

## James Bateman Middle School

1. **Section/Service/Team** James Bateman Middle School    **Assessor(s)** Mrs Tracy Price & Mrs Cheryl Picken

2. **Description of Task/Activity/Area/Premises etc.**

### **COVID 19 Risk Management - Full School Opening 1<sup>st</sup> September 2021 15.10.2021 (V2)**

*The following Risk Assessment details the protective measures implemented to address COVID-19. In writing this Risk Assessment consideration has been given to the 'Schools COVID-19 Operational Guidance updated 27<sup>th</sup> August 2021 and Local Authority Guidance. Locality information and current individual needs of the school and its community have also been considered. It is to be reviewed as an on-going working document and is to be read in conjunction with and supported by the school's 'Educational Setting Outbreak Management Plan'.*

*Detailed below is the school's planned phased response detailing measures in place for the Autumn Term 2021, Spring Term 2022 onwards and in response to an 'outbreak'. When planning this approach great consideration has been given to not only COVID-19 measures but the need for a phased re-integration of previous timetabled aspects of everyday school life, to support the social and emotional well-being of the school's learning community.*

***Information detailed in the blue sections of the Risk Assessment indicate additional protective measures which will be introduced in response to Staffordshire Local Authorities & Local Outbreak Team recommendations -due to increased COVID-19 cases and transmission rates in Staffordshire & Staffordshire Schools.***

***Information detailed in the orange sections of the Risk Assessment indicate additional protective measures which will be introduced if the school has a confirmed positive case but not identified as an outbreak.***

***Information detailed in the green sections of the Risk Assessment indicate additional protective measures which may be considered and introduced if the school has an 'Outbreak' or is advised to introduce further 'protective measures' for an identified time period by the LA, PHE or the Government.***

Response Stage	Level Autumn Term 2021	Key Risk/Hazard Present
<p><b>Full School Opening from the 1<sup>st</sup> September 2021</b></p> <p><b>(Autumn Term 2021 Protective Measures)</b></p>		<p><b>Exposure to COVID-19</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there, to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>The Delta variant is now a main strain and transmission is much more rapid than previous COVID-19 strains.</p>
<p><b>‘Additional Protective Measures’ if confirmed case in school (not identified as an outbreak)</b></p>		<p><b>Additional Risk of Exposure to COVID-19 due to a positive case confirmed in school. (This may impact upon one or more class groups).</b></p>
<p><b>Additional protective Measures recommend by the Local Authority due to increased rates in Staffordshire Schools and local area</b></p>		<p><b>Additional Risk of Exposure to COVID-19 due to increased rates of transmission and cases with Staffordshire and Staffordshire Schools.</b></p>
<p><b>‘Stepped Up’ Protective Measures if required (Identified outbreak)</b></p> <p><b>(introduced if advised by LA, PHE or the Government)</b></p>		<p><b>Additional Risk of Exposure to COVID-19 due to an ‘Outbreak’ in school or in the local area.</b></p> <p>Together LOC, PHE and settings will use the following thresholds to consider if the implementation of additional prevention measures is appropriate:</p> <p>JBMS Setting: - 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% (whichever of these thresholds is reached first)</p> <p>All settings should seek advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</p>



	<p>who has COVID-19 are advised to get a PCT test to check if they have COVID-19.</p> <ul style="list-style-type: none"> <li>• All members of the school's community are advised to follow the advice on the NHS website on how to avoid catching and spreading COVID-19.</li> <li>• Staff and pupils who may have had contact with someone who has tested positive for COVID-19 to have limited contact with any other staff or pupils who may be considered at higher risk of COVID-19 or vulnerable.</li> <li>• Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage the transmission risks.</li> <li>• All staff aware of LA Local Outbreak Control Plans and where to seek further advice/guidance.</li> <li>• CEV staff have individual RA in place informed by COVID Age calculation and medical advice - if safe they can work in school with own individual protective measures in place.</li> <li>• Active engagement with NHS Test and Trace process</li> <li>• Control measures in place for those identified as most vulnerable. (see additional section)</li> <li>• Staff aware of their duty to follow the protective measures in place. This is monitored regularly.</li> <li>• All areas to be well ventilated at all times.</li> <li>• Ventilation increased while spaces are unoccupied e.g. during break times and lunch times whilst learners and staff are not in the classrooms/areas.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>		
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	<ul style="list-style-type: none"> <li>• Fire exits onto outdoor spaces can be opened to support increased ventilation. Internal fire doors which act as compartment barriers are to be kept shut at all times.</li> <li>• Staff and learners advised to wear additional clothing e.g. fleece and jumpers on top of work clothes and school uniform if weather is colder.</li> <li>• The wearing of face coverings is the choice of staff and visitors whilst on the school site.</li> <li>• Staff Meetings where possible to take place remotely via 'Microsoft Teams'. Where not possible - staff meetings to take place in the school hall with staff socially distanced or if less staff involved, in larger rooms.</li> <li>• Lateral Flow Testing undertaken twice a week by school staff that have 'opted in' to the process to support prompt identification and self-isolation if required.</li> <li>• LFT results reported online.</li> <li>• Regular cleaning of all touch points.</li> <li>• Hand sanitizer used on entry and exit of all buildings, rooms and areas.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>		
	<ul style="list-style-type: none"> <li>• Social distancing maintained wherever possible on school site.</li> <li>• Learners and staff in 'class where COVID confirmed case has been identified' – do not mix with other staff or learners.</li> <li>• Timetables and rotas in place to keep identified class groups separate.</li> <li>• All staff to wear face coverings when moving around the school.</li> <li>• Staff in 'class where COVID confirmed case has been identified' to complete lateral flow tests daily.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>- Letter sent to all possible close contacts advising to get PCR test.</li> <li>- Parents and visitors informed of changes via e-mail and letter.</li> </ul>	<p>L</p> <p>L</p>

	<ul style="list-style-type: none"> <li>Visitors made aware of 'confirmed COVID case linked to class group – work with those pupils to be carried out remotely.</li> <li>Staff linked to 'Confirmed COVID case' to attend staff meeting remotely.</li> </ul>			
	<ul style="list-style-type: none"> <li>Anyone who meets any of the following COVID-19 criteria are informed not to come into school:               <ul style="list-style-type: none"> <li>Have one or more of the COVID-19 symptoms (These include the additional precautionary symptoms and known symptoms of delta such as headache, aches and pains, feeling tired for no good reason, sore throat and runny nose, sneezing and tummy ache and sickness - particularly in children)</li> <li>Have had a positive test result.</li> <li>Required to Quarantine.</li> <li>Awaiting a PCR test result</li> <li>Household contacts and siblings to stay at home whilst awaiting PCR test results.</li> </ul> </li> <li>Social distancing maintained wherever possible on school site.</li> <li>Class groups kept separate and do not mix.</li> <li>Timetables and rotas in place to keep class groups separate.</li> <li>Limit staff mobility and cross-over of class groups where possible.</li> <li>Staff and visitors to wear face coverings whilst moving around the school.</li> <li>Staff meetings to take place remotely.</li> <li>Visitors to complete LFT before attending school site.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>All household members to get a PCR test if a member has suspected symptoms.</li> <li>Household members to remain at home whilst awaiting PCR test results.</li> <li>Visitors to show evidence of negative LFT via text message or e-mail when signing in at the school Reception.</li> <li>All visitors made aware of LFT expectations before attending school site.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<ul style="list-style-type: none"> <li>• Social distancing maintained wherever possible between all on site.</li> <li>• Learners on site and staff are grouped into Year Bubbles. Year Bubbles do not have contact with each other and do not mix.</li> <li>• Timetables and rotas in place to keep Year Bubbles apart and minimise movement around the school</li> <li>• Staff and visitors 'where authorised to be on site' to wear face coverings when moving around the school premises. When not worn face coverings will be stored safely in individual named sealable plastic bags.</li> <li>• Staff meetings to take place remotely.</li> </ul>	L	<ul style="list-style-type: none"> <li>- Washable face coverings to be cleaned daily.</li> <li>- Staff to follow face mask procedures when putting on, removing and storing.</li> </ul>	
<p><b>*Spread of infection through personal hygiene</b></p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• All staff and children to wash hands after: <ul style="list-style-type: none"> <li>- Entry and exit of building</li> <li>- Returning from breaks</li> <li>- Changing rooms</li> <li>- Before and after eating or handling food</li> <li>- After touching face, blowing nose, coughing or sneezing.</li> </ul> </li> <li>• Hand sanitizer available on all classroom doors.</li> <li>• Children and staff to use hand gel prior to the change of new learning equipment within their classroom.</li> <li>• Children and staff to wash hands where possible.</li> <li>• Children taught about respiratory hygiene 'Catch it, bin it, kill it' hands to be washed afterwards (tissues to be provided for children from home and put in bin when used.</li> <li>• Classroom bins emptied at the end of each school day.</li> <li>• Separate cubicles identified for different year</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- COSHH Risk Assessments updated for any new hand sanitizer products. Safety Data Sheets obtained and Risk Assessments shared/COSHH poster displayed in rooms.</li> <li>- Review stocks of soap, hand sanitizer and hand towels available. (reporting system in place when stock reaches a set measure in readiness for re-ordering)</li> <li>- Children's own individual hand sanitizer clearly labelled and kept on person – if brought into school.</li> <li>- Bins with bin liners in each classroom and in all rooms in use.</li> <li>- Door signs used to indicate Year group toilet cubicles.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<p>groups where necessary.</p> <ul style="list-style-type: none"> <li>• Use of games and actions to remind children of the importance of good hygiene and social distancing. – reinforce safety expectations.</li> <li>• Learners should be bringing all their own key resources for learning in from home. These resources are not be shared with others.</li> <li>• Children to attend school in their school uniform.</li> <li>• Signage used to promote hygiene (respiratory &amp; hand)</li> <li>• Parents informed of measures in place to reduce transmission.</li> </ul>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Main toilet doors to be wedged open.</li> </ul>	<p>L</p>
<p><b>*Spread of infection through contact between people/resources within learning areas.</b></p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p> <p>Transmission may occur during learning activities and behaviour management.</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• Any staff identified as vulnerable are to:             <ol style="list-style-type: none"> <li>I. Avoid face to face contact and minimise time within 1 metre of anyone.</li> <li>II. Facilitate as much teaching as possible from the front of the class at a distance from the learners.</li> <li>III. Stand behind learners when offering advice and guidance more individually and to avoid bending down towards a learner.</li> </ol> </li> <li>• Coat/bag to be kept on own peg/in own locker.</li> <li>• Learners will bring their own key stationary and learning resources in their own bag..</li> <li>• Practical resources and learning aids will be cleaned weekly by the class teacher.</li> <li>• Classroom based resources such as books and games can be used and shared within classes and will be cleaned frequently.</li> <li>• Resources should sprayed with disinfectant spray every morning before learners arrive.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Behaviour policy reviewed – new rules shared with parents and children.</li> <li>- Poster on display to remind learners of hand washing where possible.</li> </ul>	<p>L</p> <p>L</p>

	<ul style="list-style-type: none"> <li>• Play equipment or learning resources will be cleaned between usages if used by different classes.</li> <li>• School laptops to be cleaned between uses.</li> <li>• Ventilation of the rooms maximised by opening of doors and windows where safe to do so. Fire exits onto outdoor spaces can be opened to support increased ventilation. Internal fire doors which act as compartment barriers are to be kept shut at all times.</li> <li>• Outdoor learning to be used where suitable and appropriate.</li> <li>• All key touch points to be cleaned during after lunch and after school.</li> <li>• Toilets to be cleaned after lunch and the end of the school day.</li> <li>• Staff to spray fabric chairs with disinfectant spray before use by a change of staff. (e.g. cover)</li> <li>• Staff to clean keyboards with provided spray before use by a change of staff, all staff to hand sanitise prior to use of any key board.</li> <li>• Wearing of face coverings when moving around the school is an individual choice.</li> </ul>	L L L L L L L L		
	<ul style="list-style-type: none"> <li>• Year Groups will remain separate as much as possible and will be taught by the same member/s of staff where possible.</li> <li>• Movement of staff between Bubbles will be kept to a minimum where possible.</li> <li>• Staff and visitors to wear face coverings when moving around the school premises from one area to another.</li> </ul>	L L L	-	
	<ul style="list-style-type: none"> <li>• Year Groups/bubbles will remain together at all times and will be taught by the same</li> </ul>	L		

	<p>member/s of staff where possible.</p> <ul style="list-style-type: none"> <li>• Movement of staff between Bubbles will be kept to a minimum where possible.</li> <li>• Staff and visitors to wear face coverings when moving around the school premises from one area to another.</li> </ul>	<p>L</p> <p>L</p>		
	<ul style="list-style-type: none"> <li>• Contact between learners will be minimised through learners being kept in consistent Year Bubbles, wherever possible keeping these groups apart.</li> <li>• Learners will be seated side by side, facing forwards. Desks will be separated facing forward to encourage safe distancing. Learners will have their own chair, desk space and resource where possible.</li> <li>• Year Bubbles will remain together at all times and will be taught by the same member/s of staff where possible.</li> <li>• Movement of staff between Bubbles will be kept to a minimum where possible.</li> <li>• Classes will remain in designated classrooms and outdoor learning areas with limited access to areas of the school building.</li> <li>• Staff and visitors to wear face coverings when moving around the school premises from one area to another.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>- Reading books taken out of circulation for 72hrs then wiped before re-issuing.</li> <li>- Books issued Mon – Fri</li> <li>- Soft furnishings to be removed from all rooms.</li> </ul>	
<p><b>*Spread of infection through contact between people/resources at lunch times</b></p> <p>General transmission may occur: Through close contact</p>	<ul style="list-style-type: none"> <li>• Pupils and staff sanitise hands before entering classrooms.</li> <li>• Separate cleaning buckets and cloths used for wiping down the dining room.</li> <li>• Learners supervised by Lunchtime supervisor on playground. Teaching staff in clubs.</li> <li>• Shared equipment – PE, Science, FT, DT – equipment must be thoroughly cleaned</li> </ul>	<p>L</p> <p>L</p> <p>L</p>		

<p>between colleagues and pupils touching contaminated surfaces.</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<p>when used between different year groups.</p>			
	<ul style="list-style-type: none"> <li>• 'Class/Year Group where COVID confirmed case has been identified' asked to complete PCR tests (Y7/8), LFT (Y5/6) before returning to school.</li> </ul>	L	-	
	<ul style="list-style-type: none"> <li>• School yard divided into 2 clear sections to support access by 2 different year groups at a time.</li> <li>• Lunchtime in dining room staggered and timetabled.</li> <li>• Tables and chairs to be cleaned in between change of groups in dining room.</li> <li>• Staff to wear face coverings when supervising learners in the school dining room.</li> <li>• Kitchen staff serving food to wear face coverings.</li> </ul>	L	-	
<p>*Safeguarding of pupils not attending school</p>	<ul style="list-style-type: none"> <li>• 'Safe and well' checks will be made by telephone call once a week to all families of learners not in school by form tutor.</li> <li>• Families identified as vulnerable but not in school to be contacted twice a week by telephone. By CL's</li> <li>• Any concerns of safeguarding will be reported through 'My Concern' and following the usual school policy and procedures.</li> <li>• Intervention and support will be offered remotely where necessary through signposted services.</li> <li>• Attendance of pupils who should be in</li> </ul>	L L L L	<ul style="list-style-type: none"> <li>- CL's to ensure form tutors complete safe and well checks weekly with absent pupils.</li> <li>- Daily PPE Checks completed by site supervisor</li> </ul>	L L



	<ul style="list-style-type: none"> <li>• Any contaminated or soiled clothing should be double bagged and sent home with the child or staff member.</li> <li>• If the use of the bathroom is required they should use the disabled toilet. This will need to be cleaned with disinfectant afterwards before further use.</li> <li>• Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to others.</li> <li>• Test and Trace Service and Local Outbreak Control Plans to be followed if required.</li> <li>• <b>Arrange to have a PCR test online</b> or by phone by calling 119 if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result</li> <li>• If tested negative they can return to school.</li> <li>• Staff or pupil who have had contact do not need to be sent home to self-isolate unless they: <ul style="list-style-type: none"> <li>- Developed symptoms themselves</li> <li>- Requested to do so by NHS Test &amp; Trace or PHE</li> <li>- Tested positive following a PCR test.</li> </ul> </li> <li>• All learners and staff who are identified as close contacts are advised to book a PCR Test. They are not required to self-isolate whilst awaiting results unless they display symptoms.</li> <li>• Contaminated cleaning equipment and PPE disposed of in Black bin bags for 72 hrs in</li> </ul>	<p>L</p>	<p><u>areas</u> (all surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with bodily fluids. All potentially contaminated areas such as bathrooms, door handles, grab rails, telephones.</p> <ul style="list-style-type: none"> <li>- Use of disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings,</li> <li>- (Use of a cleaning solutions as per COSHH &amp; RA guidance).</li> </ul>	
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	<p>external holding area</p> <ul style="list-style-type: none"> <li>Children to be educated in empty classroom/school hall whilst deep clean is undertaken.</li> </ul>	L		
	<ul style="list-style-type: none"> <li>Household contacts and siblings to get PCR tested if a member shows symptoms including the precautionary symptoms.</li> <li>Children and staff to remain at home whilst awaiting PCR test results.</li> <li>Initial PCR test to be followed by a precautionary PCR test 7 days later if had multiple contacts at different points with confirmed cases.</li> </ul>	L L L	-	
<p><b>*School informed of a positive COVID-19 case of a pupil or staff member that has been in school.</b></p> <p>Transmission may occur through close contact between certain individuals.</p>	<ul style="list-style-type: none"> <li>The person who is positive should: follow the stay at home guidance for households with a confirmed case of COVID-19. Self-isolate for 10 days until well (Including no fever for 48 hours)</li> <li>From the 16<sup>th</sup> August 21, children under the age of 18 years will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive case. Instead individuals or contacts will be contacted by NHS Test AND Trace, informed that they have been in close contact and advised to take a PCR test.</li> <li>Where the school has identified close contacts who are staff and they do not believe the 'positive case' will be able to accurately inform NHS Test and Trace who their close contacts have been or provide contact details – school will call the Self-Isolation Service Hub on 020374367815 to provide contact details. They will be sent an NHS Test and Trace ID.</li> <li>School will require the NHS Test and Trace</li> </ul>	L L  L	- LOC to be informed of levels of positive cases within your settings by submitting the Covid Case Rates each when there are cases.	L

	<p>Account and name and contact details of the close contact. ID of the person tested positive</p> <ul style="list-style-type: none"> <li>• School areas occupied by those asked to self-isolated are to be deep cleaned.</li> <li>• School to monitor cases and rates.</li> </ul>	L		
	<ul style="list-style-type: none"> <li>• Classroom identified with a confirmed case to be deep cleaned – learners to be educated outside where possible, in an empty classroom or in the school hall whilst cleaning takes place.</li> <li>• Classrooms and all learning spaces to be subject to increased ventilation.</li> <li>• Learning to be completed outdoors where possible and relevant.</li> </ul>	L	-	
<p>*School identified an outbreak of COVID-19. (2 or more epidemiologically linked cases 1.e. linked by being in the same class or at an event.</p> <p>Transmission may occur through close contact between certain individuals.</p>	<ul style="list-style-type: none"> <li>• School to implement Outbreak Management Plan as soon as aware of an outbreak (2 or more epidemiologically linked cases) in their setting and inform the Local Outbreak Control Team.</li> <li>• School to work with health protection teams and Local Outbreak Control in the case of a local outbreak. If there is an outbreak in the school or if central government offers the area an enhanced response package, the Local Outbreak Control Team (under the direction of the Director of Public Health) might advise a setting to temporarily</li> </ul>	M	- <u>School to initiate Outbreak Management Plan</u> and liaise with LOC.	L

	reintroduce some control measures			
*Neglected Health & Safety of premises	<ul style="list-style-type: none"> <li>All premises Health &amp; Safety checks to be maintained in line with Trust &amp; School policy and procedures.</li> <li>Any new designated routes for movement around the school checked daily for safety and signposting.</li> <li>All movement routes clearly marked with social distancing markers and signage if required.</li> <li>Evacuation routes and Fire Drill to be shared with all learners on return.</li> <li>RA's completed with Lettings 'regarding use of the school site. – Risk Assessments shared between both parties.</li> </ul>	L L L L L	<ul style="list-style-type: none"> <li>Anti-bacterial wipes available in staff toilets for wiping the seat.</li> <li>Paper towels used to touch flush handles.</li> <li>All fire evacuation routes to be used as normal.</li> </ul>	L L L
*Contact with members of the public spreading infection  Transmission may occur through sharing spaces and equipment.	<ul style="list-style-type: none"> <li>Information shared with parents about expectations via text message, e-mail and school website.</li> <li>Hand sanitation stations available for visitors/parents and children when coming into the school premises.</li> <li>Visits to school are encouraged to be made by appointment only.</li> <li>Signs will be on display along access routes to encourage social distancing where appropriate.</li> <li>Only one visitor at a time is to be allowed in the school reception.</li> <li>Parents and children encouraged to walk or cycle to school.</li> </ul>	L L L L L L		
	<ul style="list-style-type: none"> <li>Information shared with parents about expectations via text message, e-mail and school website.</li> </ul>	L	-	

	<ul style="list-style-type: none"> <li>• Visits to school made by appointment only.</li> <li>• No events inviting parents/carers indoor into school.</li> </ul>	L L		
	<ul style="list-style-type: none"> <li>• One-way system in place to help minimise contact.</li> <li>• Visits to school made by appointment only.</li> </ul>	L L	-	
	<ul style="list-style-type: none"> <li>• One-way system in place to help minimise contact.</li> <li>• Visits to school made by appointment only.</li> <li>• Parents and visitors to wear face coverings at all times whilst on the school premises.</li> <li>• Visitors to be advised that LFT be completed before attending school.</li> </ul>	L L L L		
<p><b>*Contact with visitors spreading infection</b></p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• All visits encouraged to be made by appointment only.</li> <li>• Visitors signed in and out using the electronic screen in reception.</li> <li>• All visitors are asked to declare if they have had any symptoms of COVID-19 in the last 10 days or if they have been around anyone with symptoms or have tested positive.</li> <li>• Temperatures are taken on arrival and a 'COVID-19 safety checks declaration' is completed via sign in system.</li> <li>• COVID-19 safety check declarations are kept for a period of at least 21 days to support Test and Trace</li> <li>• School has a clear policy on visitors in school and expectations – this is shared before any visit takes place.</li> <li>• Meetings which take place in person will follow social distancing and hygiene measures.</li> <li>• Participants will need to bring their own refreshments and stationary equipment</li> </ul>	L L L L L L L L L	<ul style="list-style-type: none"> <li>- Visitors COVID-19 Policy available on school website and sent out to all visitors before arrival.</li> <li>- Staff arranging face to face meetings to ensure a room is available before doing so where social distancing can be maintained.</li> <li>- Staff to ensure visitors have read the visitor policy (school website) and completed a LFT on the morning of arrival.</li> <li>- Chairs and tables to be cleaned down after use by staff member that organised meeting.</li> <li>- Visitors to wear masks at all times whilst in school.</li> <li>- Hazard exchange to be shared electronically before physical meeting to review where</li> </ul>	L L L L L L

	<p>should this be required.</p> <ul style="list-style-type: none"> <li>• Emergency access to the school’s Reception – Visitor to telephone the school to let them know they are waiting in Reception.</li> <li>• Contractors on site by appointment.</li> <li>• Wherever possible visits by contractors to take place outside of school hours.</li> <li>• Contractors made aware of the school’s risk control arrangements and how to access and move around the site safely.</li> <li>• Hazard exchange forms completed to highlight how risk will be managed during COVID-19.</li> <li>• Visitors to bring own cleaning equipment if required as part of agreed working practice.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>possible.</p>	
	<ul style="list-style-type: none"> <li>• All visits made by appointment only.</li> <li>• Visitors to complete Lateral Flow Test on day of visit and to show reported results by text or e-mail at the school Reception.</li> </ul>	<p>L</p> <p>L</p>	<p>-</p>	
	<ul style="list-style-type: none"> <li>• No gatherings to take place in the school hall such as assemblies, workshops, etc.</li> <li>• All visits made by appointment only.</li> <li>• Visitors to complete Lateral Flow Test on day of visit and to show reported results by text or e-mail at the school Reception.</li> </ul>	<p>L</p> <p>L</p> <p>L</p>	<p>-</p>	
	<ul style="list-style-type: none"> <li>• All visits made by appointment only.</li> <li>• All visitors asked to undertake a Lateral Flow Test on the morning of attending the school and are to show the staff on Reception evidence of reporting a negative result via text message or e-mail.</li> <li>• Meetings where possible conducted remotely by phone or video call.</li> <li>• Meetings which take place in person will</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>-</p>	

	<p>follow strict social distancing and hygiene measures</p> <ul style="list-style-type: none"> <li>• No gatherings to take place within school such as assemblies, workshops etc. where more than one group is involved.</li> <li>• Visitors to wear face coverings at all times whilst on the school premises.</li> </ul>	L		
<p><b>*Contact with specialist Teachers or Outside agencies</b></p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• All visits made by appointment only.</li> <li>• Visitors signed in and out on electronic system in reception.</li> <li>• School has a clear policy on visitors in school and expectations – this is shared before any visit takes place.</li> <li>• Specialist Teachers &amp; Professional Coaches asked to undertake a Lateral Flow Test on the morning of attending the school and are to show the staff on Reception evidence of reporting a negative result via text message or e-mail.</li> <li>• Meetings or work with individuals from outside agencies is undertaken in the designated room.</li> <li>• Cleaning equipment is available and is to be used after each visitor and or meeting.</li> <li>• Hand sanitizer is available on the door of each room.</li> </ul>	L L L L	<ul style="list-style-type: none"> <li>- Visitors COVID-19 Policy available on school website and sent out to all visitors before arrival.</li> <li>- Chairs and tables to be cleaned down after use.</li> </ul>	L  L
	<ul style="list-style-type: none"> <li>• All visitors asked to undertake a Lateral Flow Test on the morning of attending the school and are to show the staff on Reception evidence of reporting a negative result via text message or e-mail.</li> </ul>	L	-	
	<ul style="list-style-type: none"> <li>• All visitors asked to undertake a Lateral Flow Test on the morning of attending the school and are to show the staff on Reception evidence of reporting a negative result via</li> </ul>	L	-	



	<p>side by side and avoid facing each other.</p> <ul style="list-style-type: none"> <li>• Staff to wipe down handles on microwave, kettles &amp; fridge etc.</li> <li>• Staff to keep own belongings in their locker when not in use.</li> <li>• Staff to provide their own lunch</li> <li>• Only office staff allowed in the school office. Staff to use their designated office phones and to transfer calls if required to avoid sharing of handsets etc.</li> <li>• Staff to use their own designated class computer or office computer.</li> <li>• ICT equipment to be wiped after use if shared by staff.</li> <li>• Staff to use their own designated stationary where possible.</li> <li>• Wipes and Hand gel to be used before using the photocopier, laminator or other administrative equipment.</li> <li>• Staff to communicate with admin team via e-mail where possible to avoid entering the main office area.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>cleaned down after use by staff member using.</p> <ul style="list-style-type: none"> <li>- Wipes available in the office for wiping phones before use if someone other than office staff needs to make a call.</li> <li>- Staff room re-organised and clutter removed.</li> </ul>	<p>L</p> <p>L</p>
	<ul style="list-style-type: none"> <li>• Staff linked to positive COVID case to eat lunch with their class group or in a separate room with other colleagues in their group.</li> <li>• Staff to bring and use their own utensils and cups, mugs etc.</li> <li>• Staff to use their own tea/coffee or juice 'if linked to an identified positive COVID case'</li> </ul>	<p>L</p>		
	<ul style="list-style-type: none"> <li>• Staff to use their own mug, cutlery or drinks vessel which is taken with them on going to and from the staffroom or classroom area.</li> <li>• Staff to supply their own tea/coffee or juice.</li> <li>• Staff to wash their own cooking/eating implements after use and to remove them</li> </ul>		<ul style="list-style-type: none"> <li>- Milk in fridge labelled for different groups/individuals</li> </ul>	

	<p>from the staffroom area after use.</p> <ul style="list-style-type: none"> <li>• Staff to make their own drinks/ food.</li> <li>• No shared cutlery or kitchen resources available in staffroom.</li> <li>• Store cupboard and storage areas to be accessed by 1 adult at a time.</li> </ul>			
<p><b>*Movement around school spreading infection</b></p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• Lunchtimes – use of the dining room and sandwich room at lunchtime.</li> <li>• Break times pupils to use the dining room.</li> <li>• PE, Science, DT, FT equipment cleaned in between use by different year groups.</li> </ul>	L L L	- Parents to wait outside the main school gates if collecting children at the end of the school day and to be mindful of social distancing.	L
<p><b>*Contact between staff and learners spreading infection through extra-curricular activities and enrichment.</b></p> <p>Transmission may occur through sharing spaces and equipment during extra-curricular or enrichment activities.</p>	<ul style="list-style-type: none"> <li>• Breakfast club to operate for children of James Bateman.</li> <li>• Break time – equipment available for use by year groups – Resources cleaned between changes of groups.</li> <li>• After school club activities timetabled in school hall or outside areas.</li> </ul>	L L L		
	<ul style="list-style-type: none"> <li>• School to liaise with Breakfast club – ‘children linked to a positive COVID case to be kept separate from other year groups.</li> <li>• Access to extended schools activities, numbers and year groups monitored.</li> <li>• Groups not to be mixed where a ‘linked class to a positive COVID case’ is included.</li> </ul>	L L L	-	
	<ul style="list-style-type: none"> <li>• Limited access to extended schools activities</li> </ul>	L	-	

<p><b>*Management of PPE use</b></p> <p>Transmission may occur through incorrect use of PPE or lack of appropriate equipment.</p>	<ul style="list-style-type: none"> <li>• Staff trained in use of PPE including safe 'donning' and 'doffing – removal'</li> <li>• PPE (disposable gloves, disposable apron) to be used when cleaning resources within groups or after use by other groups</li> <li>• PPE (disposable gloves, disposable apron, disposable mask/visor) to be used when attending to a child for first aid or who may have suspected COVID-19 symptoms.</li> <li>• PPE face masks must be worn covering both the nose and mouth.</li> <li>• Masks should not be allowed to dangle around the neck</li> <li>• Masks should not be touched once put on, except when carefully removed before disposal or storage.</li> <li>• Learners who arrive to school wearing face coverings must bring a plastic zip bag clearly labelled to store it in once removed.</li> </ul>	<p>L</p> <p>L</p> <p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Communication to parents about use of PPE through website and text.</li> <li>- Anti-bacterial spray available in each classroom.</li> <li>- Supplies checked daily by the site supervisor.</li> <li>- Staff to email site supervisor if getting low on stock.</li> <li>- Any suspected contaminated PPE double bagged and stored in external storage area for 72hrs before removal.</li> <li>-</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
<p><b>*Disrupted learning for learners not accessing school directly</b></p>	<ul style="list-style-type: none"> <li>• Learners not in school have access to remote learning through 'Google Classrooms'</li> <li>• Communication regarding learning made by Teacher through 'Google Classrooms'</li> <li>• ICT Devices on loan to those identified in need.</li> </ul>	<p>M</p> <p>M</p> <p>L</p>	<ul style="list-style-type: none"> <li>- FT's to liaise with families and arrange support if required.</li> </ul>	<p>L</p>
<p><b>*Negative impact upon well-being of staff and pupils</b></p>	<ul style="list-style-type: none"> <li>• Well-being material and tips shared with the learning community through the school website and twitter.</li> <li>• Staff, Parents/Carers and Pupils signposted to support through Well-Being Hub.</li> <li>• Individual Risk Assessments in place for staff who may be more vulnerable.</li> <li>• Staff well-being revisited regularly at meetings.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Staff have 30mins lunch break:</li> <li>- School Mental Health Lead available for support.</li> <li>- Referral to EMHP and other support services if required. (meeting and content)</li> </ul>	<p>L</p> <p>L</p> <p>L</p>

<p><b>*Additional staff workload</b></p>	<ul style="list-style-type: none"> <li>All learning to be made available via 'Google Classrooms' should learners need to self-isolate.</li> <li>Safeguarding/welfare meetings to be attended virtually (where possible) by the DSL.</li> <li>Planning for learners to include remote learning.</li> </ul>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Weekly planning to included 'remote learning' opportunities.</li> <li>Space Cadets to use own Vacuum Cleaner and to clean outdoor equipment after us on a Friday.</li> <li>Cleaners to clean Early Years equipment with Antibacterial spray each Friday after school.</li> </ul>	<p>L</p> <p>L</p>
<p><b>Additional Notes:</b></p>				
<p><u>Additional Cleaning:</u>  <b>LW</b> – 12.00pm – 12.30pm (Cleaning Year 1 / 2 classroom and year 2 / 3 classroom and upper school touch points)  <b>JJ</b> – 11.50 – 12.00pm (Cleaning Early Years toilets)  <b>JJ</b> - 12.00pm – 12.15pm (Cleaning year 3 / 4 classroom and office/library area touchpoints)            1.00pm – 1.20pm (Hall)  <b>EJP</b> - 12.15pm – 12.30pm (Cleaning tables and chairs in between lunch sittings in hall)  <b>LW &amp; JJ &amp; LO 1.00pm - 1.10pm</b> (Clean and put tables away in hall)  <b>LW &amp; JJ on a rota</b>– 1.00pm – 1.10pm (Cleaning toilets in main school)</p>		<p><u>Additional Cleaning Fridays:</u>  <b>LS</b> – 12.00pm – 1.00pm (All touch points &amp; toilets)</p>		

### 3. Assessment

**Signature of Assessor(s):**

**Print Name:** Mrs T Price & Mrs C Picken

**Date Assessed:** 15.10.2021

**Signature of Line Manager:**

**Print Name:** Mrs T Price

**Review Date: Proposed Review:** 04.01.22

