# COVID-19 RISK ASSESSMENT AUTUMN 2020

> **The following document has been completed by the school leadership team and endorsed by Stockport Local Authority (LA). It was produced by Stockport LA, Health & Safety, HR, PHE, in conjunction with leaders from early years, primary and secondary phases to enable headteachers, governors and the leaders of early years' settings to:**
>
> **Consider carefully the steps they need to take to make sure that school is as prepared as possible to be a safe environment, physically and emotionally for both staff and children.**
> **Develop the schools' thinking so they can create a plan provision as time goes on.**
> **All aspects of the Risk Assessment will be reviewed and amended regularly in line with government guidance and with appropriate input from various stakeholders.**

**DfE Guidance September 2020 states:**

*'It is likely that for younger children the emphasis will be on separating groups…'*

*'Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.'*

*'Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.'*

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| Issue | Things to consider | Update for Autumn 2020 |
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| Staffing needed to meet requirement for 'class size'/year group Bubbles dependent upon the setting | <ul><li>How many teaching assistants (TAs) work in school?</li><li>How many teachers are available to work in school?</li><li>How many staff work/ support at midday?</li><li>How many staff will you need to continue to support the vulnerable children?</li><li>How many SEND children will require 1:1 support?</li><li>How many staff will need to be involved in the on-going cleaning during the day, whilst children are working?</li><li>How many staff will need to be available to continue to contact non-attending vulnerable children?</li><li>Would you need additional staff to help children maintain the handwashing routines required?</li></ul> | *Staffing:*<ul><li>*Support staff available = 1 HLTA, 12 TAs varying hours*</li><li>*Teachers available = 12 (10 f/t equivalent)*</li><li>*Leadership in school = 4*</li><li>*2 members of leadership team to be in school all the time*</li><li>*Midday assistants/TA support at midday – 16*</li><li>*No additional staff will be contracted to meet considerations*</li></ul>*Outcomes of Individual Risk Assessments (IRA):*<ul><li>*All staff in school have updated individual risk assessment in relation to health*</li><li>*IRA to be updated half termly*</li></ul>*Supporting children at home:*<ul><li>*Google Classroom – development of this is being led by Computing leads in school*</li><li>*Bug Club, Purple Mash, 2Simple*</li><li>*Learning Packs – for each year group for families unable to access remote learning*</li><li>*School to request that parents inform them regarding access to remote learning*</li></ul>*SEND support in school:*<ul><li>*Support organised within TA staffing*</li><li>*SENDco and HT to continue to support vulnerable families*</li></ul>*Site management and cleaning:*<ul><li>*Hours will be the same – Caretaker 37*</li><li>*Cleaner x 2 = 20 hours,*</li></ul> |

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| | | *● School Business Manager to seek advice regarding potential backup should caretaker or cleaner become sick*<br>*● Teachers, TAs and MDAs are undertaking cleaning duties during and at the end of sessions within class 'bubbles'*<br>*● MDA to wipe down tables prior to lunch*<br>*● All staff will be trained and alerted to ongoing cleaning requirements in order that risks can be minimised*<br><br>*Contacting families at home:*<br>*HT and SENDco will remain key contacts for non-attending vulnerable children*<br><br>*Hand cleaning routines:*<br>*● Teacher and TAs will direct children to wash / sanitise on arrival, after playtime*<br>*● Wash/ sanitise prior to lunchtime, in classroom or after using toilet*<br>*● Explore wider use of sanitiser for children and staff*<br>*● All children to watch videos of excellent handwashing practice*<br>*● School assembly to demonstrate handwashing (in classroom)*<br>*● New rules to include good, regular handwashing and respiratory hygiene*<br><br>*Home/Remote Learning:*<br>*● Lead by HT, Computing Lead, subject leaders and Senior Leader – separate Action Plan to be shared in September*<br>*● All staff continuing to attend training regarding Google Classroom*<br>*● Move towards Google Meet being used for interventions*<br><br>*Children attending:*<br>*● All KS1 children will be attending school from Wednesday 2nd September 2020* |

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| | | ● *Wednesday 2nd Rec staff will be available to support in Year 1*<br>● *Nursery children – stay and play week 1*<br>● *Reception – Thursday 3rd until Tuesday 8th September – Stay and Play sessions*<br>● *Week of half days to follow then full time from 16th September* |
| | ● How will you ensure that working arrangements for staff are fair and acceptable to the staff involved? | *Ongoing consultation is key with all staff regarding the re-opening of school arrangements.*<br>*2 training/support meetings prior to re-opening*<br>*Staff will be undertaking normal contracted hours.*<br>*Staff health, safety and well-being will be continuously reassessed through the risk assessment.*<br>*Leadership to meet regularly with individual staff to ascertain that school systems are working well.*<br>*Well-being checks with staff to continue.* |
| | ● How will you cover staff absence to meet the obligations you have set out for parents | *Staff absence:*<br>● *1 supply teacher works regularly within school – has attended all training*<br>● *1 part time teacher at school completing additional hours as necessary*<br>● *1 is available to work most days in school and is not currently working at any other school*<br>● *1 HLTA works within school full time* |
| | ● Is this group of vulnerable children likely to increase – what do you need to do to find out? | *School to:*<br>● *Send a 'Change in Circumstances' letter in September, January and May*<br><br>*Children who have not accessed remote education/learning in the Summer term:*<br>● *Families of these children to receive a telephone call prior to summer*<br>● *Teachers to assess on return in September with emphasis on basic skills* |

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| | | ● *Staff to consider best support – interventions and small group work* <br> ● *Use of Google Classroom to continue to support additional home learning once children are all in school* <br> ● *Parents evening to be earlier – 'Early Engagement' subject to assessment* |
| Classroom accommodation | ● How much space will the 'vulnerable/key worker' children need within school? <br> ● How can we accommodate groups of up to 28 children in classrooms in the safest possible way considering GOV.UK, avoiding potential risk of transmission? | *Organisation of KS1 classrooms:* <br><br> *In line with GOV.UK Guidance, 'how contacts are reduced will depend on the schools circumstances and will (as much as possible) include:* <br> ● *Grouping children together in class bubbles* <br> ● *Avoiding contact between groups* <br> ● *Arranging classrooms with forward facing desks* <br> ● *Staff maintaining distance from pupils and other staff* <br> ● *All children to be provided with storage – key resources including pencils, rulers, crayons, colouring pencils* <br> ● *Windows to be left open where possible* <br> ● *All children personal resource pack to be left on tables and end of day to enable floor to be cleaned* <br> ● *Tables to be sanitised before and after lunch* |
| Accommodation for staff | How many additional rooms will be required to provide: <br><br> ● Staff room facilities for staff where they can socially distance? <br> ● Staff to be able to access PPE if necessary? | *Staffroom/Work Area* <br> ● *No more than 6 members of staff in the staff room* <br> ● *Windows to be open for ventilation* <br> ● *Staff to ensure that they are socially distancing from one another* <br> ● *Computers availble for staff use – staff to ensure that equipment is wiped with sanitiser before and after usage* <br><br> *Office* <br> ● *No more than 4 people in the office* <br> ● *Please knock and wait to be assisted before entering* <br> ● *Observe social distancing – imperative* |

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| | | *● Phone and equipment to be cleaned before and after use* |
| | | *SERI Room/Comfort Area* <br> *● The SERI room will create a small space (big enough for no more than 2) enabling member of staff to have time alone or with a colleague at break or lunch time providing support if required* <br> *● SERI room to be used for intervention during morning or afternoon* <br><br> *PPE* <br> *● PPE is available for usage* <br> *● Stored in First Aid and Isolation Room* <br> *● Aprons, gloves and masks will be in each class room in case a child is poorly/has a toileting accident* <br> *● GOV.UK guidance states that staff are not required to wear PPE at other times* <br> *● Staff may wear visor to be in order that they can work nearer to the children when assessing individuals/reading* |
| Other accommodation | ● Have you an isolation room that has good ventilation and access to a sink for the use of anyone who becomes symptomatic prior to them going home? <br><br> ● Will you need to use any classrooms to store equipment that has been removed from teaching spaces to enable children to operate at a safe distance? | *First Aid:* <br> *● Usual first aid issues to be dealt with in at the bottom end of the library* <br> *● All first aid equipment to be in a portable box – stored in the first aid room and taken into library as required* <br> *● Minor First Aid to be dealt with outside to reduce movement in school* <br><br> *In line with GOV.UK requirements, 'a room behind a closed door, window open for ventilation', the Isolation room:* <br> *● Meeting room will be allocated room for children who are symptomatic* <br> *● Poster on door clearly listing symptoms* |

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| | | *● This will ensure that there is a large space, light and airy, water available from first aid room*<br>*● Child to sit at table on plastic chair*<br>*● Door to be closed with staff member waiting outside unless child is distressed or presenting as very ill*<br>*● All soft chairs to be removed*<br>*● PPE equipment available in isolation AND first aid including gloves, aprons, masks and visors*<br>*● Any used PPE equipment to be double bagged after use and put into lidded bin*<br>*● Red marker is on the door to indicate that the room has been used and must not be accessed*<br>*● Should a child from the isolation room need to go to the toilet – use the male toilet at the end of the library – this would then be closed until it had been deep cleaned*<br><br>*Equipment:*<br>*● Any equipment removed from classrooms to be stored at the back of the hall*<br><br>*Toileting for children:*<br>*● All children able to access all toilets (in line with GOV.UK guidance, no 'group allocated' toilets)*<br>*● Toilets to be cleaned additionally at lunchtime prior to children getting ready to have lunch*<br>*● Should a toilet need deep cleaning during the course of the morning or the afternoon, the individual cubicle would be locked up until a cleaner/caretaker arrived on site*<br>*● Teachers to limit number of children going to the toilet during lesson time reducing the number of children able to access the toilet unaccompanied (one girl and one boy per class)*<br>*● All staff to check in on toilets when moving around school* |

## Operational considerations prior to the re-opening of school

| Issue | Things to consider | Actions we have decided to take | Guidance / Reasons |
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| Dress code | Dress code<br>Can children wear uniform?<br><br>Do staff need to wear casual clothing? | ***Dress Code:***<br>● ***Staff to wear smart/casual comfortable clothing***<br>● ***Children to wear full school uniform, sensible school shoes and warm water coat – all named***<br>● ***Children to wear PE kit to school on days that PE is being taught – no jewellery, hair tied up where appropriate*** | *GOV.UK Guidance states;*<br>*'all schools to return to their usual uniform policies'*<br>*'uniform can play a valuable role in contributing to the ethos of a school, and setting an appropriate tone'*<br><br>*Regarding PE, GOV.UK Guidance states;*<br>*'paying scrupulous attention to cleaning and hygiene'* |
| PPE | How many children do we have returning where PPE would be needed?<br><br>How many additional sets might we need for children if they become symptomatic?<br><br>How often do we need to re-order?<br><br>Where will it come from? | ***GMCIS response:***<br>● ***Ensure that school staff have a clear, shared understanding of what PPE is required***<br>● ***PPE will be available in each classroom, Isolation room and First Aid room***<br>● ***PPE will be available and used appropriately by staff when dealing with ALL first aid issues***<br>● ***Stock will be monitored weekly and reordered well in advance – SBM to action***<br>● ***There are no children returning for whom PPE will be required as a matter of course or as part of a Care Plan***<br>● ***SENDco to continue to liaise with parents and individual staff regarding children identified as requiring support where PPE may be necessary*** | *GOV.UK Guidance states;*<br>*'PPE where appropriate'*<br><br>*'where an individual child becomes ill with coronavirus symptoms and only then if a distance of 2 metres cannot be maintained'*<br><br>*'where a child already has routine intimate care needs that involve the use of PPE'*<br><br>*'in primary schools where social distancing is not possible in areas outside classrooms… headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings'* |

|  | Providing appropriate training for staff to use the equipment well | ● *First Aider to support all staff where required regarding usage of PPE* | |
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|  | Consider the extent to which PPE may be needed by site/cleaning/catering staff? | ● *In circumstances where there is suspected case of COVID19 the room will be sealed and deep cleaned, advice sought from the LA regarding a confirmed case*<br>● *Caretaker and cleaners to wear appropriate PPE when cleaning*<br>● *All staff to wear gloves when wiping surfaces in classrooms* | *GOV.UK Guidance states;*<br>*'PPE is only needed in a very small number of cases,'*<br><br>*GMCIS staff have requested visors for use in in 1:1 situations and running of intervention groups.* |
| Social Distancing | What training will be put in place for staff? | *INSET:*<br>*Training and preparation days Monday 27th July and Tuesday 2nd September respecting:*<br>  ● *Social distance rule for adults – distancing from other adults*<br>  ● *Repertory hygiene*<br>  ● *Regular, thorough handwashing*<br>  ● *PPE*<br>  ● *Wiping table tops/equipment*<br>  ● *Toilets – to be cleaned thoroughly twice a day*<br>  ● *Soap checked daily – staff to inform caretaker should any dispensers be low*<br>  ● *All staff to respect/support each other, knock on doors, stay alert to numbers of people in areas of school, maintain distance when moving around school* | *Training delivered to and revisited by all staff that are working on site.*<br><br>*Staff provided with regular updates on all issues identified.* |

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| | | *● Behaviour Policy – share new rules relating to hygiene and handwashing*<br>*● Each class/group to have own box playground equipment*<br>*● All to feel comfortable to challenge parents, children and colleagues regarding social distancing*<br>*● Staff to read/focus on risk assessment*<br>*● Share DfE guidance*<br><br>*Around school:*<br>*● Wall signage*<br>*● Floor markings*<br>*● Labels around school*<br>*● Behaviour posters*<br>*● Compliance with Track and Trace* | |
| | What response will be used if parents/carers don't follow social distancing advice?<br><br>Consider what responses are appropriate for students/pupils | *Should parents not follow social distancing advice:*<br>*● Staff on meet and greet to politely remind parents to remain distanced from one another*<br>*● Staff to report concerns to the office – emails sent*<br>*● Generic text messaging to parents will be used remind parents about social distancing, one person drop offs – can be used to remind and thank people for doing this*<br>*● Website will be used to remind parents* | *Regular weekly update email to parents to remain an ongoing feature.*<br>*Relaunch of Google Classrooms.*<br>*All information to be posted on Facebook and website.* |

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| | | *Children:*<br>● **High levels of staffing throughout the day**<br>● **Reminders daily**<br>● **Signage that is age appropriate** | |
| | How will you ensure that social distancing can be maintained for the adults in school especially in the staffroom/toilets? | *Staffroom/Work Area:*<br>● **No more than 6 members of staff**<br>● **Social distancing to be maintained at all times**<br>● **Windows to be open for ventilation**<br><br>*Office:*<br>● **HTs office – 2 members of staff, one at each end of the workbench or one on the workbench and one on low chair, windows open for ventilation**<br>● **SBMs desk, desk facing up the corridor and admin desk facing external window can be occupied**<br>● **Internal doors and all windows to be open where-ever possible**<br><br>*Staff toilets:*<br>● **Clear signage on all toilets**<br>● **Only one member of staff in the toilet on the reception corridor at any time – please look at signage**<br>● **Toilet in the library to be open to all staff (and visitors if necessary)** | |

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| | | ● *In the event of a symptomatic child needing the toilet, use the toilet in the library – male members of staff to use accessible toilet in this instance*<br>● *All toilets to have sanitiser wipes and sprays located*<br>● *Staff to wipe or spray toilet and wash basin after use and dispose of wipe in lidded bin*<br>● *All toilets to have soap and hand gel replenished regularly*<br>● *Paper towels/wipes etc. to be disposed of in lidded bin* | |
| Re-orientation | How are you planning to engage with whole staff team to assess their emotional wellbeing/thoughts & feelings around what has happened so far and around the return to increased contact with staff & pupils in school?<br>How will you provide clarity about the role when supporting for the different cohorts of children (key worker/vulnerable groups and the focussed year groups)?<br>How will you ensure that the building and maintaining of relationships across school remains a priority, so that staff are able to engage with their children as people first, learners second?<br>How will you ensure staff are clear about safe working practice within the new environment? | *Systems of control/protective measures:*<br>● *All staff to return to work*<br>● *Consideration and planning of tasks, specific needs/requirements and placement around school of staff*<br>● *Visors available for staff for close work – SaLT etc.*<br><br>*Wellbeing:*<br>● *Ongoing staff meetings with all teachers where possible (virtual at times)*<br>● *Staff meeting with all staff after return in September*<br>● *Informal conversations daily*<br><br>*Clarity about the roles:*<br>● *At training INSET*<br>● *Identify clearly which TAs will be supporting year groups/classes*<br><br>*Relationships*<br>● *Staff to work within small year group bubbles*<br>● *Focus on whole school theme/story linked to PSHE* | |

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| | | ***Staff to feel clear about new practices*** <br> ● ***INSET training*** <br> ● ***Consultation processes – prior to autumn and once term has started*** <br> ● ***Presentation of risk assessment*** <br> ● ***Regular individual meetings with leadership representative*** |
| Supervision of staff | How will you ensure that staff regularly have time to spend together to de-brief and problem solve together? <br><br> With regular focus on what do we need from ourselves and each other to be the best at this time? <br><br> How have you ensured there is safe space within school for staff to access as a refuge if needed? <br><br> How will you ensure planning time (for relevant staff) is timetabled into a working week? | ***Staff Meeting*** <br> ● ***Virtual or in hall in order that we can be appropriately distanced from one another*** <br> ● ***Weekly formal 20 minute catch up to revisit Risk Assessment and procedures in school*** <br> ● ***Informal feedback from staff daily*** <br><br> ***SERI Room/Comfort Area*** <br> ● ***The SERI room will create a small space enabling member of staff to have time alone*** <br><br> ***PPA*** <br> ● ***All staff to have PPA time at allocated time*** <br> ● ***Staff to have PPA at home – staff must check out at the office before leaving the premises*** <br> ● ***All year groups have planned PPA support/cover within their bubbles*** <br><br> ***Leadership*** <br> ● ***2 members of leadership on site at all times*** <br><br> ***Revisit*** <br> ● ***Staff Sickness Policy*** <br> ● ***Leave Of Absence Policy*** |

## Building

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| Cleaning | Cleaning rotas in school | ● ***Sectioned cleaning schedules and restricted access to areas of the building /site*** <br> ● ***Whilst a deep clean will only be necessary if required by Public Health Authorities, all touch surfaces must be given priority for cleaning*** <br> ● ***All staff to assist with this – wiping tables etc*** |

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| | | ● *Touch points for cleaning are identified, staff wipe with sanitise before and after use*<br>● *Open list in staff room in order that staff can add thoughts and findings* |
| Statutory compliance checks | Ensure all checks are complete:<br>eg: legionella, fire safety, gas safety, kitchen equipment, security systems, ventilation, fire evacuation procedures | ● *Record all checks*<br>● *Managed by SBM*<br><br>*Dates for PPM in diary for:*<br>● *Fire Alarm and Detection*<br>● *Powered Doors / Gates*<br>● *Legionella and Water Testing*<br>● *Electrical Safety*<br>● *Gas Safety*<br>● *PAT Testing*<br>● *Asbestos Management* |
| Safe distances in classrooms | To what extent does furniture need to be moved and/or stored to achieve classrooms that meet the requirements in the guidance?<br><br>How will classroom be organised to accommodate 30 children? | *Scenario considered A*<br>● *4/5 groups at larger tables within each class – 'mini bubbles in each classroom'*<br>● *EYFS will be in colour groups – will not move from area to area*<br><br>Guidance is for children to sit in rows facing forward<br><br>Children would become part of a smaller bubble within class – sit in the same clearly labelled place everyday<br><br>All children to be provided with plastic bags/pencil case containing resources and equipment that they need regularly<br><br>Mini bubble to share a selection of books and key resources that can be cleaned daily<br><br>Construction and jigsaws etc. to be shared on a table for a week then cleaned |

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| | | *Scenario selected B – KS1 option*<br>  ● *All tables forward facing* | **Guidance is for children to sit in rows facing forward**<br><br>13 tables per classroom<br><br>Children to sit side by side facing forward in their own place<br><br>Classroom will be very congested with tables – most other furniture to be removed<br><br>Balance risk management with age and stage of development of children<br><br>Possible negative implications on learning – differentiation<br><br>Evacuation during fire alarm to be considered as moving through and round rows of tables will take longer<br><br>All children to be provided with plastic bags/pencil box containing resources and equipment that they need regularly |
| | | *Scenario considered C - option*<br>  ● *In 'horseshoe'* | Guidance is for children to sit in rows facing forward<br><br>Tables to be set out in horse shoe facing whiteboard<br><br>Balance risk management with age and stage of development of children<br><br>Children to be well spaced out from one another.<br><br>Teacher can move around whole room. |
| Safe distances | ● How will you use floor markings/signage to implement safe movement and social distancing on the way into school? | | ● *All key signage will remain in place from summer term*<br>● *Leadership team and caretaker to assess the need for further signage*<br>● *New rules posters to be created and to be displayed in every classroom and corridor*<br>● *Social distancing spots to remain on floor to remind staff and pupils (2 metres apart)* |
| Hand hygiene/ Tissues | ● What use of hand sanitiser will you make in school? | | **Hand sanitiser**<br>● *Will be available in every classroom* |

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| | <ul><li>Where will it be?</li><li>Is soap and hot water available in every toilet?</li><li>Are tissues available in all classrooms?</li><li>Where are lidded bins available for the disposal of waste?</li></ul> | <ul><li>*At entry points*</li><li>*On corridors*</li><li>*Will be used by all children on arrival at school (with exception of children with allergies who may bring own sanitiser or go and wash hands)*</li><li>*Signage around school*</li><li>*New rules relating to hand cleanliness*</li></ul><br>*Washing hands*<ul><li>*Children will be taught to wash their hands thoroughly – watching video regularly*</li><li>*Reminded by all staff how to wash hands frequently*</li><li>*Soap, hot water available in toilet areas in the main school and Nursery*</li><li>*Soap, cold water available in KS1 classroom areas*</li><li>*EYFS Reception to use toilet areas*</li><li>*Signage around school*</li><li>*New rules relating to hand cleanliness*</li></ul><br>*Hygiene*<ul><li>*Tissues to be available in all classrooms and all areas of school*</li><li>*Lidded bins to be in every classroom and areas of school*</li><li>*All other bins to be removed from all areas*</li><li>*Any used tissue to be put into a double bagged bin*</li><li>*Signage around school*</li><li>*New rules to reflect the importance of this*</li><li>*PPE in all classrooms*</li></ul> |
| Lunch | <ul><li>How will you ensure that your catering company manages hygiene standards and the requirements of social distancing</li></ul> | <ul><li>*SBM to liaise with catering company*</li><li>*Catering company to prepare hot meals and packed lunches on site – aim to provide 3 hot packed lunches each week for year1 and year 2 pupils*</li><li>*Review provision at half term.*</li><li>*Adhere to basic food hygiene as previously*</li></ul> |

## Children

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| Entering and leaving school | <ul><li>How will you manage the flow of children coming onto the school site?</li><li>How will you manage the parents/carers to ensure that they socially distance?</li><li>Are you considering staggered start and finish times</li></ul> | <ul><li>*Staggered start times and use of all entrance/exit points around school building.*</li><li>*Multiple messages to parents on all platforms.*</li><li>*Signs in and around school.*</li><li>*Playground markings at back Reception door to avoid crowding near door.*</li><li>*Marked entrances, reception to have additional duties on sign in of contractors and visitors to provide health check questionnaire/tests.*</li><li>*Marking social distancing throughout walk ways for adults/children.*</li><li>*Should a child arrive at school late, parents must come to the office entrance to be signed in by a member of staff.*</li><li>*Should a child need to leave early (for a medical appointment for example), parent must report to the office and wait outside until a member of staff brings the child*</li><li>*Parents wishing to purchase uniform must buzz gate, access playground and wait for office staff to come out*</li></ul> |
| Moving around school | <ul><li>Consider how staff/children should move around school including possible one-way systems</li><li>Consider how to move people around the building avoiding communal areas/points of typical congregation</li></ul> | <ul><li>*Marked floor to remain at 2 metres*</li><li>*Assemblies and lunches to take place in the classrooms.*</li><li>*Minimise use of toilets to 2 per class at one time.*</li><li>*Children to taught to look, wait, enter.*</li></ul> |
| Break times | <ul><li>How will you organise break times to ensure that the groups remain distinct and separate from each other</li></ul> | <ul><li>*Staggered break and lunchtimes (see above).*</li><li>*All bubbles/classes to have designated areas around outside of building.*</li><li>*All classes to have own equipment in line with GOV.UK recommendations.*</li></ul> |
| Lunchtime | <ul><li>How many children can you safely accommodate within the dining room?</li><li>How will you stagger lunchtimes?</li></ul> | <ul><li>*Dining room to be used by reception only.*</li><li>*Lunch to be served to the children in KS1 classes – aim to have 'hand held hot food'.*</li><li>*Hot meals for Reception only initially*</li><li>*Review provision at half term.*</li></ul> |

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| | ● Can a hot meal be provided to all attendees? <br> ● If not, what alternatives could be provided | |
| Assemblies | ● How many children can be safely accommodated within the usual assembly space? <br> ● How can these be staggered | ● *Assembly will take place in classes.* <br> ● *Materials will be video linked – based around wellbeing, school values etc.* <br> ● *Monday – PSED, Tuesday school values, Wednesday music, Thursday 'What in the world', Friday celebration based upon values.* <br> ● *Aim to introduce one live streamed assembly per week.* <br> ● *Review after half term.* |
| Symptomatic pupils | ● All staff must be aware of what to do and where to send the child if they develop symptoms | *Should a child or member of staff become symptomatic:* <br> ● *Quarantine child in COVID19 Room, PPE for staff when managing child – previously called the meeting room* <br> ● *Assessment and historical checks of movement around building* <br> ● *Poster on door of Meeting Room – red/green spots to show all staff whether the room has been used for quarantine* <br> ● *This will ensure that there is a large space, light and airy – windows to open* <br> ● *PPE equipment available in first aid including gloves, aprons, masks and visors* <br> ● *Any used PPE equipment to be double bagged after use and put into lidded bin* <br> ● *Should suspected COVID19 be isolated in meeting room – staff to remain in corridor and observe through port hole* |
| Risk Assessments of children | ● Consider the extent to which RAs may need to be reviewed, or indeed completed for additional children prior to the return to school | ● *Individual Risk Assessments for children with SEND or Behaviour Plans have been completed and these will be acted upon during the phased re-opening of school* <br> ● *SENDco to support class teachers in completing individual assessments of specific need as required* |
| Behaviour Policy | ● Consider whether the policy needs to be reviewed in the light of the behaviours required to maintain communal safety | ● *Children will be taught new rules via presentation and classroom tasks focussing on school values* <br> ● *Children will be taught about the signs around school* <br> ● *Transition notes have been sent from staff to staff to ensure that they 'know the children'* <br> ● *Marking on floor will remain* |

| | | ● *Organisation of school day will enable calm movement around the school* |
|---|---|---|
| | | ● *New posters of school rules displayed consistently.* |
| | | ● *Behaviour policy amended.* |
| Home-school communication | ● What arrangement have been made to help parents, staff and students understand their respective responsibilities in maintaining the safety of school?<br>● What actions will be taken in future? | *Continued communication via:*<br>● *Website – letters, texts, emails*<br>● *Facebook*<br>● *WhatsApp*<br>● *Training*<br>● *Governing Body (gov hub)*<br>● *Signs around school*<br>● *Additional resources – sanitisation equipment etc.* |

**Supported by Stockport Local Authority, the leadership team continue to provide guidance and support to all staff in developing classroom organisation and appropriate tasks and activities to help our children to get back into learning at school, whilst absorbing the new routines.**

**Signed:**

Headteacher:              Yvonne Dobson

Senior leader(s):          Rachel Wilkinson

Chair of Governors:      Janette Johnson (document has been shared with all governors)

School Business Manager:    Heidi Calvert