

## January 2021 Appendix to COVID Risk Assessment

Presented at the PD Day 4/1/21

(Whilst the majority of this information is revised, some may be similar to previous requirements.

Staff should always be aware of their individual responsibility to keep themselves safe as individuals and their collective responsibility to other site users in ensuring they fail to point out/address risks and their legal duty to comply with ,produce and enforce risk their own individual and School assessments.

Individual teachers have the legal duty to risk assess the activities they deliver to pupils to ensure that they are safe. Miss Cave will happily advise in case you are concerned that you need to increase the content in your risk assessments)

- **Mask Wearing should become the norm at all times!**

Masks to be worn by staff inside and outside classrooms, along with visors if staff wish.

If staff wish to remove masks and get fresh air that can be done outside the Dining Room or the classrooms on the condition that group conversations without masks do not occur.

Remember mask wearing whilst visiting a toilet is compulsory.

- **Ventilation and Heating**

A minimum of **one** high level large window on the corridor side of classes and a minimum of **two** windows to be open on the grounds side of classes.

Doors can be propped open with a chair or something of smaller size to increase ventilation. Internal doors to always be open.

Teachers to be responsible for ensuring that at morning break and at 2.00.-2.15pm ,(dinner supervisors at end of lunch ) somebody opens all windows and doors to flush out the air and at **any** other time more windows, doors /windows to be opened as required if it is felt the air flow is not sufficient.

Staff to remember that the switches for the heaters are to be on after all windows and doors are opened to flush the air! That the heaters should under no circumstances be obstructed by furniture, especially combustible materials. The room thermostats will only function if the heater switches are on.

If the room is cold you must have the switches on and thermostats up. If the heating is appearing not to be sufficient please ensure all of the advice on it's effective use is being followed before letting Hannah know.

All staff have a responsibility to ensure that occasional users of the building such as Sport's Coaches and Music Teachers comply with the RA and whilst using the hall have at least three windows open on each side and if required to create a through-put of air a door on each side. The high level windows above the internal entrance door provide effective ventilation too.

It is very important that School staff maintain the 2 metres distance from these visitors as they go into other schools.

All users of the building can wear additional layers of clothing in order to maintain an appropriate body temperature . Please let Hannah or me know if children do not have adequate coats as we have funding from the High Sheriff to purchase coats and shoes .All staff have been offered school fleeces and if you want a waterproof school coat they are also available.

The money from the High sheriff and a request for Gorsuch Langley funding to provide a set of coats for each class or individual coats.Office to organise by end of second week.

Children are not to be allowed outside without coats and parents are to be contacted immediately by teachers if they arrive with no coat.The Teachers are to provide the Office with a list of children who require coats or more appropriate footwear.

### **Social Distancing**

If Virtual Learning learning occurs all KW/Vulnerable pupils to be at least 2 metres from staff and each other whilst at their desks, except for Reception where staff must wear a face visor (mask?).As the new strain is more contagious the existing 15 minutes guidance period for close contact should be replaced by no close contact unless wearing a mask and visor(The visor is up to staff members).With situations where there is planned close contact eg reading or individual work, screens must be used between adult and pupil.

Adults venturing into the body of the class should if at all possible be avoided, with common pupil or expected misconceptions being dealt with from a distance at the front of the class as much as possible.

As with the Risk assessment for the first lock-down in order to maintain consistently a 2 m social distance within the classrooms ,a maximum of 10 pupils and normally up to 2 adults can be allowed in classrooms. If there is a surge in demand the hall can safely socially distance 12 pupils who may need to be taught by a HLTA or supply teacher

### **Key Worker's(KW) Children and Vulnerable Pupils(VP)**

The School follows the government's guidance in identifying these pupils and has an existing list, which can be added to .The Government's 10% figure is a national average and a school such as ours should expect a higher percentage due to the higher vulnerability of our pupils.

We are obviously limited on capacity with regard to how many pupils we can cater for if Virtual Learning occurs. Our priority will be Vulnerable Pupils ( involved with outside agency, have an EHCP/CIN Plan, LAC, Young Carers, living in temporary accommodation eg bedsit or hostel ,children we feel are vulnerable,).KW children ( one parent a KW ,but question the availability of need through a questionnaire issued by the Office); Vulnerable Pupils ( who have no internet access of their own on a tablet or laptop, Mrs Preston to print out her master lists) .

If we go to Virtual Learning, you will be teaching your own class's KW children and Vulnerable Pupils and the timings for school and entry and exit from school will remain the same. Currently we are reliant on the Oak Academy resources for children learning at home but if we go into a new lockdown, blended learning will be more effective at ensuring pupils complete the activities and that they are appropriately supported and assessed. So it will be required for you to deliver either your own lessons to pupils in school streaming the lesson via Teams to allow access to home-schooled children or delivering the Oak Academy lessons at school and being available via email for two hours per day to support and engage with pupils at home during these lessons via Teams Chat. During a lockdown the class e-mails will need to be accessed daily to check whether support is needed and you should allow time to do this in the afternoon and after school as necessary.TAs and teachers will work their normal contracted hours.If you are not able to carry out your contracted role due to lack of pupils you should suggest tasks to be completed to the deputy or Head teacher.Class teachers should seek to maximise pupil contact ,pupil progress at all times through allocating any surplus staff to pastoral or academic tasks .Teachers need to keep clear records of progress and completion of tasks for each pupil and are expected to tell parents during the weekly contact sessions if children are falling behind and need to be doing more and any conversations like this should be noted in CPOMS.

With regard to the new lock-down the original procedures utilised for the first one with regards to 2 metres distancing for pupils and staff.Children to be taken to and collected from the class positions on the playground.Class Bubbles to be maintained to minimise adult and child contact with different groups of people and to aid the mental stability of the pupils.This mental well-being to be enhanced for home learners by the provision of a weekly online session via Teams.

Each teacher will ensure that by the Friday of each week the links to the lessons and a daily timetable of activities for the following week will be published on the website.Where SEND pupils are involved the teacher will give specific advice and support to the parent on how to access appropriate and differentiated work.If parents find this difficult simplified instructions must be provided for each activity.

Each teacher will ensure that they keep in contact at least weekly with pupils and families unable to access the internet or who do not participate in the weekly Teams Chat and record who they have had contact with and any concerns on a weekly update on CPOMS.Defined vulnerable pupils must be contacted at least weekly and where possible twice weekly to check on progress.The Office ,TAs and any teacher not on release time but without a Bubble may assist in this task.

The arrangements to be reviewed after two weeks and thereafter weekly as previously.

### **Clinically Extremely Vulnerable and Clinically Vulnerable Staff**

Currently no member of staff has identified themselves as being in one of these groups. The increased safety measures should however mitigate the risks for these staff. Staff can wear visors and masks if required or requested and should ensure that they attempt to remain at all times 2 metres away from pupils. So with regard to TAs any CEV/CV staff should not be sitting next to pupils unless using screens and in well ventilated spaces for short periods of no more than 15 minutes. If a longer time is required for an activity the staff must maintain 2 metres distance.

### **Staff Mixing**

Staff not to deliberately mix or meet in each other's classrooms or in offices or in corridors during school sessions or at any time.

### **Offices**

Apart from NP,HC,AP,JP nobody to be in Main Office. If more than NP in the Main Office masks to be worn and windows must be open, all contact with Office staff should be via phone or email. Any urgent conversation that cannot be completed must be brief and through the School side window of the Main Office with both parties standing and masked (as there is less risk of contamination from visitors).

Mrs Preston not to open the sliding windows to speak to visitors and to wait until delivery drivers have left before retrieving post etc.

SBM Office, only AP/JP/NP to be allowed in and all parties must be masked if this occurs and windows to be opened.

Meetings of Admin/SLT to occur in Dining room/Hall/Meeting Room 2, with 2 metres social distancing and masks (unless sat down in hall or Dining room).

Social interaction to take place in Dining Room.

Staff to be masked at all times except when sat down in Dining Room. If staff interact on the Car Park they must remain 2 metres+ apart and be masked if the engagement last longer than ten minutes.

### **Hygiene**

Staff should wash/sanitise hands on arrival in dining room and on exit before returning to classrooms/offices to avoid any cross-contamination.

Generally, staff need to consider this issue of cross contamination where surfaces might be touched after leaving your classes if no sanitisation has occurred or where cross-contamination from other areas/surfaces could be taken back to your classrooms i.e. after a PE session in the hall or being outside.

We need to avoid all unnecessary entry into rooms unless for a specific piece of work, for a sustained period of time.

### **Hand Cleansing**

**MUST** be organised and delivered on entry to school , before and after break. Prior to lunch and after lunch break and before and after going out for afternoon break and home-time .

If children have issues with the sanitiser they are to use it then immediately wash their hands or if possible logistically they can just wash their hands those are the only two alternatives. If parents have issues with the type of soap or sanitiser they can provide their own liquid soap.

### **Specific COVID Cleaning**

The SBM and the cleaner in charge will review the work sheets at the end of each day to ensure that the appropriate preventative cleaning regime is always maintained.

The focus must remain on surfaces that will and can be touched by more than one bubble or more than one individual e.g. internal and external door surfaces and handles, taps in toilets and classrooms, paper towel dispensers should be cleaned at least hourly . Hence why minimising adults going into other people's workspaces is crucial to prevention as it minimises the need for additional cleaning and chance of infection.

Internal doors must be kept open to avoid them having to be cleaned constantly, though they should be cleaned during and after classroom occupation.

If outdoor static equipment is used, it must be identified by signage as having been used and not re-used for 72 hours or until cleaned.

Indoor equipment in the hall needs to be treated the same way. The Cleaner in Charge must have on the daily task sheet cleaning benches and other areas ie door handles on exterior and internal doors that will have been touched .This **MUST** be done after each use of the Hall or of an entrance by staff or a coach !! Specific attention being given to sanitizing areas after these visitors have been into classrooms.

The front entrance **MUST BE** cleaned after any visitor eg the postman ,delivery drivers with all surfaces touched being cleaned. Particular attention to door pushes and surfaces.

Dining room all surfaces **MUST BE** cleaned after a member of staff leaves a table at the end or during a break period and the Office to produce two-sided signs stating CLEANED /Needs

Cleaning. Signs to be produced and attached to the doors of the Meeting Rooms 1,2 and 3 and ICT suite and Staff Room.

There is an issue with the residue of the bacterial cleaning product making the surfaces tacky. On a weekly basis on the job tick-sheet they should be washed over with warm soapy water and dried.

To minimise close contact with children when a row goes up to clean their hands for lunch that is the time to sanitise their tables.

### **Visitors to School/School site**

Apart from emergency work and work that can be carried out with no contact being risked by contractors with staff or pupils, visitors outside of the existing bubbles will not be allowed into the school.

Contractors will need to make an appointment to attend unless requested by the school.

This rule does not include professionals working for the educational or general well-being of pupils, but does include all parents who should not enter the building without first phoning for an appointment or to check if it is appropriate for them to enter reception.

Professionals may meet pupils in an appropriately socially distanced manner in Meeting Room 2.

Parents should avoid conversations with staff on the playground and communicate through the Office by phone or email as previously set out.

With regard to SEND or child protection meetings these will be attended virtually.

All adults dropping off children will need to wear masks whilst on the premises or be turned away, unless they are exempt.

Teenage/secondary school siblings are not to collect pupils from the school site as they are a high-risk group with regard to infection, if it is absolutely necessary they should wait clear of the exit gates, not causing an obstruction to parents and children leaving the site.

Any lingering on school premises is to be strongly discouraged and all play equipment is to be taped off with signage from the Office stating no use due to COVID.

The Office to maintain and renew COVID signage especially two metres and wear masks signs.

Children to be sent straight in by playground staff as they arrive. If there is insufficient staffing due to illness to have somebody to receive them in the classroom, revert to waiting until 8.50 and then taking them all in.

Hannah will be mobile on the playground and the front gate in the mornings will be manned by Alan and Sandra.

### **Communication with Staff and Parents**

The new risk assessment appendices to be shared with teaching/Admin staff Monday 4<sup>th</sup> January 2021 and then emailed out to TAs .

All staff to sign amended version

A new letter to parents to be placed on the website and texted out if possible as well as hard copy .See attached .