



Health and Safety Policy

Health and Safety Checklist

Evacuation Procedures
Infant corridor checklist
Junior corridor checklist
Central area checklist

Procedure for evacuation to the Blue School

3	28/05/2020	Updated with COVID-19 appendices
2	09/03/2016	Formatting changes, update to designations
1	01/01/2014	Initial version

Introduction

Health and safety is the responsibility of all. All staff are required to do all that they can to keep themselves and others at Worple Primary School safe and to report any concerns to the health and safety representative. It is also part of our duty as educators to bring children up working towards the same requirement.

Health and safety representative	Mani Jaga
Health and safety governor	Cordie Wingrove

Purpose

It is the duty of every one of us to take reasonable care of the health and safety of ourselves and others who may be affected by our acts or omissions at work. A poster showing health and safety law must be displayed in the main office and the guidance below is aimed at ensuring safe working conditions at Worple Primary School.

School security and visitors

Entrance to the building is restricted to the main entrance on Queens Terrace, except for children and parents at the beginning and end of the school day. The door is locked and is only opened on request. All visitors sign in and take a badge. The other two entrances are opened from 8.30 to 9.00 a.m. and from 3.15 to 3.45 p.m.

Visiting workers to the site are expected to ensure the safety of their equipment and take the correct precautions in order to protect themselves or anyone on the site. Where any visiting worker to the site appears to be working in a dangerous manner, leaves potentially dangerous equipment unattended or fails to safeguard the safety of children and adults by erecting barriers, notices etc., they should be reported immediately to the executive head teacher, head of school or school site manager.

Fire and other emergency requiring evacuation

Ensure that all outside doors are clear to allow easy exit at all times.

The evacuation procedure is appended to this policy.

There will be an evacuation practice termly.

Smoking

The whole site is designated as a no-smoking zone.

Accidents and illness

All support staff are trained in basic first aid. The admin or welfare assistant is a certificated first aider in addition to the site manager. When an accident occurs the injury is treated in the first instance by a support assistant or lunchtime supervisor. More serious cases will be reported immediately to the first aider. If in doubt about the need for additional help, an ambulance will be called immediately. The parent or carer will be called and informed of any injury requiring more than the most basic of treatment.

First aid equipment is to be found in the medical room, classroom and in a playground waistbag. It is checked and replenished every half term by the admin or welfare assistant.

In the case of minor accidents requiring treatment, names are entered in the accident books kept in the medical room and trolley.

Accidents where children or adults have needed hospital treatment, or where their parents have been informed, are recorded on the appropriate accident report form online.

Children's names and emergency telephone numbers for contacting parents are kept in the main office and are updated annually.

Any child that is feeling unwell is to be sent to the welfare assistant or lunchtime supervisor in the first instance.

Medication, apart from inhalers, is not to be brought to school under normal circumstances. If a child is in need of medication this must be taken at home whenever possible. When there is no other alternative but to keep the child in school, the medication must be in an original container with the dosage instructions and child's name as supplied by the chemist. The admin or welfare assistant will keep the medicine secure and will log the administration of it. Children who have a long term condition, such as asthma or diabetes, will be working towards self-administration under the supervision of the admin or welfare assistant.

Cleaning up sickness is the site manager's responsibility if he/she is on duty; if not the admin or welfare assistant will help.

Stock cupboards and resource areas

Unaccompanied children are not allowed in these areas. The areas should be kept uncluttered and tidy with clear access to doorways.

Use of equipment

Televisions, pianos and computers must not be moved by children. Electrical equipment should generally be plugged in by teachers though responsible children from year two upwards can be trained to do this safely. Equipment should be plugged in without trailing leads, and when not in use electrical equipment should be unplugged and the leads secured by an adult. Electrical equipment will be checked according to recommended

schedules. From time to time equipment can suffer damage which would render it unsafe, such as damage to an electrical lead or plug. Such equipment must be taken out of use immediately, labelled and reported to head or caretaker. Report broken furniture, equipment, faulty lighting, electric sockets, cracked or broken windows to the head teacher or site manager.

Use of ICT suite

Staff and children are to take a ten minute break if using ICT suite for more than one lesson. Mirrors have been installed so that the teachers can see what the children are looking at on their screens.

Hall

Children may use and move the PE equipment and apparatus only under the supervision of a qualified teacher. All apparatus should be checked for safety and stability before the children use it and should be replaced after each session. Defects to the floor or equipment should be reported immediately to the head teacher

For PE children should wear shorts, tracksuit bottoms, t-shirts and plimsolls.

Long hair should be secured and no form of jewellery is to be worn. LA advice on the general issue of jewellery is given at the end of this section and in the PE policy.

For dance and drama, to change into plimsolls.

Liquids spilt in the hall should be mopped up quickly. Sickness should be covered immediately with sawdust and cleared away as soon possible.

Lunchtimes

Children should be encouraged to walk at all times; they must be supervised when carrying their meals from the serving hatch to the table (this is normally the responsibility of the lunchtime supervisors).

Spilt liquids should be mopped up quickly. Sickness should be covered immediately with sawdust and cleared away as soon as possible.

Those children who have school lunch or sandwiches must remain on the school premises during the midday break unless they have the permission of the head teacher. There is anti-bacterial gel available for children to clean their hands prior to eating lunch.

School kitchen

Children are not allowed to enter the school kitchen at any time for any reason. Meals are not cooked on the premises but are delivered from an outside source and served from the containers in which they arrive.

Food hygiene

Kitchen staff must ensure that all surfaces and equipment used to serve the meals is clean. Staff must ensure that their hands are clean and that they wear their aprons and hats when preparing or serving the meals.

Cooking takes place as part of the curriculum and ingredients used for this cooking must be kept in the fridges in the kitchen bases. Food must not be kept passed its sell by date and must be checked before use.

Both children and adults must wash their hands before cooking take appropriate hygiene measures (e.g. hair tied back). The tables on which the food is prepared must be wiped or covered before use and the equipment used in cooking must be washed and dried before being returned to storage.

Cakes or other items produced in cooking should be sent home in bags.

Playtimes and wet playtimes

See relevant entry in the Staff Handbook section.

Corridors

Children will be expected to walk in the corridors.

Dogs

Dogs, with the exception of guide dogs, are not allowed on the school site unless permission has been granted by the head teacher.

Classrooms

Children must not be left unsupervised. If an emergency arises a child should be sent to obtain help. If the emergency makes leaving the class unavoidable the class teacher should alert the teacher in the nearest classroom that he /she is going to leave the room for a few minutes. Breakable objects, e.g. mugs, jars, milk bottles, should not be carried by children. Nor must they carry hot cups of tea / coffee or containers with hot or dangerous liquids, knives or staff scissors. Children should not be given hot drinks in school hours.

Children should not carry or push furniture or equipment except under supervision and with help of a responsible adult. Any table must be carried by at least two children.

In the interest of health and safety children should be encouraged to behave sensibly in the toilets, flush after use and wash their hands before returning to class.

At the end of the day, classrooms should be left tidy with chairs placed under desks. Sinks and surfaces should be left in a reasonable state, as should be the floor. Children should

be encouraged to tidy up and care for the equipment in the classroom.

Penknives and sharp implements

Penknives and other sharp implements should not be brought into school by staff or children. The use of school knives and other tools must be under strict supervision and children must be taught how to use them safely. Scissors, knives or other dangerous implements must not be left unattended.

Educational visits

See LA guidelines.

Use of motor vehicles for school purposes

Staff must ensure that they have adequate insurance before using motor vehicles for any school purpose whether carrying passengers or not. This generally requires more than the standard Social Domestic and Pleasure cover and must include cover for business use. This is particularly important when carrying children for any reason. The number of passengers carried must conform to the capacity of the car and each passenger must have and use an appropriate seat belt. An appropriate number of adults must be carried to supervise children in accordance with school trip guidelines (see above).

Working at height

Kick-steps and step ladders are available for access to out-of reach areas. Training is available for the safe use of ladders. Staff must ask for help from the caretaker to reach anything higher than the top of a door, and must not use tables or chairs in place of the correct equipment.

Lifting

Training is available in the safe lifting of objects including children or adults. When lifting try to remember the following:

- Keep your feet apart (one foot in front of the other)
- Bend your knees
- Keep your back straight
- Keep the weight as close to your body as possible
- Hold weight securely
- Hold your head up - chin in

Safety inspections

The health and safety representative and governor will carry out a termly inspection.

Health and safety inspection checklist

Are health and safety regulations on display?	Yes	No
Is the secure entry system functioning?	Yes	No
Are all outside doors unlocked and uncluttered?	Yes	No
Is all fire extinguishing equipment correctly positioned and in good order?	Yes	No
Are all alarm points, smoke alarms and indicator boards functioning?	Yes	No
Date of most recent check of equipment:		
Date of most recent fire/evacuation drill:		
Has there been a fire in the last year?	Yes	No
Are smoking rules observed?	Yes	No
Has the list of emergency telephone numbers been checked this year?	Yes	No
Are flammable liquids kept in a safe area away from children?	Yes	No
Date of most recent check of AVA equipment:		
Is the state of the hall floor after lunch satisfactory?	Yes	No
Is PE equipment safe and stable?	Yes	No
Are there any reports in the building maintenance book for the hall or PE equipment?	Yes	No
Are there any reports in the building maintenance book for the school kitchen?	Yes	No
Is the storage of food for cooking satisfactory (e.g. sell-by dates)?	Yes	No

Number of reported accidents requiring hospital treatment in each area of the school

Hall:	Class:	Toilet:	Corridors:
Playground:	School kitchen:	Kitchen bases:	Offices:

Community room	Other areas
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Evacuation procedures

All staff, children and visitors should familiarise themselves with this procedure and with the position of the nearest fire alarm and exit.

On discovering a fire priority should be given to raising the alarm and to evacuating the building.

Raise the alarm by breaking the glass at the nearest fire alarm point.

On hearing the alarm:

- Class teachers and support staff line up the children that are with them and take them calmly, by the safest route, to the top playground
- Groups in the hall, staff room or library will exit to the car park and await collection by fire marshal 4.
- Collect children from the toilets if possible (but the evacuation of the whole class should not be held up for one child).
- Children who are detached from the class for a short time but are still in the charge of the class teacher, for example, those who have been sent on a message or are in the toilets, library or hall, should be trained, depending on their age, to rejoin their class immediately or meet them on the playground.
- Children working in groups with parents or part time staff will be taken by them onto the playground to rejoin their class.
- The teacher will call the register. Give the names of any missing children to the person in charge (the head teacher or deputy head teacher).

In the office:

- Fire marshal 1 (normally the school secretary) will:
 - allocate the other fire marshal roles to available staff
 - take and follow the office checklist
 - check the area
 - call the fire brigade and await their arrival outside the front entrance
- Fire marshal 2 will:
 - take and follow the infant checklist
 - check the area before exiting the building with the grab bag
 - act as contact point in the playground
- Fire marshal 3 will:
 - take and follow the junior checklist
 - check the area before exiting the building
- Fire marshal 4 will:
 - take and follow the central area checklist
 - exit via the car park, collect any classes there and feed them into the playground via the side gate.

Staff and children should only enter the school site once they have been given the all clear by a member of the senior leadership team.

Lunchtime

At lunchtime, the above procedure is followed with the following additions:

- SMSAs:
 - calmly take the children onto the top playground (if appropriate, otherwise to the car park, as above).
- Kitchen staff:
 - close the kitchen doors and help evacuate children.
- Teachers and support staff in the building:
 - go to the playground to assist the SMSAs.
- Members of staff on office duty:
 - allocate checklists to appropriate staff.

In the absence of any member of staff for any reason, the person acting in their place shall assume the role.

If children are to be kept outside in poor weather conditions for any length of time, the school will be taken, via Worple Road, to the Blue School for shelter.

Fire marshal 1 checklist: offices

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Allocate fire marshal roles	
Check office	
Check head teacher's office	
Check head teacher's meeting room	
Check gentlemen's toilets	
Check ladies' toilets	
Prepare grab bag, including register printout	
Prepare visitors' book, late book and signing-out book	
Call fire brigade	
Await fire brigade at front door and prevent entry of others during emergency	

Fire marshal 2 checklist: infant corridor

	√
Check HLS room	
Check sick bay	
Check disabled toilet	
Check secure cupboard	
Check ICT suite	
Check nursery inside store	
Check nursery toilets, including disabled toilet	
Check cluster room	
Check reception toilets	
Check Year 2 toilets	
Check Year 1 toilets	
Take grab bag and exit to playground	
Act as contact point in playground, give register sheets to each class for checking	
Check visitors against visitor book	

Fire marshal 3 checklist: junior corridor

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Check disabled toilet	
Check teaching room	
Check secure cupboard	
Check TAs' room	
Check boys' changing room	
Check girls' changing room	
Check PTA cupboard	
Check Year 6 toilets	
Check Year 5 toilets	
Check Year 4 toilets	
Check Year 3 toilets	
Check outside PE store	

Fire marshal 4 checklist: central area

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Check meeting room	
Check disabled toilet	
Check staff cloakroom	
Check secure cupboard in staff room	
Check staff room (look carefully in computer area)	
Check hall	
Check table store	
Check PE store	
Check caretaker's room	
Check toilet	
Check resources room	
Check cleaner's room	
Check shower room	
Check library	
Check secure cupboard in library	
Check music store	
Exit via library doors to outside, collect any groups from car park and take along Queens Terrace to playground via side gate	

Additional procedure for evacuation to the Blue School

In the event of any evacuation, consideration should quickly be given as to whether the Blue School would be a more appropriate place for the children to be. Factors to be considered include:

- The length of time that the emergency is likely to last
- The weather conditions
- The clothing being worn (e.g. at lunchtime they are likely to have their coats on)
- The balance of risk involved in the transfer set against the risk of staying at Worple Primary School.

The decision to transfer will be made by the head teacher or most senior member of staff present.

Once the decision to transfer has been made, priority should be given to the safety of the children en route, over and above the other procedures that need to be followed.

The head teacher or most senior member of staff will accompany the school party; the head of school, or next most senior, will stay behind to liaise with the emergency services and give the all-clear for the school party to return if appropriate. The person remaining behind will be given school mobile 2.

As soon as is practicable the following calls will be made by the admin staff using school mobile 1.

- The Blue School to warn of impending arrival: 020 8560 6721

The borough emergency number, giving details of the evacuation: 020 8583 2222 Classes will walk in pairs along Worple Road, crossing South Street using the pedestrian crossing lights. Entry to the Blue School will be made using the entrance next to the Isleworth Public Hall which will have been opened by the Blue School. Year 6 children will be used as monitors to assist their link classes. Other Year 6 children will help with Nursery and Reception. SEN teaching assistants will supervise their children as appropriate to their needs; general teaching assistants will help with the youngest children.

- On arrival at the Blue School, a roll call will be taken immediately. Administrative assistants will set up a communications base in the school and liaise with the person that remains at Worple Primary School and the Local Authority as appropriate. If the decision is made to contact parents then this will be done by Parentmail, text or phone call, keeping a record of those that have been contacted and taking advice from the Blue School as to which entrance to direct them to. If the decision is made to return to Worple Primary School, this will be conducted in the same manner as the evacuation

			<ul style="list-style-type: none">• Use of hand sanitiser in between scheduled handwashing times• Tissues and antibacterial wipes for laptops- cleaned between uses• Increased and in-depth cleaning programme across the school lunchtime and daily• Individual anti- virus sprays and cloths for each class, kept on a high shelf/cupboard in each room. Teacher/TA to wipe tables in-between sessions• Hand sanitiser at key entry points in the building (at the school entrance, the exit points to the playground and the school hall)• All staff to monitor signs of illness and pupils with		
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			<p>underlying health conditions- refer to medical</p> <ul style="list-style-type: none"> • Parents encouraged not to use public transport if they don't have too 		
1b	Suspected case of COVID	Staff/pupil/families	<ul style="list-style-type: none"> • When a child or member of staff develops symptoms, they should be sent home, advised to self-isolate and get a test. These are available for all children and staff (Twickenham stadium is the closest centre) • Where the child or staff member tests positive the rest of the group (bubble) should be sent home and advised to self- isolate for 14 days. The other household members of that wider group do not need to self-isolate, unless the child or member from that wider group or 	High	SLT

			<p>anyone in their household develops symptoms.</p> <ul style="list-style-type: none"> • The school will need to contact public health England who will conduct a rapid investigation and advise the school on the appropriate action to take. 		
2	<p>Staff Shortage -classroom cover</p> <p><i>This may include staff having to go into self-isolation due to underlying health conditions or short term isolation</i></p>	Pupils	<ul style="list-style-type: none"> • Minimum of 1 teacher per class or 2 x TA's per class • SEN support 1 person to a small group- essential support plan provided by SENCO • Management time will be cancelled with no expectation for staff to use their own time for management tasks • Trips and events cancelled • SLT used to cover when required 	High	MJ/VH/HF

3	Staff shortage - <i>PPA cover may need to be reduced</i>	Staff	<ul style="list-style-type: none"> • Reduction in planning and marking expectations • Reduction in the taught curriculum • Increase in use of worksheets • Increase in self- assessment and whole class marking 	High	HF/VH/Key stage leads
4	Staff Shortage – <i>Staff may need to take on additional roles</i>	Staff, pupils	<ul style="list-style-type: none"> • Staff may be asked to cover more duties including lunchtime. All staff will still receive statutory break times • Staff may be asked to cover other roles e.g. welfare/front office 	High	MJ/VH/HF
5	Staff Shortage – general impact	Staff Pupils	<ul style="list-style-type: none"> • Playtimes may be staggered more to ensure ratios are followed 	High	MJ/VH/HF

			<ul style="list-style-type: none"> • Lunchtime in the hall staggered – packed lunches in classrooms • Assemblies cancelled • Inset time cancelled to allow additional PPA time 		
6	Closure due to Government or Public Health England directive	All pupils, staff and visitors to site and site users	<ul style="list-style-type: none"> • Notify all external users, music staff, PPA cover, catering firm, lettings etc • Remote working for all staff – ipads and laptops given out when staff require them • Learning will continue through 'Google Classroom' • Additional reading books will be sent home for some pupils • Texts sent regularly to parents by MJ/Letters from SLT • Staff can work from home planning lessons, CPD and 	High	<p>MJ VH/HF/MJ</p> <p>VH/HF/MJ</p> <p>VH/HF</p> <p>VH/HF/MJ/LE</p> <p>VH/CP/KP</p>

			<p>planning on whole school priorities</p> <ul style="list-style-type: none"> • Vulnerable pupils and those with EHCP will be monitored and supported by Pastoral manager and deputy SENCO (other allocated staff) • Arrangements made for FSM to be implemented – Voucher scheme 		MJ
7	Financial risks	All in relation to running costs for school	<ul style="list-style-type: none"> • Consider additional costs and losses that maybe incurred, for example: • Staff sickness absence insurance may not cover illness related to a pandemic • Contracted services may continue to incur costs, e.g. fixed catering contract charges • Cancellation of trips, events and lettings 		MJ

			<ul style="list-style-type: none"> • Additional supply cover and cleaning costs • Rising prices of essential supplies • (Maintain list of all additional costs as may be able to recoup this back). 		
8	Communication	Staff/Pupils/Families	<ul style="list-style-type: none"> • Communicate necessary information and guidance • Weekly newsletter to parents to continue • Update to GB • Weekly update to staff when there isn't a staff meeting • Key stage meetings and other staff meetings continue virtually, including SLT • Website Coronavirus tab • Update emergency key contacts list i.e. site staff, senior leadership team, transport providers, catering, 		VH/HF/LE

			<p>cleaning, IT, local authority/trust</p> <ul style="list-style-type: none"> • Update school office message on phone system. Contact phone company to ask about diverting phone calls so they can be picked up remotely (Currently our school phones will not allow this- explore costs related to upgrading phone system) • Relaunch of twitter- keep current - 		
9	Flexible/home working	Staff/Pupils – loss of learning/training	<ul style="list-style-type: none"> • Communicate expectations for staff and pupils around, for example, working hours (including that staff will not be expected to be available 24 hours a day or to respond immediately) • Implementation of new safeguarding advice- see 		All SLT

			<p>updated policy</p> <ul style="list-style-type: none"> • Develop guidelines for teachers to support continued learning in the event of a lengthy school closure • Daily schedule introduced on google classroom: Current schedule is three areas per day. Maths, English and foundation subject • Teachers and support staff to check emails twice a day • Consider whether is appropriate to introduce topics or focus on consolidation • Set project work and longer tasks where appropriate • Other activities could include: <ul style="list-style-type: none"> • Family projects (currently doing) 		<p>VH</p> <p>VH/HF</p>
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			<ul style="list-style-type: none"> • Daily reading(currently doing) • Daily exercise(currently doing) • Creative/mindfulness/weeing activities • Children to submit work via google classroom • School-based message to parents explaining the expectations from parents to support their child/children(done) • Make staff aware that there are ongoing cyber security phishing scams around the Coronavirus. (training has been provided to staff on e -safety) 		
10	Ofsted		<ul style="list-style-type: none"> • An announcement was made on 16 March 2020 that all routine inspections of schools, social care, early years and further education providers will be put on hold, though 		

			<p>Ofsted may still inspect settings where there are safeguarding concerns.</p> <p>It is not clear at the time of writing (17 March 2020) what the longer-term view will be and when inspections will re-start.</p>		
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Reopening Plan

Re-opening the school requires the cooperation of the entire school community. The risk assessment has five main underlying caveats;

- The Government have said it is safe enough for schools to open with a phased return for pupils
- The school community attending each day is well and symptom free
- There is enough staffing available to be open the school safely
- The facilities meet health and safety regulations for spacing and upscaling hygiene and cleaning routines
- The internal class communities(bubbles) are contained with limited contact with others to enable contact tracing if a member of staff or pupils become symptomatic (obviously some staff/pupils will be asymptomatic but by reducing overall contact, tracing will be easier)

	RISK	WHO IS AT	CONTROLS	LEVEL	ACTIONED BY
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		RISK?		OF RISK	
7	Contamination from outside the school- (Drop off and Pick Up crunch points)	Staff, pupils, visitors	<ul style="list-style-type: none"> • All children to have temperature check before entering the classroom(TA to lead) • Doors to be open from 9:00am. To allow free-flow drop off. Start times are staggered for classes. Pupils should not be on site until then. Registers close at 9.30am. Children come straight into class- No line up and are reminded of 2 metre distancing and staying in their bubbles, regardless of siblings in other class bubbles <p>Year 1 arrival - 9:00-9:15, pick up 2:00-2:15</p> <p>Year 6 arrival - 9:15-9:30, pick up 2:15-2:30</p>	High	Parents, staff & pupils

			<p>Vulnerable children - 9:00-9:30, pick up 2:00-2:30</p> <p>Year 6 children who walk home from school by themselves will have a staggered exit from 2:15, 2 children leaving at a time</p> <ul style="list-style-type: none">• Parents reminded about retaining 2 metre distancing in playground- Notices in playground to remind• In and out gates for drop off and collection. Arrows to show direction of travel. Parents to enter the school via 'Sunnysmiles' off Worple Road and exit via the gates nearest the school office off Queens Terrace• No bags or individual belongings to be brought from home including birthdays treats		
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			<p>etc with the exception of a water bottle and a packed lunch</p> <ul style="list-style-type: none">• UFSM and FSM children will be offered a school packed lunch. All other children to bring a packed lunch• All children to bring their own snack for the day and water bottles• Pupils to wear PE kits on PE days• Resource packs for all pupils – individual wallets with pencil, rubber, sharpener etc.• Coats on the backs of chairs or in trays under desks• All children will have their own individual tray to store their water bottle, packed lunch and school resources• All parents to take temperatures before children come to school (in letter)		
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			<ul style="list-style-type: none">• Child sent home with parent on arrival if possible if temperature is high• If a pupil is unwell or have started to show to symptoms there will be a named first aider who will take their temperature. This member of staff will be assigned to each bubble. Child would then be sent to medical room next to the main office to be supervised by reception/well being until the parent arrives• Limited visitors on site. Essential personnel only.• Parents to be informed not to enter the school site unless absolutely necessary or by appointment. Parent should come alone wherever possible. Parents encouraged to phone or email		
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			<ul style="list-style-type: none"> • Reception area – screen for office staff. Social distancing with tapping on floor applies • Meetings still take place via video-link etc. 		
	Fire Procedure Policy	All staff and pupils	<ul style="list-style-type: none"> • Amended fire drill in place to facilitate line up in bigger area allowing for more social distancing- Use of field /Fire marshall duties reviewed and new ones in place who been trained on their roles 	High	MJ
8	Maintaining social distancing whilst moving around the site	Staff, pupils, visitors	<ul style="list-style-type: none"> • Only one class in a corridor at a time • Staff to accompany classes at all times • Individual children can leave class on their own for toilets etc. 	High	Site team

			<ul style="list-style-type: none"> • 2 metre distance lines sprayed at classroom doors for parents and carers to maintain distance • Parents and carers to email or phone with any private or confidential matters- This to be shared in newsletter to limit traffic coming into school 		
9	Maintaining social distancing in the classroom	Staff Pupils	<ul style="list-style-type: none"> • Bubble system used to ensure social distancing. 15 children and 2 adults max. to remain the same during lockdown/social distancing phase • Phase classes back into school in order to monitor the impact carefully. Year 1 and Year 6 initially (One on each side of corridor) Year 1 and 6 to remain in respective areas throughout the day. Review 	High	SLT Initiate phased approach SLT organisation plan

			<p>before phasing in reception or others</p> <ul style="list-style-type: none"> • Vulnerable pupils and key worker children in Year 3 classroom. • Limit number of pupils per classroom to 15 if class space permits. This may be week in/week out based on surname so family groups can be in at the same time (<i>ensure siblings with different surnames attend in the same week</i>) • Staff and site manager to redesign rooms, remove excess furniture etc. to allow 15 pupils the allocated space. • Pupils to keep own books under desk in trays to minimise moving around the classroom in addition to own learning pack • Where possible lessons to take place outdoors 		<p>Class teachers, TAs and site team</p>
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10	Maintaining social distancing in the playground	Staff Pupils	<ul style="list-style-type: none"> • Each class to stay in their in zoned area for playtimes: vulnerable children to use lower playground, year 1 upper playground and year 6 on the field • Three members of staff on duty at a time. These staff assigned to their 'bubble' groups allowing additional member of staff time to have lunch (on rotation) • Pupils encouraged not to touch each other during play • Pupils to play in class groups only- Zoned areas • Each class to have allocated bucket of play resources for break times 	High	<p>VH/HF/MJ creation of rota and zoned areas with site team</p> <p>Class teachers, TAs and site team to enforce</p>

			<ul style="list-style-type: none"> • Sanitisers to be taken out on playtimes so children can clean their hands after using play equipment • It has been decided not to bring in lunch time supervisors to minimise the number of contact with people. 		
11	Maintaining social distancing in the lunch hall and lunchtimes	Staff Pupils	<ul style="list-style-type: none"> • Initial recovery phase. Children will be provided with sandwiches or bring packed lunch. This to be eaten in classroom (Hands would be washed before and after lunch) • During this phase lunch will be from 11.45-12.30pm • Lunch time will be supervised by the teacher or TA on duty. This will be on a rota basis to 	High	<p>Teacher manages in the classroom on return.</p> <p>.</p> <p>Mid-day Supervisors, SLT/TAs</p>

			<p>allow for staff members to have a break and eat lunch</p> <ul style="list-style-type: none">• On reintroduction of more class groups the following would need to be considered:• Reduced numbers attending school will help mitigate against the risk• ? pupils per dinner table• Hot meals only in lunch hall• Packed lunches in classroom, on field or in the main building upstairs hall.• Pupils to eat in bubble groups- hall zoned for specific year /bubble groups.• Lunch to start at ???• Pupils to follow 'spot' markings in hall to maintain distance when lining up for lunch		
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12	Contamination within the school	Staff, pupils, visitors	<ul style="list-style-type: none"> • Curriculum planning focuses on independent, individual learning activities. No collaboration or group work. • During social distancing period reduced contamination is key. All marking to be done by the TA or teacher during the school day. No marking taken home. Teacher/TA to wash hands following completion • No gatherings of staff or pupils. Therefore, no assemblies, staff meetings (Unless social distancing applies) and these will take place in the school hall • Reading books not to be sent home with children. These will be used in school and covers wiped down as appropriate 	High	SLT/Site Team

			<ul style="list-style-type: none">• Toys cleaned after use of Children wash their hands following use of toys/bikes etc• Staffroom reorganised to ensure 2 metre distancing, numbers will be limited and usage may need to be staggered – no sharing of food etc. unless pre-wrapped.• Use of PPE – order of masks, gloves, hand sanitiser (as advised by the Government) for specific tasks. See medical section or dealing with a sick child• Some PPE will be available in the classroom in case a situation occurs where a member of staff needs to come into close proximity eg) Child falls over. PPE required to look after the child		
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			<ul style="list-style-type: none"> • PPE is available in the medical room for staff who are dealing with children who are unwell • Increased toilet cleaning 2 x daily checks after break and lunch (site team to manage). • Increased touch point cleaning by lunchtime cleaners Computer keyboards and mice to be cleaned following class use and at lunchtime 		
13	Pupils fall behind in their learning due to lockdown and part-time attendance	Pupils	<ul style="list-style-type: none"> • Curriculum planning – use of google classroom for week away from school if pupils are on a rota • Daily individual reading for most vulnerable pupils • Revision lessons and end of term assessments for all pupils • Continuation of home learning for pupils not attending school • Recovery curriculum implemented for those coming 	Medium	VH/HF/Keystage leads

			into school- Pastoral focus is key		
14	Staff travelling on public transport	Staff	<ul style="list-style-type: none"> • Use of PPE as directed by the government • Later start and either early or late finish to enable travel at quieter times 	High	VH/AF/LE/MJ
15	Staff Workloads /Managing to maintain online learning and phased return to school/Limited PPA time and more child teacher contact	Staff	<ul style="list-style-type: none"> • Google classroom Friday is catch up day- Teachers do not set work • School runs from Mon-Thursday only in initial period whilst teachers in school still required to run home learning for those at home- Friday is used as the day for preparing for home learning planning • Use of TA's to maintain online classrooms within the week/support with pupil feedback 		

			<ul style="list-style-type: none">• Sarah.B to support in the Year 1 Google Classroom as Alice is in school teaching, Katherine to support in the Year 5 classroom when Maz is in school, Sharon to support in the Year 6 Google Classroom when Val is in school• Staff workloads timetable drawn up to ensure equity with working from home and at school• TAs trained and confident to be able to do this• Daily opportunity for staff to feedback to SLT on how things are going and identify crunch points- This is encouraged. Item at all Keystage meetings at Friday meetings• Communicate with parents that staff may be in school and running home learning- Patience may be required		
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16	Staff and pupils have been affected by bereavement, illness or lockdown	Staff Pupils	<ul style="list-style-type: none"> • 1:1 ELSA (this could be remotely) support /Friends for life/Referral to external services • Referral to counsellor for staff – Validium • SLT keep in close contact and are available to staff who have anxieties and concerns • Where appropriate/necessary play therapist and behaviour support teacher to provide remote sessions for pupils not attending school where required 	High	VH/CP VH/HF/LE/MJ ALL SLT VH
17	Member of staff or pupil shows symptoms of contagious disease eg) COVID	Staff pupils, wider family groups	<ul style="list-style-type: none"> • Pupil or staff member are isolated immediately until parent collects • Sent home immediately • TA to assess and deal with any medical issues that arise in their bubble. Staff should wear PPE. If a child has a temperature or needs to be sent home they are to wait in 	High	First Aider VH/HF/LE/MJ VH/HF/LE

			<p>the medical room away from others. Jenny will contact parents/carers and keep an eye on the pupil while they are waiting to be collected</p> <ul style="list-style-type: none">• If the child uses the toilet or has touched specific equipment. This to be cleaned immediately. Person to administer cleaning will wear PPE• Staff member/pupil advised of Government isolation information and how to obtain a test• Other pupils/members of staff notified they have been in contact with symptomatic person/child- Watch for symptoms• If child or member of staff diagnosed negative- they can return to school		
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18	Managing pupils with intimate care needs or injuries	Pupils and staff	<ul style="list-style-type: none"> • PPE must be worn when dealing with any intimate care or managing a child with an injury. All first aid waist bags to contain masks and gloves • Some medical kit will be in classrooms in case of emergency • All intimate care needs to be recorded- e.g. changing children who have wet/soiled themselves. This will help support contact tracing • All injuries must be continued to be recorded on Medical Tracker 	High	<p>MJ to implement</p> <p>All staff to follow</p>
19	Parents and pupils are worried as they do not have correct uniform due to parents not being able to	Pupils	<ul style="list-style-type: none"> • No child to be disciplined for wearing incorrect uniform <p>Items from welfare can be offered as alternatives if needed</p>	Low	All staff

purchase new shoes etc as children have grown				
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