

**RISK ASSESSMENT FORM**  
**Part A**

|   |   |             |         |
|---|---|-------------|---------|
| <b>DEPARTMENT/ SERVICE</b>  | Laycock Primary School – v31. Response to Step 3 of the Government ‘Roadmap Out of Lockdown’ - with effect from 17-5-21   |             |         |
| <b>Assessor/ Person(s) assisting with the assessment</b>                    | Mrs J Nove  | <b>DATE</b> | 14-5-21 |
| <b>TASK / ACTIVITY</b><br>(Include duration and frequency of task activity) | <p>This risk assessment is in preparation for all pupils to return to school on 8<sup>th</sup> March 2021, putting in place appropriate control measures &amp; taking into account current DfE &amp; PHE advice. This risk assessment is carried out with the overall aim of making school the safest place it can possibly be, whilst recognising that risks can only be managed &amp; not eliminated. Union guidance has been consulted, staff consulted, and parent and staff concerns addressed within reviews. The following steps have been considered for each risk, in order:</p> <ol style="list-style-type: none"> <li>1. <b>Elimination:</b> stop an activity that is not considered essential if there are risks attached.</li> <li>2. <b>Substitution:</b> replace the activity with another that reduces the risk, taking care not to introduce new hazards due to the substitutions.</li> <li>3. <b>Engineering controls:</b> design measures that help control or mitigate risk.</li> <li>4. <b>Administrative controls:</b> identify &amp; implement procedures to improve safety eg signage, markings on floor etc.</li> <li>5. <b>PPE:</b> used in circumstances where guidance says it is required.</li> </ol> <p>Laycock Primary School successfully passed the PHE phone inspection on 18-9-2020 and was deemed ‘Covid-secure’.</p> <p><b>The aim is to minimise risk at all times. Risk cannot ever be eradicated, but everyone has a duty to play his or her part in minimising risk to everyone.</b></p> |             |         |

| Likelihood of Occurrence | Severity of Outcome            |             |                         |            |               | Persons / groups at risk   |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
|--------------------------|--------------------------------|-------------|-------------------------|------------|---------------|--|--|---|--|----------|-----------|----------|-------------------------|----------|---------------|----------|----------|----------|-------------------------------|----------|------------|----------|--------------------------------|----------|-------------------------|
|                          | 1 Negligible                   | 2 Slight    | 3 Moderate              | 4 Severe   | 5 Very Severe | A  |  | E |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
| 1 Very Unlikely          | LOW (1)                        | LOW (2)     | LOW (3)                 | LOW (4)    | LOW (5)       |  |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
| 2 Unlikely               | LOW (2)                        | LOW (4)     | LOW (6)                 | MEDIUM (8) | MEDIUM (10)   |  |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
| 3 Possible               | LOW (3)                        | LOW (6)     | MEDIUM (9)              | HIGH (12)  | HIGH (15)     |  |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
| 4 Probable               | LOW (4)                        | MEDIUM (8)  | HIGH (12)               | HIGH (16)  | HIGH (20)     |  |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
| 5 Very Likely            | LOW (5)                        | MEDIUM (10) | HIGH (15)               | HIGH (20)  | HIGH (25)     |  |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
|                          |                                |             |                         |            |               | <b>Persons / groups at risk</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>A</b></td> <td>Employees</td> <td><b>E</b></td> <td>General Public / Pupils</td> </tr> <tr> <td><b>B</b></td> <td>New Employees</td> <td><b>F</b></td> <td>Visitors</td> </tr> <tr> <td><b>C</b></td> <td>Contractors / Sub-Contractors</td> <td><b>G</b></td> <td>Volunteers</td> </tr> <tr> <td><b>D</b></td> <td>Young person / Work experience</td> <td><b>H</b></td> <td>Clients / Service users</td> </tr> </table> |  |   |  | <b>A</b> | Employees | <b>E</b> | General Public / Pupils | <b>B</b> | New Employees | <b>F</b> | Visitors | <b>C</b> | Contractors / Sub-Contractors | <b>G</b> | Volunteers | <b>D</b> | Young person / Work experience | <b>H</b> | Clients / Service users |
| <b>A</b>                 | Employees                      | <b>E</b>    | General Public / Pupils |            |               |  |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
| <b>B</b>                 | New Employees                  | <b>F</b>    | Visitors                |            |               |  |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
| <b>C</b>                 | Contractors / Sub-Contractors  | <b>G</b>    | Volunteers              |            |               |  |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
| <b>D</b>                 | Young person / Work experience | <b>H</b>    | Clients / Service users |            |               |  |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |
|                          |                                |             |                         |            |               | <b>Likelihood of occurrence X Severity of outcome = Risk Rating</b><br><br><b>Example:</b><br><br><b>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</b>  |  |   |  |          |           |          |                         |          |               |          |          |          |                               |          |            |          |                                |          |                         |

**Part B**

PHE reinforce that the new variant of coronavirus is more transmissible than previous variants. Transmission must be controlled by a detailed system of prevention controls alongside swift and appropriate response to any infection.

PREVENTION: We must all minimise contact with individuals who are required to self-isolate by ensuring we do not attend school – pupils, staff & any other adult (including parents /carers) must not come into school if they:

- Have one or more symptoms of covid;
- A member of their household (including support bubble or childcare bubble) has covid symptoms;
- They are required to quarantine due to foreign travel – see separate guidance;
- They have had a positive test result themselves.

You must not attend school for 10 days after:

- The start of the symptoms (unless a covid test has been taken and the result is negative, in which case you may return to school);
- The positive test date if you didn't have any symptoms.

If anyone develops:

- A new and continuous cough OR
- A high temperature OR
- Loss of / change in normal sense of taste or smell, they MUST:
- go home immediately and start isolation for the day of the symptoms plus 10 days (this also includes all siblings of school children);
- have a full covid test; and
- follow the guidance for a household with possible or confirmed covid infection.

If a member of the household starts to display symptoms while self-isolating they will need to re-start the 10 day isolation and book a covid test. If they test positive with no symptoms, they must restart the 10-day isolation.

| What are the hazards and What could happen   | Affected persons groups | What are the existing control measures  | Risk rating (refer to chart) | Further action required to eliminate or reduce the risk (who by and Date)   | Residual risk rating (refer to chart) |
|--|-------------------------|---|------------------------------|---|---------------------------------------|
| <ul style="list-style-type: none"> <li>○ Subcontractors must work outside school hours (unless in an emergency or carrying out significant &amp; planned work). School must maintain records with sufficient detail to support rapid contact tracing using NHS Test &amp; Trace.</li> <li>○ All visitors into the building must engage with the NHS Test and Trace QR venue check-in app.</li> </ul> |                         |   |                              |   |                                       |
| Infection control – controlling transmission of the virus  | Pupils and staff        | <ul style="list-style-type: none"> <li>○ All children are expected to attend school, unless there is medical evidence provided that to do so would put them at risk.</li> <li>○ Children who are still confirmed as CEV should ‘shield and stay home as much as possible until further notice’ (DfE). A letter of proof re CEV will be required by school.</li> </ul> | 1x5=5                        | <ul style="list-style-type: none"> <li>● Minimise contact with individuals who are required to self-isolate by ensuring that they do not attend school.</li> <li>● Ensure face-coverings are worn in recommended circumstances. At Laycock this means:                             <ul style="list-style-type: none"> <li>○ for all staff and visitors in circumstances where social distancing is not possible, including in corridors &amp; cloakroom areas, &amp; the staffroom when not eating or drinking. Also in office spaces.</li> <li>○ At the start / end of the school day when mixing</li> </ul> </li> </ul> | 1x5=5                                 |

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|  |                  | <ul style="list-style-type: none"> <li>○ Clinically extremely vulnerable staff are also still being advised not to attend the workplace &amp; to work from home, where possible.</li> </ul>   |       | <p>with a number of adults from different households. This includes parents / carers dropping of &amp; collecting children. <i>Signage reminding of the need to wear face masks will be placed on entry points to school and internally at potential meeting points eg staff room, office spaces, etc.</i></p> <ul style="list-style-type: none"> <li>○ All visitors into school will be required to wear a face mask (unless they are exempt).</li> <li>○ The wearing of face masks by staff in classrooms is at their own discretion.</li> <li>● Ensure everyone is advised and reminded to clean their hands thoroughly and more often than usual. – <i>posters in all the toilet areas and classrooms.</i></li> </ul>  |        |
| Infection control - contamination brought into school. | Pupils and staff | <ul style="list-style-type: none"> <li>● Risk assessment shared with all parties, including parents and staff.</li> <li>● Links to latest guidance shared with parents &amp; staff for ease of reference, and to ensure responsibility for own actions.</li> <li>● Parents &amp; staff must inform school by telephone immediately if their child or anyone in their household has shown any signs of a cough, high temperature, loss of (or complaining of strange) taste or smell or breathing difficulties in last 24 hours.</li> <li>● Parents MUST NOT bring a child with symptoms of coronavirus up to school, under any circumstances.</li> <li>● Parents &amp; staff must avoid car sharing with anyone outside their own household, or support bubble.</li> <li>● For school-related business where two members of staff are required to travel in a car with a child, face masks will need to be worn by the staff members.</li> <li>● Parents &amp; staff are encouraged to engage with NHS Contact Tracing App. QR codes placed at entrance gates to facilitate early notification of contact with confirmed cases of virus.</li> </ul> | 2x4=8 | <p>All parties need to commit to their part in the process of maintaining controls to ensure the continuity of education for our children.</p> <p><u>Gov guidance</u><br/>You must self-isolate immediately if:</p> <ul style="list-style-type: none"> <li>● you have any <u>symptoms of coronavirus</u> (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)</li> <li>● you've tested positive for coronavirus – this means you have coronavirus</li> <li>● you live with someone who has symptoms or tested positive</li> <li>● someone in your support bubble (or child care bubble if appropriate) has symptoms or tested positive</li> <li>● <u>you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app</u>, or by letter from school following close contact with a confirmed case.</li> <li>● you arrive in the UK from a country with a high coronavirus risk – see <u>GOV.UK: how to self-isolate when you travel to the UK</u><br/>This absence is authorised.</li> </ul> | 1x4 =4 |

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|  |  | <ul style="list-style-type: none"> <li>Staff to wear face masks at start and end of the school day. Parents and carers to be encouraged to do the same to reduce the risk of spread of the virus.</li> <li>All staff to test twice weekly with LFD tests to ensure early identification of those who may be infectious.</li> </ul> <p><b>What to do if your child has symptoms</b></p> <p><b>If your child has any of the main symptoms of coronavirus:</b></p> <ol style="list-style-type: none"> <li>Get a test to check if they have coronavirus as soon as possible.</li> <li>Stay at home and do not have visitors until you get the test result – only leave your home to have a test.</li> <li>Anyone you live with, and anyone in your support bubble, must also stay at home until you get the result.</li> </ol> |            | <ul style="list-style-type: none"> <li>If school becomes aware that someone has tested positive, the Headteacher will contact the <u>local health protection team</u> via Bradford Council. 01274 431000, option 1 (8.00-18.00). At weekends, <b>or for further advice re identifying contacts &amp; isolation, contact PHE / DfE dedicated advice service for nurseries, schools &amp; colleges: 0800 046 8687, and selecting option 1.</b> It is NOT necessary to call the 0113 3860 300 number in addition to the above 0800 number!</li> </ul> <p><b>If anyone becomes unwell with Covid symptoms, the other members of their household including siblings “should self-isolate starting from the day the individual’s symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days”.</b></p> <p><b>See the quick reference points at the head of this Risk Assessment for appropriate actions.</b></p> |           |
| Infection control - contamination brought into school. | Pupils & staff; parents; wider community | <ul style="list-style-type: none"> <li>Parents discouraged from using public transport.</li> <li>Those who have to use public transport are reminded of the regulations:</li> <li>Adults and children aged 11+ MUST wear a face mask (unless they have a medical reason not to – see guidance – link below). Children below the age of 11 do not need to wear a face mask; some Y6 children will be required to by law.</li> <li>Remind parents &amp; children using public transport to:</li> </ul>   | 2x5=<br>10 | <ul style="list-style-type: none"> <li>Parents and children encouraged to walk to school or use own transport.</li> <li>Hand sanitiser used by all children &amp; staff on entry to school.</li> </ul>  | 1x5=<br>5 |

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|   |  | <ul style="list-style-type: none"> <li>○ Sit with their child when using public transport, so as to supervise them and keep them safe;</li> <li>○ travel side by side or behind other people, rather than facing them, where seating arrangements allow;</li> <li>○ touch as few surfaces as possible;</li> <li>○ use hand sanitiser as soon as they get off the bus, <u>and</u> on entry to school (standard practise for all entering school.)</li> </ul>  |               |  |               |
| <p>Infection control - contamination brought into school.</p> |  | <ul style="list-style-type: none"> <li>● Playground closed to parents &amp; children at the start of the school day. Parents to bring children as close to allotted start time as possible.</li> <li>● No indoor after-school clubs until further notice, so as to allow for cleaning of premises (with the exception of Catch-Up funded after-school tutoring &amp; Sport-Tec delivered club, restricted to KS2 to support delivery in bubbles: outdoor delivery or in hall). After School clubs running from W/B 21-6-21 will include outdoor clubs: dance club, delivered outdoors by outside provider and offered on rolling programme across classes to support delivery in bubbles; gardening club, as above).</li> <li>● Altered collection points for children so as to spread out parents / carers at start &amp; end of the day.</li> <li>● No gathering of parents / carers at school entrances or on school grounds.</li> <li>● Only one adult to collect each child / siblings.</li> <li>● 2m markers remain on the ground at main entrance (visitors), Y1/2 fire exit (Y1/2 bubble) &amp; Y3/4 cloakroom door (Y3/4/5/6 bubble) &amp; Reception door (Reception</li> </ul> | <p>1x4 =4</p> | <ul style="list-style-type: none"> <li>● All school staff on duty at start &amp; end of their bubble school day to help enforce social distancing, ensure safe arrival &amp; departure of children &amp; answer any queries from parents / carers, who cannot enter the building.</li> <li>1. <b>Reception bubble:</b> 9.00am start, 3.00pm finish, using Reception side door.</li> <li>2. <b>Y1/2 bubble:</b> 8.50am start, 3.05pm finish, using Y1/2 fire exit.</li> <li>3. <b>Y3/4 bubble:</b> 8.55am start, 3.10pm finish, using 3/4 cloakroom entrance.</li> <li>4. <b>Y5/6 bubble:</b> 8.45am start, 3.00pm finish, using 3/4 cloakroom entrance.</li> <li>○ <b>Cloakroom MUST be vacated by 8.50 &amp; 3.05 ready for Y3/4 bubble.</b></li> </ul> <p>Breakfast Club open<br/>Children in Breakfast Club and Sport-Tec clubs will remain in class bubbles at all times.<br/>Breakfast Club will facilitate bubbles using allocated tables; maximum capacity per class is 12 children. Staffing increased to 2 staff members, funded using pupil premium funding.<br/>Equipment will be managed as described for classroom management of shared / group resources.<br/>Sport-Tec club remains for KS2 only, due to the need to restrict contact, maintain bubbles and lack of changing facilities. Athletic activities will be offered as these can be easily adapted to meet covid guidelines. Following a successful initial roll-out, numbers can be extended to 20.</p> | <p>1x4 =4</p> |

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|  |  | <p>bubble) to ensure social distancing of parents / carers and pupils.</p> <ul style="list-style-type: none"> <li>• 2m markers in corridor outside toilets to remind children of social distancing when queuing.</li> <li>• Staff to remind children of social distancing when queuing to leave classroom for toilets and playtime.</li> <li>• 2m social distancing posters all around school to remind children and staff to maintain a safe distance from others.</li> </ul>   |        |   |        |
|  |  | <ul style="list-style-type: none"> <li>• All persons entering school MUST use hand sanitiser immediately on entry.</li> <li>• Visitors are strictly by appointment only, and must wear face masks in the communal areas of the building &amp;/or when social distancing is not possible.</li> <li>• All internal doors to remain open during the school day to reduce need to touch door handles &amp; increase airflow around building. Exceptions (for fire safety &amp; safeguarding) are internal fire doors &amp; door to main foyer.</li> <li>• Some windows to be kept open during lesson delivery times to provide constant background ventilation, within reason, eg temperature control. Personal hygiene expectations raised – children reminded to wash hands regularly with warm water &amp; soap - after visiting the toilet, any time they cough or sneeze &amp; after coming in from outside, as well as at regular intervals during the day. For this purpose, children MUST be accompanied to the toilets.</li> <li>• Children trained on washing hands properly, through songs, games &amp; repetition, including appropriate use of <b>ONE</b> paper towel to dry hands. Posters around</li> </ul> | 1x4 =4 | <p>Children to be reminded not to touch face with fingers.</p> <p>All visitors into the premises MUST engage with NHS Test &amp; Trace, using the QR code in the foyer, and must be accompanied by a member of Laycock staff at all times.</p> <p>Windows to be fully opened when room not in use to purge the air in the space eg during playtimes &amp; lunchtimes.</p> <p>Teachers are responsible for closing windows at the end of the school day.</p> | 1x4 =4 |

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|   |                           | <p>school at all sinks to remind children how to wash hands properly. Activities on dojo messaging to support parents in delivering the same message.</p> <ul style="list-style-type: none"> <li>• Paper towels replenished daily by caretaker / cleaner in all classrooms and toilet areas to ensure no area runs out during the day.</li> <li>• Paper towels provided in staff toilets in place of hand driers.</li> <li>• Hand sanitiser to be used on entry to school &amp; before lunch as a minimum, and any time soap &amp; water is unavailable. Also before and after using shared resources in the classroom. Hand sanitiser in every classroom, office &amp; teaching space.</li> <li>• Ensure good respiratory hygiene for everyone by promoting the ‘Catch it, bin it, kill it’ approach. <i>Posters to be placed around school.</i></li> </ul> |               |                       |               |
| <p>Infection control – minimising risk of contamination by minimising risk of mixing &amp; of contact</p> | <p>Pupils &amp; staff</p> | <ul style="list-style-type: none"> <li>• Children remain in class bubbles, supported by the same adults.</li> <li>• Bubbles of children do not mix, &amp; staff do not mix beyond necessary to facilitate staffing of the school day.</li> <li>• If staff need to move between classes, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> <li>• No movement around school except to visit toilet &amp; to access dining hall &amp; playground.</li> <li>• Dual registration pupils to attend both settings, with settings working collaboratively through controls to minimise risk of contamination.</li> <li>• All pupils, particularly SEND, supported in understanding new routines</li> </ul>   | <p>1x4 =4</p> | <p>N/A currently.</p> | <p>1x4 =4</p> |

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|  |                | and expectations through use of visual timetables and social stories.   |         |  |  |
| Infection control – minimising risk of contamination during Breakfast Club / catch-up funded educational provision/ outdoor clubs from 21-6-21 | Pupils & staff | <ul style="list-style-type: none"> <li>Children remain in class bubbles, seated at class tables spread around the hall.</li> <li>Children eat at this table &amp; play table-based games, moving only to return dishes to serving hatch for washing.</li> <li>Table based games are year group specific and remain with the table (not shared between tables), sprayed with dettox/ dipped in Milton solution at the end of Breakfast Club prior to being tidied away.</li> </ul> | 1x4 = 4 | <p>A member of support staff will come to the hall to collect the children and take them to class for the start of their lessons at their bubble start time:</p> <ol style="list-style-type: none"> <li><b>Y5/6 bubble:</b> 8.45am start.</li> <li><b>Y1/2 bubble:</b> 8.50am start.</li> <li><b>Y3/4 bubble:</b> 8.55am start.</li> <li><b>Reception bubble:</b> 9.00am start.</li> </ol> <p>Parent volunteers can be welcomed back into Breakfast Club once all National restrictions are lifted, currently this would be June 21st at the earliest. Additional measures will be considered at this time, as appropriate, to ensure the safety of all.</p> <p>Re <u>catch-up funded additional provision</u>, children may only attend by invitation, as part of the provision offered as educational activities. This session run by Miss Holliday who will escort the children to their pick-up point of the main entrance at 4.15pm to meet parents / carers.</p> <p>Re <u>Sport-tec after school sports club</u> on Thursday, children from KS2 only may attend so as to meet covid guidelines re non-contact &amp; maintaining bubbles; this also due to a lack of changing facilities and staffing to support younger children, KS2 already being changed in the afternoon for PE provision. Athletics activities will be offered in the first instance, as these can be easily adapted to meet covid guidelines at this time.</p> <p><u>Dance club</u> will offered on a rotation across classes and will be held outdoors.</p> <p><u>Gardening club</u> is an outdoor club and will run regardless of weather conditions, initially aimed at KS2 but rolling out across year groups.</p> |  |
| Infection control – minimising risk of contamination at lunch time   | Pupils & staff | <ul style="list-style-type: none"> <li>Children eat in dining hall. Children to be managed with social distancing to wash hands with running warm water &amp; soap in the <b>classroom</b> before leaving for the dining hall &amp; upon returning from lunch break (so as not to clutter up toilet areas.)</li> </ul>  | 1x4 =4  | <p><u>Lunchtimes:</u></p> <ul style="list-style-type: none"> <li><u>Rec</u>– lunch 12.30 – 1.00, then play out in the MUGA until 1.30pm, supervised by Miss Evans (until 12.45), Miss Holliday (1:1 from 1.00pm), Mr Ayub / Miss Khan &amp; Mrs. Batty.</li> <li><u>Y1/2</u> – lunch 12.30 – 1.00, then play out on the main</li> </ul>  |  |



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|  | <ul style="list-style-type: none"> <li>• Staggered sittings in the hall, 15 mins stagger for each class bubble.</li> <li>• Tables &amp; chairs &amp; service areas / surfaces touched by children are cleaned between each bubble.</li> <li>• Class bubble sits together (no separation of lunches &amp; packed lunches). No mixing of class bubbles on tables.</li> <li>• Kitchen staff manage the trays &amp; cutlery from behind the counter. NO SELF SERVICE BY CHILDREN.</li> <li>• Kitchen staff to wear face masks (&amp; visor if they wish) during preparation and service.</li> <li>• Dining room staff to wear face masks in the dining hall to reduce risk of infection.</li> <li>• Same staff remain with each bubble; staffing does not cross class bubbles.</li> <li>• Service area to be wiped down with sanitiser before service (especially following PE lessons on Thursday) &amp; between class bubbles (where children have been in contact with surface)</li> <li>• Water jugs REMOVED from tables &amp; managed by LTS staff ONLY.</li> <li>• Children change into outdoor shoes &amp; take coat to dining hall, placing this over their seat to eat their lunch, so as to reduce time &amp; movement around school.</li> <li>• Children who bring own packed lunches keep these in cloakroom. Children bring own bottled water (NOT juice), in named bottle, taken home every night for disinfecting.</li> <li>• Bags eg book bags, PE bags &amp; lunch bags, to be taken home every night to facilitate deep cleaning of cloakrooms.</li> </ul> | <p>playground, supervised by Mrs Batty &amp; Mr Mr Ayub, plus Mrs Thornton (from 1.15).</p> <ul style="list-style-type: none"> <li>• Y3/4– lunch 12.00, then play out on the main playground until 12.45pm, supervised by Mrs Batty.</li> <li>• Y5/6 – lunch 12.15, then play out in the MUGA until 1.00, supervised by Mrs Mc Guinness.</li> <li>• Kelvin (Sportec) is additional on Thursdays, providing directed activities on the playground for children less inclined to engage in activity.</li> <li>• Water fountains remain out of use for foreseeable future. No shared cups for drinking. Children MUST bring in their own water bottles.</li> <li>• To avoid creating busy corridors, it is vital that staff and children keep to their allocated time slots.</li> </ul> <p><u>FM Catering guidance states that:</u></p> <ul style="list-style-type: none"> <li>• on a daily basis, kitchen managers must ask all kitchen staff if they or any family members have any Covid symptoms. If yes, the member of staff goes home &amp; self-isolates for 10 days;</li> <li>• If a member of kitchen staff tests positive, no additional staff will be moved into the kitchen. Kitchen will operate for as long as possible, but may have to close.</li> <li>• FM Kitchen staff are included in LF testing x2 / week, alongside all other Laycock staff.</li> </ul> <p>Note revised definition for ‘close contact’, 22-1-21:<br/>“England's Test and Trace scheme has revised its definition of a "close contact". This now reads that a close contact is anyone who has been within two metres of someone for more than 15 minutes, either as a one-off contact, or added up together over one day. Please bear this in mind when identifying close contacts of a COVID positive student or staff member, and consider for visiting staff and school supervisor roles that may still be moving between different areas of the school. Previously the definition was just a single period of at least 15 minutes.”</p> |  |
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| <p>Infection control – minimising risk of contamination</p> | <p>Pupils &amp; staff</p> | <ul style="list-style-type: none"> <li>• Social distancing rules observed within the bubbles wherever possible.</li> <li>• Each child has their own seat within the classroom.</li> <li>• If a child needs to move place, they take their chair and pencil case with them &amp; the teacher sanitises the work space. This facilitates group working and differentiated teacher input.</li> <li>• Where horse-shoe table is used for focussed teaching, maximum of 4 distanced pupils at any one time, and table &amp; chairs to be cleaned between groups with sanitising spray.</li> <li>• Aim to have children seated side-by-side &amp; facing forwards to reduce risk of cross contamination. Where children face towards each other, tables are arranged so as to maximise distance between them.</li> <li>• Excess furniture removed to maximise social distancing.</li> <li>• Staff to stand sideways-on to child or other adult when talking to reduce risk of face-to-face contamination.</li> <li>• When moving between children / around the classroom / with a child / marking work with a child, staff may choose to wear facemask as 2m social distancing is not possible; this to reduce risk of transmission from children to staff.</li> <li>• No soft furnishings. No sand or water tray; flowing water from tap to drain is acceptable. Individual play dough provided &amp; not shared.</li> <li>• Carpet time can be reintroduced, but children should be spaced apart as far as possible and the length of time on the carpet must not exceed a total of 15 minutes/ day.</li> </ul> | <p>1x4 =4</p> | <ul style="list-style-type: none"> <li>• Additional resources removed from classroom eg into cupboards / storage / unused rooms to reduce risk of contamination and spread of infection.</li> <li>• Tables rearranged in classrooms to facilitate maximum space between pupils.</li> <li>• Any soft toys eg in reception, for emotional wellbeing, etc to be washed daily.</li> <li>• All classrooms deep-cleaned daily.</li> <li>• Photocopier, hand rails, telephones (buttons &amp; handset) to all be sanitised at end of day by cleaning staff, in addition to usual routines.</li> <li>• Photocopier, strimmer, laminator, etc to be sanitised using wipes <u>after use</u> by staff.</li> <li>• Each classroom to be individually risk assessed and managed by staff within it.</li> <li>• Additional soap, paper towels, hand sanitiser, disinfectant spray, Milton, disinfectant wipes, tissues, face masks (first aid use only) are all in place.</li> <li>• Additional cleaning hours to be commissioned daily.</li> <li>• Paper towels replace hand driers in staff toilets (bin in corridor for paper towels; please do not use sanitary bins).</li> <li>• Staff and parents of children in school are encouraged to engage with the NHS Test and Trace process.</li> <li>• If school becomes aware that someone has tested positive, the Headteacher should contact the <u>local health protection team</u> via Bradford Council. 01274 431000, option 1 (8.00-18.00). At weekends, <b>or for further advice re identifying contacts &amp; isolation, contact PHE / DfE dedicated advice service for nurseries, schools &amp; colleges: 0800 046 8687, and selecting option 1.</b> It is NOT necessary to call the 0113 3860 300 number in addition to the above 0800 number!</li> </ul> <p><i>Dettox spray to be used as a mist disinfectant to support staff at lunchtimes, when time to disinfect &amp; have lunch is</i></p> | <p>1x4 =4</p> |
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|  | <ul style="list-style-type: none"> <li>• Children have own labelled pencil case of stationery for personal use. No sharing of frequently-used equipment.</li> <li>• Tubs of resources for individual use where possible eg, scissors, paintbrushes, glue spreaders, etc , otherwise follow latest guidance:<br/>Any resources shared between groups, eg sports, art, science equipment, should be either:<br/>cleaned frequently and always before being moved to the next group, OR<br/>left unused for a period of 48 hours (72 hours for plastics)</li> <li>• Classroom-based resources like books and games can be used and shared within a group. Clean them regularly, as you do for frequently touched surfaces. This will apply to wordmats, Dienes, Multilink etc.</li> <li>• Specialist resources, eg for practical maths, science, etc can be shared, then thoroughly cleaned as for any frequently touched surface, and <b>always</b> between groups using them.</li> <li>• <b>Every class to have a ‘cleaning tray’ into which items that need cleaning are placed. It is the responsibility of the teacher &amp; HLTA / LSA to ensure this equipment is cleaned ASAP and certainly before any other child uses it.</b></li> <li>• Disinfectant wipes to be used on ipads &amp; computer keyboards &amp; mice after use if sharing or at the end of the day if using own.</li> <li>• Disinfectant to be used at lunch time by class teacher &amp; end of day by cleaning staff on: table &amp; counter tops, door handles, light switches &amp; chairs, class telephone &amp; walkie talkie.</li> </ul> | <p><i>challenging.</i></p> <p><u>Updated guidance:</u></p> <p>‘You should follow similar rules for books and other shared resources that pupils and teachers might take between school and home.’</p> <p><b>But everyone should avoid unnecessary sharing, especially where it doesn't contribute to pupil education and development.’</b></p> <p><i>Dettox spray to be used as a mist disinfectant to support staff at lunchtimes, when time to disinfect &amp; have lunch is challenging.</i></p> |
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|  | <ul style="list-style-type: none"> <li>• Exercise books to be left open on tables for marking. Post it notes to be used to give teacher feedback.</li> <li>• Staff may mark books / take books home for marking at their own discretion, maintaining strict hygiene routines if they choose to do so, eg use of hand sanitiser before, during and after marking; sanitising work area where books have had contact with home surfaces; storing in a sealed plastic bag when not in use.</li> <li>• Children to continue use of hand sanitiser before and after using books.</li> <li>• ‘Bubbles’ of pupils escorted to toilet, reminded of social distancing whilst queuing (using markers in corridor), &amp; to wash hands.</li> <li>• Only one child accesses the toilets at a time. Poster at entrance to toilets to remind children re social distancing.</li> <li>• Signage on cubicle doors indicates which cubicles are for use by which bubbles. This to be reinforced and managed by staff.</li> <li>• Posters &amp; taught sessions to remind children how to wash hands correctly.</li> <li>• Teaching staff responsible for regularly cleaning surfaces in classroom with sanitiser spray, eg table tops, door handles, cupboard handles, etc &amp; computer keyboards with sanitiser wipes.</li> <li>• Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach – flip top bins installed in all rooms for safe storage of all tissues during the day.</li> <li>• Tissues replenished in all classrooms by caretaker / cleaner every evening, with spare box provided to ensure no class ever runs out.</li> </ul> | <p><i>Posters re hand washing in all toilet areas &amp; classrooms.</i></p> <p><i>Posters re ‘Catch it, bin it, kill it’ in all rooms &amp; corridors.</i></p> |
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|  |                | <ul style="list-style-type: none"> <li>Bins emptied and sanitised daily by cleaning staff.</li> <li>Every class to have supply of disinfectant wipes, disinfectant spray, Milton solution &amp; gloves to facilitate regular cleaning, especially in event of child coughing / sneezing on a piece of equipment. All this equipment to be stored in a locked cupboard or on top of a cupboard; either way, out of reach of the children.</li> <li>Weather permitting, key stage assemblies to be held outside, children seated within class bubbles and distanced from other class bubble, using the running track or MUGA as seating area.</li> </ul>   |            |   |       |         |         |            |         |       |   |     |     |     |     |     |   |     |     |     |     |     |   |     |     |     |     |     |    |     |     |     |     |     |    |     |     |     |     |     |  |
|--|----------------|--|------------|---|-------|---------|---------|------------|---------|-------|---|-----|-----|-----|-----|-----|---|-----|-----|-----|-----|-----|---|-----|-----|-----|-----|-----|----|-----|-----|-----|-----|-----|----|-----|-----|-----|-----|-----|--|
| Infection control – minimising risk of contamination | Pupils & staff | <ul style="list-style-type: none"> <li>Staggered playtimes for each ‘bubble’, staffed by bubble staff. Bubble staff relieve each other for breaks. No cross-contamination of staff between bubbles.</li> <li>Large playground equipment <b>allocated to year group bubbles.</b></li> <li>Reception’s climbing frame can be used by Reception &amp; Y1/2s class bubble ONLY &amp; sprayed with Milton solution at 9.00am (after parents have left) &amp; 1.15pm &amp; additionally between class bubble use.</li> <li><b>No parents to allow their pre-school children to access school equipment at any time.</b></li> <li>Small playtime equipment dropped into bucket of Milton solution at end of playtime by children.</li> <li>Caretaker removes Milton solution at end of day &amp; prepares new bucket at start of each day.</li> </ul> | 1x4=<br>4  | <p><u>Playtimes:</u><br/> <u>Rec &amp; Y1/2 bubbles:</u> 10.30 – 10.45am, Reception in their area &amp; Y1/2 on the main playground.<br/> <u>Y3/4 bubble:</u> 10.00 – 10.15am<br/> <u>Y5/6 bubble:</u> 10.15 – 10.30am</p> <ul style="list-style-type: none"> <li>Unsuitable playtime equipment has been removed from playground hut and replaced with plastic equipment that can be easily disinfected &amp; encourages solitary but parallel play eg plastic skipping ropes, ankle skippers, ball catchers, hula hoops, plastic footballs.</li> <li>Large equipment use allocated to specific class bubbles:</li> </ul> <table border="1"> <thead> <tr> <th></th> <th>C/stack</th> <th>C/frame</th> <th>Slide/wall</th> <th>T trail</th> <th>Train</th> </tr> </thead> <tbody> <tr> <td>M</td> <td>5/6</td> <td>3/4</td> <td>1/2</td> <td>1/2</td> <td>Rec</td> </tr> <tr> <td>T</td> <td>5/6</td> <td>3/4</td> <td>1/2</td> <td>1/2</td> <td>Rec</td> </tr> <tr> <td>W</td> <td>5/6</td> <td>3/4</td> <td>1/2</td> <td>1/2</td> <td>Rec</td> </tr> <tr> <td>Th</td> <td>5/6</td> <td>3/4</td> <td>1/2</td> <td>1/2</td> <td>Rec</td> </tr> <tr> <td>Fr</td> <td>5/6</td> <td>3/4</td> <td>1/2</td> <td>1/2</td> <td>Rec</td> </tr> </tbody> </table> |       | C/stack | C/frame | Slide/wall | T trail | Train | M | 5/6 | 3/4 | 1/2 | 1/2 | Rec | T | 5/6 | 3/4 | 1/2 | 1/2 | Rec | W | 5/6 | 3/4 | 1/2 | 1/2 | Rec | Th | 5/6 | 3/4 | 1/2 | 1/2 | Rec | Fr | 5/6 | 3/4 | 1/2 | 1/2 | Rec |  |
|  | C/stack        | C/frame  | Slide/wall | T trail   | Train |         |         |            |         |       |   |     |     |     |     |     |   |     |     |     |     |     |   |     |     |     |     |     |    |     |     |     |     |     |    |     |     |     |     |     |  |
| M  | 5/6            | 3/4  | 1/2        | 1/2   | Rec   |         |         |            |         |       |   |     |     |     |     |     |   |     |     |     |     |     |   |     |     |     |     |     |    |     |     |     |     |     |    |     |     |     |     |     |  |
| T  | 5/6            | 3/4  | 1/2        | 1/2   | Rec   |         |         |            |         |       |   |     |     |     |     |     |   |     |     |     |     |     |   |     |     |     |     |     |    |     |     |     |     |     |    |     |     |     |     |     |  |
| W  | 5/6            | 3/4  | 1/2        | 1/2   | Rec   |         |         |            |         |       |   |     |     |     |     |     |   |     |     |     |     |     |   |     |     |     |     |     |    |     |     |     |     |     |    |     |     |     |     |     |  |
| Th   | 5/6            | 3/4  | 1/2        | 1/2   | Rec   |         |         |            |         |       |   |     |     |     |     |     |   |     |     |     |     |     |   |     |     |     |     |     |    |     |     |     |     |     |    |     |     |     |     |     |  |
| Fr   | 5/6            | 3/4  | 1/2        | 1/2   | Rec   |         |         |            |         |       |   |     |     |     |     |     |   |     |     |     |     |     |   |     |     |     |     |     |    |     |     |     |     |     |    |     |     |     |     |     |  |
| Infection control – minimising risk of contamination | Pupils & staff | <ul style="list-style-type: none"> <li>PE delivery in classes as per timetable, outside where possible.</li> </ul>   | 1x4=<br>4  |   |       |         |         |            |         |       |   |     |     |     |     |     |   |     |     |     |     |     |   |     |     |     |     |     |    |     |     |     |     |     |    |     |     |     |     |     |  |

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|  | <ul style="list-style-type: none"> <li>● If indoor, then smaller groups will need to be organised to facilitate social distancing.</li> <li>● PE delivery by Sport-Tec – Thursday for all class bubbles. RA completed by Sport-Tec:             <ul style="list-style-type: none"> <li>○ All children and staff are encouraged to wash their hands regularly, as a minimum on entry/exit of PE lesson and after use of equipment.</li> <li>○ Anti-bacterial hand gel available for use throughout the lesson, as appropriate.</li> <li>○ Any children who develop the symptoms of a high temperature and/or new continuous cough during the PE lesson should be isolated and parents contacted immediately</li> <li>○ Follow the guidelines on hygiene strictly.</li> <li>○ Children to change into PE kit where social distancing can be maintained.</li> <li>○ Outdoor PE to be encouraged at all times. As above re changing; it is at the discretion of the staff whether to change into full PE kit or just change footwear.</li> <li>○ Social distancing measures still apply and mark out areas to manage the area effectively.</li> <li>○ Coaching Staff not to teach in other schools wherever possible to limit the</li> </ul> </li> </ul> |  | <p>Staff may wish to take one year group at a time for half the session time.</p> <p>Ensure there is sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bin it, kill it’ approach.</p> <p>Surfaces are wiped down before and after changing. Y5/6 come to school in PE kit &amp; access last session of the day with Sport-tec.</p> <p>All PE lessons to be taught outside except in poor weather conditions. Where indoor PE lesson is taught, Sport-Tec staff to wear face mask to reduce risk of infection.</p> <p>Support staff from Class Bubble to support PE lessons.</p> |  |
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|   |                           | <p>chances of cross-contamination and spread of the virus.</p> <ul style="list-style-type: none"> <li>• Activities taking place in PE lessons and Physical activity sessions should be strictly non-contact and these conditions shared with the pupils.</li> <li>• If equipment is used, children must use one piece for the duration of the PE lesson, which must be cleaned after the lesson.</li> <li>• Children to be escorted to and from the PE lesson by the class bubble staff. Coaching staff to remain outside and not enter the classroom to collect or return children to reduce the risk of spread of the virus.</li> <li>• PE lessons to be taught at different times to playtimes / lunchtimes of different bubbles to avoid mixture of bubbles outside / in the hall or along the corridors.</li> <li>• Y5 swimming to recommence 17-5-21, using facilities at Victoria Hall Leisure Centre, Keighley, and transport provided privately by Pennine Academies Yorkshire until Keighley community transport is able to provide minibus transport again. Public transport will NOT be used.</li> </ul> |                   | <p>Limit items brought into outdoor PE settings, particularly anything that is difficult to wipe down / sanitise.</p> <p>Support staff from Class Bubble to support PE lessons. (See also above)</p> <p>Swimming facilities provided &amp; RA by Local Authority.</p> <p>Mini Bus &amp; driver provided by Crossley Hall Primary School &amp; RA.</p> <p>Accompanying staff provided by LPS – face masks to be worn on the mini bus &amp; in communal area of the pool.</p> |  |
| <p>Infection control – minimising risk of contamination</p> | <p>Pupils &amp; staff</p> | <ul style="list-style-type: none"> <li>• Increased use of outdoor spaces for learning to reduce risk of spread of virus.</li> </ul>  | <p>1x4=<br/>4</p> | <p>Some windows to be kept open during lesson delivery times to provide constant background ventilation, within reason, eg temperature control. Windows to be fully</p>   |  |

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|   |                | <ul style="list-style-type: none"> <li>• Cease use of spaces with no external windows &amp; no other source of ventilation – The Rainbow Room.</li> <li>• Restriction of 6 adults (max) in staffroom, wearing face masks unless eating / drinking.</li> <li>• Restriction of 2 adults in printer room, wearing face masks.</li> </ul>   |         | <p>opened when room not in use to purge the air in the space eg during playtimes &amp; lunchtimes.</p> <p>Air conditioning turned off; used only when it is deemed safe to do so &amp; with air recirculation switched off / only fresh outside air circulated. This affects air conditioning use in hall and Group Room.</p> <p>The Group Room can be used by 2x staff max, with the door open at all times, as an additional rest space, eg at lunch time to enable all staff to eat their lunch and have a break.</p> |         |
| Infection control – minimising risk of contamination during fire alarm, invacuation or lockdown | Pupils & staff | <ul style="list-style-type: none"> <li>• Fire alarm – usual procedure BUT children &amp; staff observe social distancing guidance, ie stand on the playground 2m apart from each other &amp; other class lines.</li> <li>• Invacuation – usual procedure BUT children &amp; staff observe social distancing guidance, ie 2m apart from each other where possible. <b>(Staff to assess immediate risk vs risk of coronavirus infection in this instance &amp; use best judgement).</b></li> <li>• Lockdown – usual procedure. In this highly unlikely instance, it is deemed that the risk to life is greater than the risk of coronavirus and for the safety of all users of the building, lockdown procedures remain unchanged.</li> <li>• <b>See updated Policies &amp; Procedures specific to COVID-19 guidance</b></li> </ul> | 1x4=4   | <p>Interim bubble class lists provided for teachers for swift identification of numbers / pupils in the event of a fire alarm.</p> <p>Walkie Talkies located in classrooms, with one remaining in each of the offices. Bubble staff to use own class Walkie Talkie ONLY &amp; disinfect with wipe after each playtime. <b>Staff MUST ensure they replace Walkie Talkie to it's original destination &amp; place on charge (&amp; not leave in the staffroom)</b></p>   |         |
| Infection control – minimising risk of contamination due to need for IT support                 | Pupils & staff | <ul style="list-style-type: none"> <li>• Datacable staff / Kerry Mulroy to access remotely in first instance.</li> <li>• Datacable staff / Kerry Mulroy will announce need for visit in advance &amp; will access server in front office, maintaining 2m social distancing, or as lone worker in Hub Office (server location) if required – Walkie Talkie provided.</li> </ul>  | 1x4 = 4 | PPA room is available if further on-site work is required  | 1x4 = 4 |
| Infection control – minimising risk of contamination due to first aid incident                  | Pupils & staff | <ul style="list-style-type: none"> <li>• Normal procedures in place BUT wear face mask for all first aid incidents (close contact) to minimise risk of infection</li> </ul>   | 1x4=4   | If child is showing signs of Coronavirus, see procedures below & use PPE.  | 1x4=4   |



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| <p>Infection control – potential case of coronavirus in school</p> | <p>Pupils &amp; staff</p> | <ul style="list-style-type: none"> <li>• If staff member suspected of having symptoms, they are sent home immediately. If appropriate, family member informed / medical assistance sought. Staff member must seek test immediately and keep school informed of outcome. (School has provided PCR test to all staff members in case of this scenario; additional tests are in school in case a staff member develops symptoms on site, so they can immediately carry out a test). <i>Those they have been in close contact with do not need to self-isolate unless they are contacted by Test &amp; Trace / case is confirmed &amp; school liaises with PHE.</i></li> <li>• If pupil is suspected of having symptoms, pupil is moved away from others, into The Hub.</li> <li>• Accompanying adult (JN or JMcG) must wear PPE – protective mask, apron &amp; gloves. (This helps to protect when 2m distancing is not possible)</li> <li>• Parents contacted for immediate collection.</li> <li>• If child needs the toilet, they must be escorted to the Disabled Access toilet, after which the ‘No Entry’ sign must be placed on the door to indicate to other users that this room is not safe to use. Once the child has been collected, the adult who waited with the child (JN or JMcG) will disinfect the surfaces of the room so it can be reused, &amp; it will be deep cleaned at the end of the day.</li> <li>• Adult remains in The Hub with child, 2m apart if possible, until they are collected. Parents to have child tested for virus &amp; to inform school immediately of outcome so as to ensure the safety of all other staff &amp; pupils. (School can provide PCR test to</li> </ul> | <p>2x4=8</p> | <ul style="list-style-type: none"> <li>• If adult looking after child has had to deal with any bodily fluids, gloves to be changed before cleaning The Hub or the toilet.</li> <li>• The Hub is immediately disinfected with spray on surfaces, including internal &amp; external door handles. Cleaning equipment is stored in the small cleaning cupboard next to the main office for ease of access. (Keys in main office or on HT’s [JN’s] key set)</li> <li>• ‘Do not enter’ sign (located on white board to side of door) is placed on the door for the protection of others.</li> <li>• Room is also deep cleaned at the end of the day.</li> <li>• Used PPE equipment is double-bagged up using bin liners (stored with cleaning equipment). Place a label with the day &amp; date onto the bag &amp; dispose of immediately into the main external rubbish bin identified as for PPE rubbish only &amp; store here for 72 hrs, before placing into main rubbish.</li> </ul> <p><u>Gov guidance</u><br/>If school becomes aware that someone has tested positive, the Headteacher must contact the PHE / DfE dedicated advice service for nurseries, schools &amp; colleges: <b>0800 046 8687, and selecting option 1.</b><br/>Also your <u>local health protection team</u> via Bradford Council. This team will also contact school if they become aware that someone at your school has tested positive. <i>It is NOT necessary to call the 0113 3860 300 number in addition to the above 0800 number!!</i></p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, work with your local health protection team / DfE’s helpline re dedicated advice service to decide if additional action is needed.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for</p> | <p>2x4=8</p> |
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|   |        | <p>parent if there may be barriers to getting the child tested swiftly elsewhere).</p> <ul style="list-style-type: none"> <li>All those in bubble can remain in school, unless they also show symptoms. Continue to follow strict hand sanitation procedures.</li> <li>Staff kept informed of any child or staff member sent home with coronavirus symptoms.</li> </ul>   |       | <p>households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> <li>if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</li> <li>if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> </ul> <p>Staff and children can come back to school after their period of self-isolation, unless they still have a high temperature after 10 days or are otherwise unwell; they should stay at home and seek medical advice.</p> |         |
| Emotional distress – increased anxiety levels triggered by return to school | Pupils | <ul style="list-style-type: none"> <li>Bubbles of children to have 2x staff members to ensure needs are met. CHaP available for emotional wellbeing – in class, small group &amp; 1:1 as appropriate to need &amp; social distancing, using PPA room (ventilated) for 1:1 &amp; the hall for small group (Max 4 from same bubble) sessions.</li> <li>2 metre social distancing.</li> <li>PSHE based activities delivered in bubbles &amp; online as part of curriculum delivery.</li> </ul> | 2x3=6 | <p>DSL staff x2 non-class based to facilitate swift response to safeguarding / wellbeing concerns.</p> <p>September, January &amp; March returns to school following lockdowns all had a PSHE / Mental Wellbeing curriculum focus. Curriculum delivery remains a full coverage across all year groups.</p>   | 2x3 = 6 |
|   | Staff  | <ul style="list-style-type: none"> <li>Inclusion in risk assessment process – input into hazard identification and control measures.</li> <li>Staff meeting/team meetings / questionnaires to discuss concerns and shared control measures,</li> <li>Sharing of support helplines &amp; resources.</li> </ul>   | 2x3=6 |  |         |

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|  |  | <ul style="list-style-type: none"> <li>• Risk assessments reviewed regularly – see above</li> <li>• Planned time for planning and preparation within the week to reduce need to remain on-site &amp; facilitate cleaning.</li> </ul> |  |  |
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**Part C**

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| <b>Links to other risk assessments and or safe working instructions - please state</b>  | Safeguarding; Child Protection; Staff Code of Conduct; First Aid; Intimate Care; Health & Safety; Positive Behaviour; Lone Working; Remote Education – Covid Plans 10-20; Fire Evacuation Procedures; Invacuation & Evacuation Procedures.  |              |   |
| <b>Name and Sign</b><br>When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented  | Juliet Nove – Headteacher   |              |   |
|   | <b>In the instance that an immediate alteration needs to be made to this risk assessment, an updated copy will be emailed to staff and a notice placed on the staffroom board. Any alterations due to government guidance updates will be issued on a Friday. All updates are version controlled.</b> | <b>Date</b>  | Reviewed 16-1-21 v25<br>Reviewed 22-1-21 v26<br>Reviewed 4-2-21 v27<br>Reviewed 8-2-21 v28<br>Reviewed 3-3-21 v29<br>Reviewed 12-4-21 v30<br>Reviewed 14-5-21 v31 |
| <b>Review</b> - Before work starts, it is important to consider the content on this risk assessment to ensure it is still valid.<br>For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?<br>Please record any changes required and or action taken, then date and sign |   |              |   |
| <b>Reviewer Name &amp; Date</b>   | J Nove 14-5-21  | <b>Notes</b> | Air conditioning serviced W/B 15-3-21; ongoing monthly legionella water checks completed.   |

Updated 7-4-21: Coronavirus in children: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

NHS guidance updated every Friday: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Updated 30-3-21: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Updated 8-4-21: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Updated 6-4-21: Actions for Schools during the Coronavirus outbreak: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Legal guidance re PPE: <https://www.hse.gov.uk/contact/faqs/ppe.htm>

Updated weekly: <https://bso.bradford.gov.uk/content/public-health-guidance-for-schools>

Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - o face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
  - o been within 1 metre for 1 minute or longer without face-to-face contact
  - o sexual contacts
  - o been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - o travelled in the same vehicle or a plane