul Smith

**School Name:** Almondsbury CE Primary School **Date of Risk Assessment:** 13 July 2020 updated 25 August 2020 and 19 September 2020, 11 November 2020 and 4 January 2021 and 11 January 2021 and 25 February 2021

**Description of Activity being risk assessed:** - School reopening Covid

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by When	Action Completed
Spread of the virus within the school.	All staff pupils and visitors to school	<p>On entering school all pupils will be asked to wash hands or if not appropriate use hand sanitizer.</p> <p>Parents to be told where and when to bring children to school and collect. If possible have different entry and exit points. If not make sure door handles are wiped down in between drop off and pick up.</p> <p>Parents will be asked to stay outside of school building whenever possible and any</p>	<p>Ensure good supply of hand sanitizer, soap and paper towels available every day.</p> <p>Pupils to sanitise hands as they enter school and then wash hands during the day up to 7 times before leaving.</p> <p>Marking up outside space with 2m safe distancing.</p> <p>Parents to be advised to wear masks when</p>	<p>Caretaker to ensure supplies topped up</p> <p>Communication provided to ensure parents know when they are required to drop children at school and pick up. Asked to stand away from each other in specific spaces designated in the playground. PS</p>	<p>Daily before /after school</p> <p>Markings to be in place before 1 September</p>	

		<p>issues to be communicated by email or telephone.</p> <p>Parents to stand up to 2m away from each other at entry and exit times in designated areas.</p> <p>Children and staff to follow the one way system around the school corridor and stay up to 2 metres away from each other when waiting for the toilets or lining up.</p> <p>Parents and children have staggered entry and exit times for each class to minimise the risk of transmission.</p>	<p>entering the school site. School staff to wear masks when in public areas such as playground and car park at the start and end of the day when interfacing with parents.</p> <p><i>Parents and childminders to supervise their children closely so they do not play in the car park with children from other bubbles at drop off and collection times.</i></p> <p>Parents and children to be allocated start and end times for the school day.</p>	<p>Parents to wear masks</p> <p>PS to mark out the corridor and place signage around the school.</p> <p>Parents and children to arrive just before their allocated time and leave immediately afterwards.</p>	<p>Parents to ensure they remain socially distanced from other parents and wear masks on entering school site.</p>	
Office/Reception staff		<p>Parents/carers, staff and pupils reminded to keep visits to office to a minimum. Parents/carers encouraged to use email or telephone to contact staff.</p> <p>Request that parents pay for school lunches etc by electronic means to avoid use of cash</p>	<p>If not already working behind a screen consider installing screen to reduce contact with visitors to school</p> <p>Inform parents/carers of temporary change of system and ensure they have the contact details and that their understanding of the process is clear.</p>	<p>Parents communicated to ensure they know the rules regarding contact with school via email/telephone. If need to do this in person then to stay behind the office glass and only have one person in the</p>	<p>PS to reinforce the expectations of communication with school in letters.</p> <p>Posters to be placed on the office glass to remind parents of the rules and social distancing.</p>	

				<p>entrance to the school at once.</p> <p>All parents to use Parent Pay – remind text to be sent out to Year 6 parents.</p>		
Spread of the virus	All staff	<p>Staff are provided with adequate PPE for the needs of themselves and contact with the children.</p> <p>Staff to protect themselves by limiting contact with each other.</p>	<p>Staff are supplied with masks, visors, aprons and gloves to be used at their discretion and when in contact with children, especially those with SEND and in Reception.</p> <p>Normal interactions should not require PPE.</p> <p>All staff to ensure they remain within their classroom bubbles with very limited contact.</p> <p>All staff within classrooms unless by themselves should wear some form of PPE ie masks/visor/gloves when in the room with another adult.</p> <p>All meetings between staff from different bubbles now must take place virtually in individual classrooms. Understandably this may be difficult in terms of co-operation and decision making.</p>	<p>Staff provided with PPE by PS and aware of the guidance of how to put on and remove PPE safely to prevent contamination.</p> <p>Staff who move between classes must wear some form of mask/visor whenever in the classroom. If there is movement within one day ie morning or afternoon then these visors/masks should be changed inbetween.</p>	<p>Staff to read the guidelines on removal of PPE and place in a suitable waste bin and tie off.</p> <p>Masks should be washed regularly and visors wiped after every session. Wipes will be supplied by school.</p> <p>All surfaces must be wiped down at the end of the sessions including door handles and other touch</p>	

					points around the classroom.	
Classrooms and other areas	All members of school community	<p>Classes should be set out to ensure there is some element of social distancing, particularly between staff and children.</p> <p>Classes should be set up to ensure spread of infection is minimised.</p> <p>Use of communal areas should be kept at a minimal ie access to corridors, hall, group rooms.</p>	<p>There should be some distance between tables and teacher.</p> <p>Older classes should ensure that the classroom is set up so that pupils are forward facing. For Reception and KS1 there is some flexibility in this with expanded group tables that ensure some element of forward facing.</p> <p>Carpet times should be kept to a minimal and/or ensuring there is plenty of space between children.</p> <p>Children should enter and leave their classrooms via the nearest entrance/exit ie onto the playground if possible.</p> <p>Windows should be open in any room where there are more than 1 persons for ventilation.</p> <p>For classes having to enter via the hall/cloakroom these should be cleared before the next class enters/exits.</p> <p>Hall is not be used for whole class teaching for</p>	<p>Staff to set out classrooms aware of social distancing and safety of all members.</p> <p>Corridors to be kept as clear as possible – only use to use the bathrooms – enter and exit school.</p> <p>Small spaces to be used in a minimal capacity.</p>	<p>These measures will be reviewed on an on going basis depending on updated guidance and infection rates/spread both within school and within the wider community.</p>	

		Use of Hall for lunchtimes	<p>PE or used for lunchtimes during September. This will be reviewed after the first month of term.</p> <p>Update Jan 21 PE can be held in the hall for non strenuous activities half the class at a time.</p> <p>Lunches held in hall for Reception from Jan 21.</p> <p>Group rooms not be used unless there is a maximum of one adult to three/four children.</p> <p>From 30 September trial use of the Hall for Reception and Year 5 and 6 pupils for lunches.</p>	<p>Ensure that there are only 6 children per table.</p> <p>Each class is separate in their bubbles for lunches.</p> <p>After Reception have finished all tables and chairs to be cleaned before Year 5 and 6 enter the hall.</p> <p>Tables to be spaced out in groups of 5 across the Hall to maintain the bubble classes.</p> <p>Classes to enter and leave the Hall one at a time to minimise contact.</p>		
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			From Tuesday 5 January only Reception children will be able to use the hall for lunch.	Minimum contact between children and lunchtime staff.		
Curriculum activities	All staff and children	<p>Singing and other musical activities are allowed within strict guidelines.</p> <p>PE teaching</p>	<p>Singing can be held outside and with children forward facing away from each other. Singing can also be allowed inside in large spaces with minimal number of people in the space ie when use of Hall is permitted a class will be able to sing.</p> <p>Singing is permitted to take place as long as only half the class sing at once taking in in turns. All windows must be open for ventilation.</p> <p>Musical instruments can be used as long as they are thoroughly wiped clean and not used for 24 hours.</p> <p>PE can be taught outside with minimal need for measures, although contact sport is not permitted for Term 1.</p>	<p>Staff to be aware of the guidance for singing and updates when provided.</p> <p>Staff to ensure there is adequate ventilation in the room where singing is taking place.</p> <p>Staff should ensure musical instruments are thoroughly cleaned after usage and left for at least 24 hours.</p> <p>Staff should be aware that contact sport is not permitted but keep up to date of guidance.</p>	<p>Staff shared guidance and risk assessments in September 2020.</p> <p>The guidance around these areas is updated on an on-going basis.</p>	

		Use of PE equipment	<p>PE, as from Term 4, as long as cases are low, can be held in the hall. However, all air vents should be turned on and the hall door opened.</p> <p>PE sessions should only be limited with half of the class active at one time for either dance or gym.</p> <p>PE equipment can be used for lessons and breaktimes following the cleaning guidance.</p>	<p>Staff should ensure the hall is well ventilated and limited air flow from pupils' mouths by less strenuous PE sessions.</p> <p>Staff should ensure PE equipment is thoroughly cleaned after usage and left for at least 24 hours.</p>	Staff to be aware of the need for ventilation and limited physical contact between teacher/pupil and pupil/pupil	
Use of hand sanitizers		<p>Opportunities available for pupils, students, staff and visitors to wash their hands:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>This is particularly important if using public transport to get to school.</p>	<p>Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times</p> <p>Ensure that supplies are topped up daily at entrance and exit points from the school</p>	<p>All staff to remind children of the hand hygiene regime and for this to be completed at the end of each session and before entering the classroom/ building.</p> <p>Children and staff to wash hands or sanitise up to 7 times per day at the start and end of each breaktime session, on enter and exit.</p>	All supplies to be replenished daily and during the day if required.	

		<p>Providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.</p>		<p>Additional soap and sanitiser to be made available with extra paper towels at the start of each day.</p> <p>Caretaker to ensure these are topped up.</p>		
Spread of the virus		<p>Stagger the use of bathrooms and if possible assign a bathroom to a particular bubble.</p> <p>Make sure children are aware of the need for proper hygiene and ensure washing of hands after use.</p>	<p>To mitigate cross-contamination have cleaning products for regular cleaning of taps and flush handles to be cleaned. Wipes may be used for this purpose.</p> <p>Use of schools' own learning resources and also possible use of identified resources from <a href="https://e-bug.eu/">https://e-bug.eu/</a></p>	<p>Staff to remind children of bathroom hygiene and the use of which bathrooms and when.</p>	<p>Caretaker to ensure supplies of cleaning products and or wipes are readily available</p>	
Contamination through coughing and sneezing		<p>Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal.</p> <p>Children are reminded to catch sneezes with tissue or elbow and then to immediately wash hands</p>	<p>Ensure tissues are available and covered bins for disposal. Ensure posters are displayed (Catch it Bin it Kill it)</p>	<p>Tissues and other items to be provided (ask parents in letter to send these into school if possible)</p>	<p>Bins are kept away from the children and tied off at the end of the sessions to stop infection spreading.</p>	
	All pupils staff and visitors.	Anyone who shows symptoms in school will be	Email and telephone details to be shared with	Communication to be sent to all	Letter re-opening to be	



	All pupils staff and visitors	<p>asked to move to isolated area/room.(DHT office)</p> <p>If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use.</p> <p>(Disabled toilet next to DHT office)</p> <p>Ask person/pupil to leave by the nearest external door.</p> <p>Any suspected cases of Covid 19 to be reported directly to ELS and PHE to make decisions and support school in what to do next if tests are positive.</p>	<p>parents/carers (no personal information to be shared)</p> <p>Ensure room is available at all times. Keep contents of room to a minimum to aid cleaning process.</p> <p>Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.</p> <p>Staff and children to be sent home immediately and apply for a Covid test. Results to be conveyed as soon as possible to the school for reporting to ELS and PHE.</p> <p>Staff to be aware of the flowcharts at the end of the risk assessment as to the procedures.</p>	<p>parents outlining these measures by 6 July by PS</p> <p>Staff to know the routines and expectations as set out by the risk assessment before re-opening.</p> <p>PHE and ELS to be informed as well as all staff should a suspected case be apparent.</p> <p>Decisions made as to whether class bubbles are closed down-<del>in</del> consultation with PHE and ELS.</p>	<p>sent out by 6 July</p> <p>All staff to have seen and contributed to the risk assessment.</p> <p>Staff to be aware of flowchart and sign to agree they have read the risk assessments.</p>	
Social distancing		<p>Pupils to keep away from each other as far as possible. Potentially achieved through working solely as a class, working at separate desks etc.</p> <p>Avoid activities eg: sitting on carpet together, assemblies, some sports and playground games where up to 2m distance is not possible.</p>	<p>The cleaning of toys, pens and pencils, musical instruments, PE equipment etc, will be reviewed as necessary following government guidelines.</p>	<p>Markings on the floor in classrooms and desks are moved apart to ensure that there is a 2m or good space between the children whilst in the room.</p>	<p>Staff to constantly remind children of social distancing and hygiene rules.</p> <p>Staff to aid SLT in creating safe environment</p>	

		<p>If and when hot lunches restart then we will only allow two classes in the Hall at any one time.</p> <p>Classes to line up with social distancing between the children before being seated with no more than 6 children on a table.</p> <p>Leave a gap between classes entering the hall.</p> <p>After pupils have eaten they will leave the hall to go to their playground zones. Tables and chairs will be cleaned before the next class use.</p> <p>Ensure children wash hands before and after eating.</p>	<p>Consider marking up areas with 2m for example where children line up for lunch, parent collect/drop off zone.</p> <p>Cleaning materials required for the Hall to clean after each sitting of classes.</p> <p>Ensure rota system for the use of hand washing facilities – in toilets before eating classrooms after eating.</p>	<p>Ensure that when lining up children stay within the markings on the floor to keep distance.</p> <p>Children to stay in their bubble to have lunch or at distance from other bubbles on the school field.</p> <p>Children reminded that they need to keep apart from each other as much as possible.</p> <p>Cutlery to be placed on tables for pupils by staff wearing gloves.</p> <p>All surfaces wiped down after every use of tables and chairs.</p> <p>Water cups to be poured rather than shared jugs by adult in charge.</p> <p>Cups used are either disposable</p>	<p>for children with floor markings and removal of resources that are not required or difficult to clean on a regular basis ie soft fabrics, etc.</p> <p>Assemblies to be conducted via Zoom to classrooms and not meeting in person.</p> <p>PE sessions to be mindful of use of equipment and only have set of resources per bubble. Activities to be individual such as skipping, catching ball themselves, running at a distance from each other, etc.</p>	
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				<p>or steam cleaned after use depending on the advice provided by catering company.</p>	<p>Equipment cleaned thorough after each use with disinfectant.</p> <p>Singing to be only conducted outside with children facing away from each other or at a distance.</p>	
		<p>Staff to follow guidance re social distancing in staffroom etc.</p>	<p>Consider alternative areas that could be used for pupils to eat lunch to ensure all children have the opportunity to have lunch.</p> <p>Are there additional rooms available to accommodate staff breaks?</p> <p>More than 1 area may be required at break and lunchtimes.</p> <p>Update Jan 21 – staff breaks should be staggered and taken only with class bubbles rather than as a key phase for at least Term 3.</p>	<p>Staff to have break out bubble spaces for them to use during breaktimes and lunchtimes.</p> <p>Use of the staffroom to be minimal to set bubbles and at specific times</p> <p>Staff have key phase staff areas to reduce the risk of additional transmission and spread of any potential virus.</p>	<p>All surfaces to be cleaned whenever they have been used in the bubble break out rooms and staffroom. Staff to be aware of the risks and have access to necessary supplies.</p>	
Use of resources	Staff and pupils	All resources and equipment to be considered whether necessary for usage.	Discuss with children what resources can and can't	Staff and children to be aware of the need to keep	Staff in each bubble to identify	

		<p>Children to be provided with individual resources for the school day with specific items.</p> <p>Any shared resources such as construction in Reception classes must be cleaned after use by children</p> <p>Use of books to be maintained however, limit the range of books and wipe down after use and leave for at least 72 hours before using these for another child.</p> <p>Use of resources in Reception and other shared resources. These should be minimal and cleaned on a daily basis.</p>	<p>be used by them on a regular basis.</p> <p>Ensure all shared resources are identified as such and maintained within each bubble to avoid cross-contamination.</p> <p>Books from home to be left in a suitable place and wiped down by staff member wearing gloves and left for at least 72 hours.</p> <p>Any resources that are used for communal class use ie construction, paints, etc should be washed and cleaned daily. If this is not able to happen then they should be left aside for 72 hours before usage.</p>	<p>own individual resources and the use of shared resources to be explained by staff.</p> <p>Parents to be asked to contribute to individual resources if can</p> <p>Parents informed of specific days when books can be brought back into school for wiping down and restocking before being sent out again.</p> <p>Additional time will be needed to take these precautions so expectations of work flow may need to change to ensure this can happen.</p>	<p>resources required and maintaining cleaning or wiping down these.</p> <p>Please see additional protocols regarding frequency of cleaning, etc September 2020.</p> <p>Additional washing/ cleaning materials to be supplied by school as required.</p>	
SEN children	Staff and pupils	Plans in place to deal with behavioural issues are reviewed by SENCO	Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire.	Risk assessments to be carried out for the children with EHCP's and	Risk assessments to be completed by SENCo and	

			<p>Regular review by SENCO/one to one TA particularly if issues with biting/spitting.</p> <p>Ensure specific parents have read and agreed with the Behaviour Policy Addendum as on website.</p>	<p>adverse additional needs such as behavioural. Staff and parents to be made aware of these assessments. Be clear on advice and support for staff in dealing with any issues that arise ie breaking of bubble or lack of social distancing. Inform parents that school reserves the right to send children home who are not able to adhere to the school's new system.</p>	<p>class teachers/TA's working with pupils to ensure safety of the children and staff during this time by 1 September</p>	
Staffing		<p>Staffing for each bubble to be consistent to avoid any contamination and also provide consistency for the children.</p> <p>Children to remain inside the agreed bubble and if broken then will need to be reassessed.</p> <p>Agreed that certain staff are allowed to move between</p>	<p>Ensure that staff are well and suggest testing if possible to ensure clear of the virus.</p> <p>Provide regular checks on wellbeing by SLT.</p> <p>See page 3 for updated guidance for staff when</p>	<p>SLT to ensure groupings are based on clear rationale and are maintained.</p>	<p>SLT to ensure that the class groupings remain the same throughout .If required then we extend this to include key phases groupings to allow for</p>	

		<p>classes within a key phase to ensure teaching assistant support and PPA are able to continue.</p>	<p>moving between class bubbles.</p> <p>Rotas for use of communal staff areas to be created to ensure all are able to use over break/lunchtimes.</p> <p>These areas should be cleaned for touch points after use by individuals ready for the next set of staff who will use them.</p>		<p>streaming of lessons ie phonics in KS1.</p> <p>Children from different classes kept at least 2 m apart.</p>	
Potential contamination of buildings/equipment		<p>Deep clean of all areas before school re opens and then ongoing at start and end of day.</p> <p>Each classroom that is used would require all equipment to be cleaned EG pens/pencils and no sharing of equipment.</p>	<p>Regular reminders to pupils regarding no sharing of equipment.</p> <p>Ensure stocks of cleaning materials are maintained.</p> <p>Each child to have their own set of key resources, ie pencils, ruler, rubber, water bottle, whiteboard, pens, etc.</p>	<p>Cleaners and cleaning contractor to be made aware of the need for deep cleaning daily. All surfaces and equipment.</p> <p>Equipment to be cleaned by staff within each bubble at the end of the day</p>	<p>PS to discuss with cleaning contractor and cleaners the requirements.</p> <p>All staff aware of the expectations around resource cleaning.</p>	
Cleaning of school building		<p>Obtain the Safety Data Sheet for the product(s) (easy to obtain from your supplier). They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.</p>	<p>Ensure adequate supplies are maintained and staff are aware of Safety data sheets.</p> <p>Supervision by staff to ensure safe use of sanitizers</p>	<p>Ensure children and staff are aware of not touching eyes or mouths with the hand sanitiser. Items are listed on the COHSS sheets within</p>	<p>All staff made aware of risk assessment for these products throughout the re-opening period.</p>	

		SDS will also help with potential reactions to the product.		school by caretaker/PS		
		<p>Cleaning staff will have been made aware (either by contractor or school) of the levels of cleaning required in each area and provided with PPE for each area.</p> <p>Hand washing facilities are available including Anti-bacterial hand gel.</p> <p>These are to be used after:</p> <ul style="list-style-type: none"> <li>• Handling waste including body fluid spills and hazardous medical waste.</li> <li>• Cleaning</li> <li>• After emptying bins</li> <li>• After using the bathroom</li> </ul>	PPE is taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste.	Cleaning staff to be provided PPE if necessary by their employer/contractor. If not provided then there are supplies in school for use. PS to contact contractor for clarification of use of PPE within school for the cleaning staff.	Cleaning staff made aware by their employer the risks and how to obtain safe working equipment and practices.	
Provision of First Aid		<p>First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of any contaminated waste and PPE.</p> <p>Staff should wash hands after dealing with pupil and complete any accident forms as usual.</p>	<p>Ensure consent forms are completed, appropriate storage of medication, records completed of who, what and when in usual manner.</p> <p>Staff to wash hands after each pupil.</p>	<p>All staff are first aid trained and will be provided with first aid kits to ensure they can attend to any minor needs.</p> <p>Staff to use PPE to attend the children's first aid needs and use</p>	<p>Staff to be comfortable in administering first aid and use of PPE.</p> <p>Staff to read guidance.</p>	

Administering medication		As much as possible reduce the amount of medication you agree to administer.	Regularly check Public Health England for updated advice.	the guidance on removal of PPE.		
Pregnancy		Possible complications for pregnancy. Implications for health of mother and unborn child.	Seek advice from GP/Midwife	No medicines to be administered unless absolutely necessary during this time.		
Vulnerable staff and pupils		All staff and pupils who were subject to shielding letters prior to 1 August to continue to have risk assessments completed to ensure safety.	Regular assessments and advice from medical professionals to be obtained.	Staff to be aware of any changes to their health and report immediately.  Contact with parents of at risk pupils to discuss measures needed to be in place as appropriate.	PS/SLT to inform immediately if any suspected cases of Covid 19 within school and shield as much as possible.	
BAME staff and pupils		BAME and Equalities policy and risk assessment in place and followed by all staff. Shared with parents via website.	As above			
Dealing with unwell children.		Children that become unwell with non Covid symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness.	Ensure good supply of antibacterial wipes are in place for staff.  Reminders to parents/carers to not send poorly children to school  Public health England poster guidance followed regarding childhood illness	Communication to be sent to all parents outlining these measures by 6 July by PS  Staff to know the routines and expectations as set out by the risk assessment before re-opening.	Letter re-opening to be sent out by 6 July  All staff to have seen and contributed to the risk assessment.	



<p>Premises plant and equipment</p> <p>Fire drill</p>		<p>All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should.</p> <p>Fire drill procedures and fire safety notices</p>	<p>Re –look at fire drill procedures (including lockdown) to ensure all new guidelines ref social distancing are followed as much as possible.</p>	<p>Caretaker to ensure all water systems are flushed before school is re-opened by 1 September.</p> <p>Ensure all areas of the school are completely safe and clear before re-admitting children.</p> <p>Adhere to list of recommendations for re-opening school sent by LA.</p> <p>Fire alarms to be tested by caretaker as normal on regular basis.</p>	<p>Caretaker to work with PS to ensure school is safe for re-opening.</p> <p>Caretaker flushed water through daily/weekly during lockdown and recorded.</p>	
<p>Deliveries to school</p>		<p>Potentially regular deliveries will be required once school re-opens for kitchen or other necessary items.</p> <p>Once school receives a delivery wherever possible items will need to be wiped over using antibacterial wipes.</p>	<p>Whilst placing the order consider adding advice on delivery procedures within school.</p>	<p>All deliveries to school need to be left in the foyer and taken from there by the caretaker.</p> <p>Kitchen deliveries to be maintained and processed by the kitchen staff</p>	<p>Office staff to be aware of the requirements as well as caretaker. Ensure boxes are wiped down or left for up to two days before they are opened.</p>	

				using their own risk assessment.		
Visitors to school	Visitors	<p>All visitors need to have a specific appointment to enable them to gain access into school.</p> <p>Visitors to the school will be asked to report to the school office. The office staff will sign visitors into school and their access will be limited to immediate areas only as required. Staff will accompany them.</p> <p>Visitors should sanitise their hands when entering the building and wash them before leaving with soap and water.</p> <p>If visitors need to use the bathrooms they should be advised to follow the same procedures as staff.</p> <p>Visiting music teachers to be re-instated during October on a weekly basis.</p>	Visitors will only be allowed into school as long as there is no outbreak of infection and it is safe to enter.	<p>All visitors will have to sign in and agree to having their details taken for the school's Track and Trace register.</p> <p>These details will be kept confidential and only used to inform visitors if there is a subsequent outbreak of infection.</p> <p>Only if infection rates allow.</p>	<p>Visitors will have prior permission to enter school and accompanied by a member of staff,</p> <p>If visitors are in a small space with other adults, there may be a need to ask visitors and staff member to wear face covering.</p> <p>There will be a separate risk assessment for music teachers.</p>	

### Lunchtime supervisors

Each lunchtime supervisor should, from 5 January, be prepared to wear a mask/visor when inside with the children.

**Each lunchtime supervisor will supervise no more than two classes inside but are able to supervise generally outside.**

**Lunchtime supervisors should try to keep interaction between themselves and themselves and children to a minimum both inside and outside. They should wear masks/visors inside and stay 2 metres away from each other outside.**

**Each supervisor is able to move between their allocated class bubbles outside only unless wearing masks/visors inside as a last resort due to staff absence.**

### **Amendments due to school partial closure and lockdown**

All of the above risk assessments and control measure will remain.

The premise of the partial closure is to limit the numbers of pupils and staff within the school building. The school has used the DFE /Cabinet Office list of critical workers and prioritised those families where there are two critical workers who have to go to work. Then single parent critical workers alongside vulnerable pupils and those with EHCP's.

To minimise the risk to staff a rota of home working and in school working has been adopted to ensure that risk of transmission is reduced between staff and pupils as well as staff and staff.

Individual risk assessments for those staff who are deemed to be at higher risk or shielding category have been completed and agreed by the staff. There are currently no pupils who are deemed to be at high risk attending school. However, this may change. If this happens an individual risk assessment for those pupils will be carried out.

### **Breakfast club staff**

The staff at breakfast club should follow the recommendations regarding prevention as above

They should:

- sanitise and wash their hands as the enter the building,
- ensure the children sanitise and wash their hands,
- ensure that the children remain in their bubble systems as in class,
- wear face coverings in the Hall with the children as they come from different bubbles within school to prevent any cross transmission
- ensure that the children sanitise and wash their hands before going to class
- minimise contact between themselves and the children keeping a safe distance

**There should also be reference to the LA suggested checklist for re-opening of school and where it is not mentioned in the risk assessment above added either within the document or as an addendum.**

## **4. Reopening checklists**

### **Schools**

Complete	Actions you may like to consider	Who?	
Health and safety			
	Have read and understood the latest DfE guidance, relevant appendices and LA guidance	PS	Complete
	Thoroughly risk assess for a planned March re-opening based on numbers of staff and pupils		Staff and governors communicated with plans and letter by 25 February. Parents letter sent on 1 March.
	Consult staff, governors and school-based Trades Union representatives on the risk assessment		Risk assessment sent to staff and governors 24 February for consultation. This may be amended if any further guidance is issued.
	Share the revised risk assessment with the competent health and safety advisor		Sent to D&S
	Establish a robust system for contact tracing that involves staff and provider input, this must be put in place with mapping of where adults and CYP are each day within the school.		This is already in place and working well.  Timetables and movements between classes and key phases to be listed for the office to have information as and when required.  Breakfast club information to be centrally kept in the office to ensure clarity.
	Order any new PPE to meet demand based on risk assessment; this will include additional sanitiser to reflect the number of CYP returning (first aid, direct care etc)		Stocks replenished ready for opening.
	Ensure that all staff and governors are briefed on how to manage a suspected, confirmed case or outbreak		This is an addendum to the risk assessment see below.
	Brief all staff who will be using PPE, on how to use it correctly		Staff given guidance on how to use PPE safely – see video.
	Brief all staff and pupils on the correct use and storage of face coverings (where appropriate)		This has been part of the risk assessment. Video shared.
	Ensure that all staff that are involved in testing understand the SOP and reporting processes		All staff have signed to state they have read and understood the risk assessments plus the guidance.

	Ensure that all staff understand the processes for informing the school of any positive LFT or PCR test		Results are emailed regardless of outcome when tests are taken. All staff know if positive a PCR test needs to be booked.
	Risk assessments for all vulnerable staff and children should be reviewed on a regular basis and in light of the latest DfE and DHSC criteria and guidance		All staff risk assessments are updated regularly last done on 25 February.
Internal logistics and social distancing			
	Brief all staff on the risk assessment, the internal logistics and the social distancing beyond the classroom/bubble and emphasize the importance of ventilation		Carried out in staff meetings and via email communications regularly.
	Explain the key difference in risk measures, including enhancements from previous reopening guidance that you had in place		All versions of the risk assessments have different coloured text where updated to show changes.
	Establish with staff what constitutes a bubble and which bubble/bubbles they will be working with.		All staff know the bubbles structure.
	Stagger arrival and departure times, taking into account siblings (without reducing teaching time)		Communicated to staff and parents on 24 February
	Plan entry and exit points around the school building to reduce congestion, where possible use a variety of points for this		Fewer people around the entrances due to staggered entry/exit
	Ensure that rooms/venues for testing are risk assessed and ready for the resumption of the programme (Secondary only)		
	Place hand sanitation at entry and exit points and ensure hand washing/sanitation is available in all classrooms		Continue current practice with hand washing. When using hall for hot lunches hand washing before in toilets after in classrooms.
	Plan bubbles and the location, logistics and timings of movement within the school day		As stated in letter 24 February
	Organise desks in a way that minimises contact (seating plans put in place and recommended forward facing - Secondary). Reduce any residue clutter and make sure surfaces have minimal equipment		Desks to be moved within classes into rows as much as can be allowed with the restrictions of space. Where this is not possible then no more than 4 on a table facing each other with distance between.
	Create contact tracing registers in the classroom and in the office/admin. team		Registers and movements collated for immediate information sharing should a suspected case occur.
	Stagger break times and lunchtimes to minimise pupil contact and zone playground where appropriate to further reduce contact		As agreed see letter 24 February

	Have in place a system for visitor entry, so that they are briefed on school procedure and can be contacted if there is any case		All visitors to school asked to sanitise hands and signed in by office staff. Provide with a briefing re use of toilets, one-way system around school and contact. They must complete the Track and Trace form
	Develop a bathroom strategy for pupils to use the toilet and handwashing throughout the day		As per now with larger numbers
	Display hand washing and social distancing signs as appropriate around the school		Already in place
	Discuss with staff how they can maximise opportunities for classroom ventilation and times in the day when they can plan time for pupils to be outside for short durations		Windows ventilation in risk assessment all staff aware.
	Share your communications strategy and approach with staff and governors		Sent out 24 February
	Provide parents/carers with advice and guidance on re-opening and practical organisation		As above
	Provide parents/carers with advice and guidance on attendance expectations		As above
External logistics including suppliers, catering and transport			
	Liaise with any contractor who will have contact with the school at the point of re-opening		Contact is carried out prior to reopening re cleaning company and risk assessment shared.
	Liaise with cleaning contractor		Catering liaison daily.
	Liaise with client transport, including contact tracing for those accessing school transport		As above
	Liaise with delivery providers		N/A
	Risk assess any wraparound care or have sight of the risk assessment of any external provider		Liaison with ASC on regular basis contact made on 24 February regarding reopening and expectations for year group or key phases bubbles and staffing.  Risk assessment collected.
	Liaise with wraparound providers, including contact tracing measures		
Staffing and resources			
	Carry out an audit of staffing levels (high risk staff etc.) and an EQAA		Carried out 24 February.
	Carry out an accommodation assessment		Carried out 24 February.

	Liaise with staff and trade union reps on plans for re-opening		Carried out 24 February.
	Risk assess any staff member who is CEV, has a health condition (they should consult GP), is vulnerable and/or anxious		Fortnightly basis.
	Plan for TAs that are not normally allocated to class, to minimise risk		Working between key phases within school day.
Learning, assessment, curriculum and well-being			
	Re-engage with the #southglosconnect website and the resources		School to decide on type of learning that will take place to include PSHE, mental health and wellbeing as well as checking in to 'regular' learning activities and for Year 6 transition programmes.
	Consider a key contact within the school that has oversight of the Recovery Curriculum approach for the March return		Paul Smith as Co-leader of the LA Curriculum cell to aid collection and shared resources. Also involved SLT of Almondsbury.
	Consider an approach to assessing CYP on their March return		Discussions during staff meetings
	Discuss as a leadership team the approach the school will take in the delivery of the curriculum		Undertaken 22 February and 1 March
	Discuss as a leadership team how the catch-up programme will develop on school reopening		As above
	Communicate with parents/carers the learning and curriculum offer on full return (letters/newsletters and website)		1 March
	Brief staff who have a pastoral role and develop a strategy for supporting families as school start to re-open		Discussions during staff meetings
	Liaise with social workers regularly to support those that are vulnerable and known to social care		On going
	Co-production with parents/carers to take place for CYP with an EHCP		

**All of the guidance is to be read with regular updates as and when they are published.**

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

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

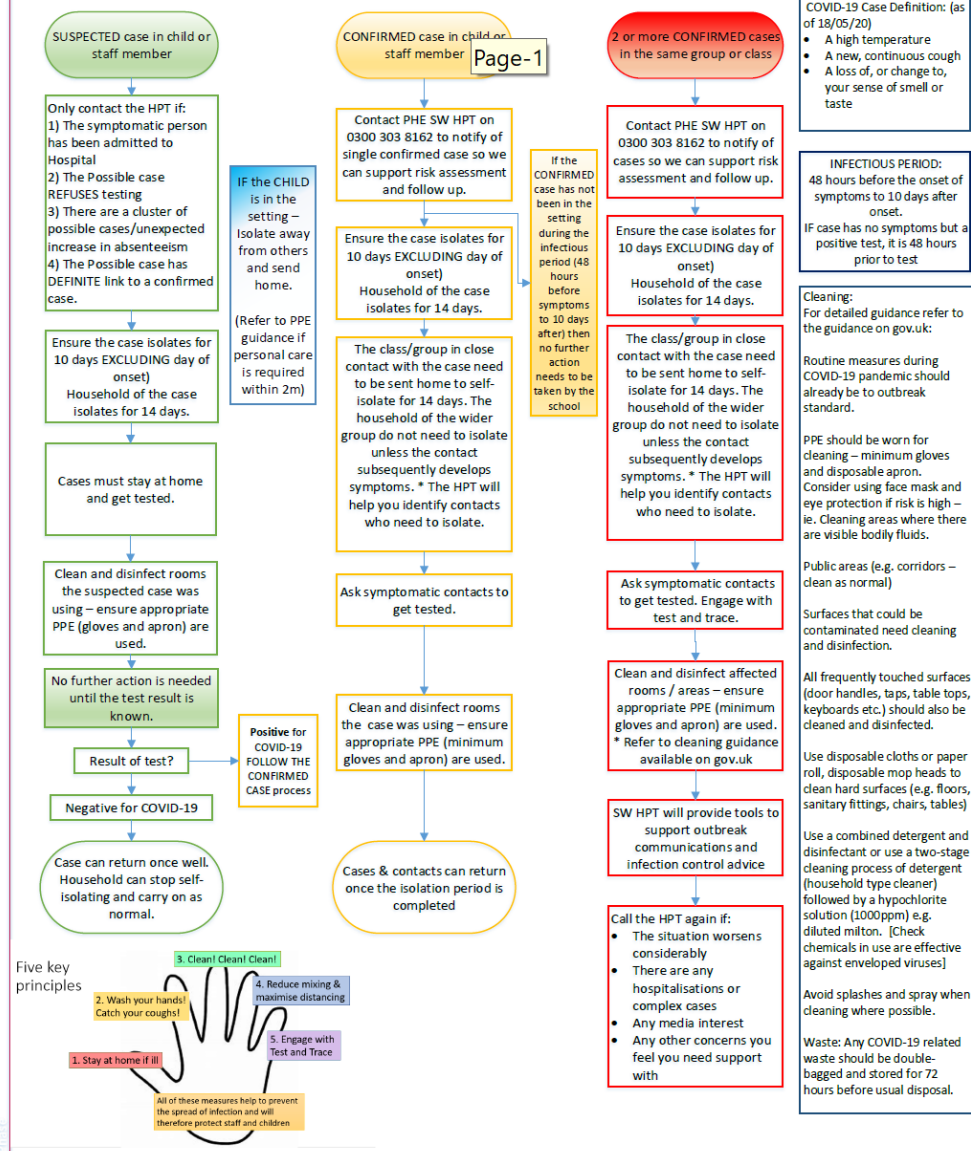
<https://e-bug.eu/>

WHO information... <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>



Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19, as well as other infectious diseases, spreading in schools.  
If you have any infection control concerns or questions please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email [swhpt@phe.gov.uk](mailto:swhpt@phe.gov.uk).  
GUIDANCE: Visit [gov.uk/coronavirus](https://www.gov.uk/coronavirus) for detailed schools guidance and other guidance  
TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](https://www.nhs.uk/ask-for-a-coronavirus-test) or call 119.



All **CONFIRMED\*** case(s) of Covid-19 in a pupil/child (who is regularly attending your school or setting during tier 5 lockdown) or staff member will still need to be reported to:

[ey-schoolscovidincidents@southglos.gov.uk](mailto:ey-schoolscovidincidents@southglos.gov.uk)

The email should include:

- the symptom start date
- the test date
- the date the case was last in setting, and a case identifier e.g.:
  - pupil case - year group/age (if Early years provider); class name
  - staff case – role; year group associated with

A local **incident management team meeting (IMT)** will be offered if this is your first case, or is a complex case. This will be via a MS Teams meeting.

Heads of Service (ELS/DPH/CAH); head of the council and relevant elected members will be updated on key points and actions from the reported positive case.

Any press interest can be directed to Strategic Communications [StrategicCommunications@southglos.gov.uk](mailto:StrategicCommunications@southglos.gov.uk) / media team 01454 86 3200.

Early Years settings will need to report positive cases to Ofsted. You can find more information on how to report a confirmed case of Covid-19 to Ofsted here:

[Tell Ofsted if you have a COVID-19 incident at your childcare business - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business)

*\*Polymerase chain reaction (PCR) swab test confirmed, not a lateral flow test (LFT) positive test (as part of testing programme of due to symptoms)*

## Multiple **CONFIRMED\*\*** case(s) of COVID-19 in a pupils/staff in educational settings may require an additional Incident Management Meeting with South West Public Health, Health Protection Team

**\*\* Confirmed case:** laboratory positive case of COVID-19

**\*\*\*** Maintained schools **MUST** follow this operating procedure. MATs **COULD** follow this operating procedure but may choose to contact DfE first.

### Suspected cases do not need to be reported unless:

- The number of suspected cases is significant in the context of your setting e.g. multiple numbers in the same class / bubble / year group / staff team.
- There are a number of suspected cases within a small timescale (3-5 days).

Where this is the case please email:

[ey-schoolscovidincidents@southglos.gov.uk](mailto:ey-schoolscovidincidents@southglos.gov.uk)

The email should include the number of possible cases, year group/class/age (if Early Years); staff roles if staff are the possible cases; the symptom start dates and actions taken to date.

*\*Suspected case: presents with symptoms of new continuous cough or a high temperature or a loss, or change in normal sense of taste or smell (anosmia)*

## Management Outbreak Team Members for Almondsbury CE Primary

Title	Staff member	Role
Management Outbreak Lead	Paul Smith	Identifying any suspected cases – ensuring class teachers are aware and know to provide remote learning. Identifying measures that are needed in place to minimise risk to others. Identify if positive tests have been received. Inform the LA/PHE (see below) as well as class teachers. Identifying next steps regarding closure of bubble classes/key phases as directed by PHE. Inform parents of closures if required and the use of remote learning Ensuring the enhanced cleaning of affected physical areas and resources to minimise spread of contamination. Ensure Remote Learning is available for pupils not able to attend school in person.
Management Outbreak Deputy	Nic Baykaa-Murray	Ensuring the above are in place and enacted if lead is not available
Management Outbreak Liaison	Tracey Heaps/Carlene Ashenden	Ensuring clear communication between lead, LA, PHE, parents as directed by lead

**The current form of informing the LA of positive cases should use the [ey-schoolscovidincidents@southglos.gov.uk](mailto:ey-schoolscovidincidents@southglos.gov.uk) email address and complete the following questions**

The information we require is

- Identify whether this is a CYP/Staff member that is a confirmed case -
- Identify when they were last in the school (Time and date)
- Identify when they became symptomatic (Time and date)
- Identify when they were tested
- Identify the date of the positive test

The personnel that may be involved in supporting the school are detailed below:

Organisation/Team	Role in COVID-19 Outbreak Management
<p>PHE South West Health Protection Team</p> <p><u>Contact:</u></p> <p>Tel: 0300 303 8162 option 1 option 1</p> <p>Email: <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a></p>	<p>Specialist health protection functions including surveillance of notifiable infections (suspected or confirmed), and specialist public health advice and support in outbreak response and incident management.</p>
<p>South Gloucestershire Council Public Health Team</p> <p><u>Contact:</u></p> <p><a href="mailto:Duty.Consultant@southglos.gov.uk">Duty.Consultant@southglos.gov.uk</a></p> <p><a href="mailto:Emily.Day@southglos.gov.uk">Emily.Day@southglos.gov.uk</a></p> <p><a href="mailto:Sarah.godsell@southglos.gov.uk">Sarah.godsell@southglos.gov.uk</a></p> <p>Public Health South Gloucestershire  <a href="mailto:publichealthsouthgloucestershire@southglos.gov.uk">publichealthsouthgloucestershire@southglos.gov.uk</a></p>	<p>Assurance that there are safe and effective plans in place to protect population health, to include communicable disease control.</p> <p>Leadership of the local authority's response to incidents that present a threat to the public's health.</p>
<p>Schools and Early Years Operational Group</p> <p><a href="#">Andrew Best (ELS, schools)</a></p>	<p>Support for leaders, governors and committee chairs of maintained education settings in managing the educational provision and any potential partial or full closure of the setting and subsequent reopening.</p>

Organisation/Team	Role in COVID-19 Outbreak Management
<p><a href="mailto:Andrew.best@southglos.gov.uk">Andrew.best@southglos.gov.uk</a></p> <p><a href="#">Jacqui Offer (Public Health)</a> <a href="mailto:Jacqui.offer@southglos.gov.uk">Jacqui.offer@southglos.gov.uk</a></p> <p><a href="#">Rachel Webb (Early Years &amp; Childcare)</a> <a href="mailto:Rachel.Webb@southglos.gov.uk">Rachel.Webb@southglos.gov.uk</a></p>	<p>Support also provided in reviewing the risk assessment.</p> <p>Liaise with academy and independent school leaders and governors in supporting their response to the outbreak, providing strategic guidance where appropriate.</p> <p>Also, to have strategic oversight of outbreaks, local surveillance via contact tracing services and testing, PPE demand/supply and media comms.</p>
<p>South Gloucestershire Council Strategic Communications Department</p> <p><u>Contact:</u> <a href="mailto:StrategicCommunications@southglos.gov.uk">StrategicCommunications@southglos.gov.uk</a></p>	<p>Strategic Communications must be alerted at the earliest point by the setting in terms of any outbreak, so that support can be provided to both the setting and Council.</p>
<p><u>Health Protection Assurance Group</u></p> <p><a href="mailto:Sara.blackmore@southglos.gov.uk">Sara.blackmore@southglos.gov.uk</a></p>	<p>For decision making in standard outbreak response and technical advice and operational management in enhanced outbreak response. Acts to assure all outbreak management plans are fit for purpose, including local testing deployment should the need be identified.</p>
<p>Health and Safety Executive (HSE)</p> <p><u>Contact:</u> RIDDOR reports to be submitted as below:</p>	<p>Educational settings have a duty to comply with Health and Safety Legislation which will include undertaking Risk Assessments for COVID-19.</p> <p>RIDDOR 2013.</p>

Organisation/Team	Role in COVID-19 Outbreak Management
<a href="https://notifications.hse.gov.uk/riddorforms/Disease">https://notifications.hse.gov.uk/riddorforms/Disease</a>	<p>The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure that is as a result of a person's work.</p> <p>A report under RIDDOR should only be made if:</p> <p>A person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease.</p> <p><a href="https://notifications.hse.gov.uk/riddorforms/Disease">https://notifications.hse.gov.uk/riddorforms/Disease</a></p>

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. (Government guidance for schools 2 July 2020)

## FAQ

### **A member of my household has coronavirus symptoms and has booked a test, should all the household members be tested too?**

Only people with symptoms should get tested and self-isolate. If you get tested too soon you could end up with a false negative test result.

However, everyone else in the household even if they are well should also self-isolate and not end this for 14 days. This is because anyone who has had close contact with the person with symptoms (such as those living in the same household or extended household) may pick up the virus but not show any symptoms for up to 14 days, this is known as the incubation period. These people should isolate for 14 days so that they are sure they are not going to get ill and pass the illness on to others outside the household. This 14-day period starts from the day the first person in the household became ill. People in the household who remain well after 14 days are unlikely to be infectious.

### **My children don't have any symptoms but have been asked to self-isolate. When can they go back to school?**

Anyone self-isolating but without symptoms can return to their normal routine after 14 days. If the case they had contact with is tested negative, they will no longer need to self-isolate. However, if they or anyone else in the household becomes unwell during the 14-day self-isolation period, they should arrange to have a test to see if they have COVID-19. If their test result is positive, they must follow the same advice for people with coronavirus (COVID-19) symptoms – that is, after 7 days of their symptoms starting, if they feel better and no longer have symptoms other than cough or loss of sense of smell/taste – they can also return to their normal routine. However, if their test result is negative, they must continue with isolation as part of the household for the full 14 days.

### **Should I have a contingency plan to reduce the size of a bubble or split the bubble into two?**

For those schools operating bubbles that extend beyond one class, it is useful to have plans in place that could involve reducing the bubble size if there are local confirmed cases within the locality. This could mean, for example, that you operate with a year group bubble but respond to local PHE evidence and reduce the bubble size for periods of time in any localised outbreak. This contingency could be built into the risk assessment.

### **Is there guidance around TAs working across bubbles or working on interventions?**

In the same way that teachers may work across bubbles, in particular at Secondary school, then TAs may work across more than 1 bubble, but where possible this should be limited. If the TA is allocated to a CYP, they will remain with this CYP and their bubble will reflect the bubble of the CYP. Where TAs take out pupils for interventions, then this has to be done with pupils from the same bubble or individually. Risk is minimised where bubbles are not mixing; bubbles should not be mixed. Therefore the TA may take a group from 1 class in the morning and another class in the afternoon, rather than mixing the two classes together.

### **What happens in terms of the people that need to isolate in the context of pupil that becomes a confirmed case but sees different teachers during the week? Who needs to self-isolate?**

The following scenario explains this:

Child A is taught by Teacher B on Monday. Child A has symptoms on the Thursday and Teacher B does not then need to self-isolate.

Child A is taught by Teacher C on Tuesday. Child A has symptoms on the Thursday and Teacher C needs to self-isolate

The general definition of a contact (not in a school setting) is below: <https://www.gov.uk/government/publications/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>

Schools should work on the basis of 48 hours / 2 days before.

### **What happens to any child who is the sibling of a child who develops COVID symptoms during the school day?**

If the children are in the same school, then both children should go home; only the child with symptoms should be tested.

**What happens if a teacher, provider or TA has a confirmed case of COVID?**

They will need to self-isolate and all the bubbles that they have worked in will also need to isolate. External providers MUST notify the school if one of their members of staff becomes a COVID confirmed case. It will be important that this is made explicit in any service level agreement that is set up. .

**What happens if a pupil has a confirmed case of COVID?**

The pupil self-isolates and the bubble or bubbles (in the case of transport and/or wraparound care only) they have been in will also need to self-isolate, including any teaching/non-teaching staff that have been exposed within the bubble.

**Is there any flexibility with infant classes and front facing desks?**

In Primary schools, the bubble size is likely to be smaller and the age of pupils make more formalised structures more challenging and less appropriate. We ask that a common sense approach is applied and that the environment makes for effective learning, with sensible precautions put in place to ensure effective hygiene.

**Are we in a position to restart swimming or sports that require changing room facilities?**

Under the current guidance this are not an option. School leaders will need to look at further government guidance on this in due course.