



Midsomer Norton
Schools Partnership

RISK ASSESSMENT FOR SCHOOL OPERATION FROM JANUARY 2021 (Lockdown)

This risk assessment is based on Guidance for Full Opening: Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Date of Risk Assessment: 13th July 2020 Updated 05.01.21

Signed (Head teacher)

Signed (Chair of governors): *S Scarborough*

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

	area of the field, socially distanced from each other. This will enable easy counting of pupils.			
<u>First Aid</u>				
The Headteacher or senior leader will issue a First Aider list and ensure that all staff are aware of the nominated person each day	<p>First aider list will be prominently displayed in all classrooms</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school. This will be included in the revised staff 'Return to school' information booklet.</p> <p>PPE will be available for first aiders including face masks and gloves and these will be stored centrally outside the back office (quarantine room)</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness.</p> <p>In general, most bumps and scrapes in school can be managed from a safe distance - that is children will be supported and encouraged to self clean any minor bumps. The wellbeing of our children is paramount so staff will be provided with PPE if close contact is needed.</p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p>	<p>22nd August 2020</p> <p>29th August 2020</p> <p>Delivered and ready by 29th August 2020</p> <p>22nd August 2020</p>	<p>Checked again 6th January 2021 (JS)</p>
<u>Staff working</u>				
All staff are expected to be able to work in school from January. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss	The headteacher is aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and	JS	By 6th January 2021 and ongoing.	All staff have reported

<p>any changes to working practices to mitigate risk. Schools will follow the government guidelines.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p>	<p>additional measures are considered if these are needed.</p> <p>For staff who are pregnant, an additional risk assessment will be completed.</p> <p>A rota has been established for:</p> <ul style="list-style-type: none"> Teachers expected to be in school to support key worker/vulnerable pupils (once a week in pairs) Teaching assistants to be in school all week and distributed around class bubbles to supervise in school learning which will be based on home learning on Google Classroom Expectations for Google Classroom live lessons – this has been shared with parents and takes into account the fact that many of our school community working from home are siblings and so will need to have different times during the day for live lesson due to equipment availability in the home. 			<p>that they are fit to work.</p> <p>6th January 2021</p>
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water will be in place. Regular hand washing will be taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands will be with disposable paper towels rather than dryers 	<p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	<p>JS/DL/All staff</p>	<p>All key pre 6th January communication to staff will highlight the need to wash hands regularly.</p>	<p>Checked 6th Jan 2021 (JS)</p>

<ul style="list-style-type: none"> • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<ul style="list-style-type: none"> • Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds • Pupils must wash/sanitize their hands on arrival, before and after break and having lunch, after sneezing/using tissue. • There will be support for pupils who have trouble washing their hands independently <p>We will encourage young children to learn and practise these habits through games, songs and repetition using the online resources from ebug and BBC. School will continue to reinforce the mantra: 'Hands Clean, Make Space, Stay Safe.'</p> <p>Handwashing for everyone on the school site should take place frequently with soap and water for 20 seconds and dry thoroughly and always at the following times:</p> <ul style="list-style-type: none"> • on arrival at school • before and after eating • Before and after playtime and lunchtime • after sneezing • after touching any classroom equipment that is shared by others <p>Hand sanitizers are available in every classroom for times when soap and water cannot easily be used. The sinks in Robin (Y1), Kingfisher (Y3), Eagle (Y6) and Hawk (Y5) classrooms should be used for handwashing for the classes in those rooms.</p>	<p>Posters/hand sanitizers - JS/Cleaners</p>	<p>From 6th January ready for return, all posters updated/refreshed and posted up around key parts of school. To be completed 6th January 2021.</p> <p>Cleaners will fill up stocks of towels, soap and hand sanitizers on a daily basis from 6th January 2021.</p>	
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	<p>Rooms without their own sinks have been provided with hand sanitiser stations for use if necessary.</p> <p>We recognise that washing hands with soap and running water is still the most effective way to keep hands clean.</p> <p>Classrooms will be well ventilated with windows open as appropriate.</p>			
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime – reminder from previous training and guidance pre January 1st.</p> <p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently. Cleaning resources will be available in all classes including wipes for wiping any computer equipment used. UPDATE 31.01.20: All toilet handles/taps/flushes will be anti-bac wiped before and after lunch from Term 2. This will continue Term 3.</p> <p>We will prepare a checklist which can be ticked and monitored by the JS/DL as part of daily/weekly checks. SLT to sign this off each week. Caretaker to also check for supplies and procedures followed.</p>	<p>JS</p> <p>JS</p> <p>JS/DL</p>	<p>All stocks and supplies of cleaning materials and school site clean by 6th January 2021 and then daily.</p> <p>22nd August 2020</p>	<p>6th January 2021 (JS)</p> <p>*We are reducing the number of classrooms in use.</p>
<u>Social Distancing for staff</u>				

<p>Social Distancing: We will follow the relevant guidance on social distancing.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternatives space to relocate the work.</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Checks need to be carried out by JS/DL and Key Stage leaders to ensure these are still prominently displayed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. This will form part of the updated 'Return to school' booklet produced for staff. Staff will not be working across the school in different areas/bubbles although if it is necessary for a staff member to visit another bubble to ensure the smooth operation of the school, then they should be aware of social distancing and, ideally, not enter the classroom/space.</p> <p>Management checks will take place to ensure this is adhered to through visual checks during the school day and speaking to colleagues.</p>	<p>JS/DL</p> <p>JS/DL</p> <p>JS/DL</p> <p>JS</p> <p>JS/DL</p> <p>JS/DL</p> <p>JS</p>	<p>Previous plans for returning to school which will also cover the need for social distancing have been reshared.</p> <p>From 6th January class layouts and staffing across the school have been planned with social distancing measures in mind. This will be particularly relevant for breaks - refreshment stations have been planned for the staff covering</p>	<p>6th January 2021 (JS/DL)</p>
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	<p>be encouraged to play safely. KS1 and KS2 classes WILL NOT mix.</p> <p>We ask that all staff remain vigilant and remind children of the school mantra at all times. - Hands clean, Make space, Stay safe. Staff refreshment and comfort breaks will be timetabled.</p> <p>Morning playtime will be 10.30am for all classes except those who are engaged in online learning at that time (likely Y3).</p> <p>Children should be especially supervised when leaving and returning to the school to minimise contact between bubbles. The timetable has allowed us to ensure that the children leaving the classes are able to do this safely with social distancing.</p> <p><u>Lunchtime organisation</u></p> <p>Children will continue to eat in classrooms. Tables should be anti-bac wiped before and after lunch. The MNSP will be providing a hot meal for all FSM/PPG pupils. These will arrive in separate containers so can be easily handed out to children in classrooms. It may be that a film or programme could be on the whiteboard at this time.</p> <p>Two SMSAs will be on duty from 12.00pm to 1.15pm – they will remain outside to reduce risk</p>		<p>encouraged to talk through the telecom and if necessary to enter the school, will only enter the corridor where the office window will remain locked closed at all times.</p>	
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	<p>of infection. They will patrol either the top or bottom playgrounds.</p> <p>Children will eat then go outside as soon as they are finished without needing to wait for the rest of the class. SMSAs will be outside to meet them. This will reduce the amount of time children are together in the classroom. Children will play outside until 1pm when the SMSA will walk the up to the school building.</p> <p>Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place UPDATE 31.10.20: Masks will be compulsory to be worn by any visitors. Cover teachers and other agencies essential to supporting pupils will be welcomed to site but expected to comply with rules in place. A copy of this risk assessment and staff procedure document will be shared with the supply agencies in preparation for Sept 1st 2020.</p> <p>We will continue to ensure that no visitors will be allowed onto the school site except emergency services, social services, MAT personnel but also now allowing supply teachers and sports coaches who will also be submitting their own risk assessments before being allowed on site. They will also be responsible for cleaning equipment</p>			
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	<p>before and after use. Only equipment stored at Welton will be used.</p> <p>Any visitors to the school will be communicated with through the intercom system to reduce the need to enter the school. If a visitor needs to enter, they will remain in the school corridor and the office windows will remain closed. Any deliveries will likewise be brought into the school entrance corridor.</p>			
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>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.</p> <p>Whatever the size of the “bubble”, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible, we will limit interaction, sharing of rooms and social spaces between groups.</p> <p>(Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group).</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p>	<p>We need to ensure that our staff and pupils are safe. In order to achieve this we are committed to prioritising attendance at school in the following order:</p> <ul style="list-style-type: none"> • Vulnerable pupils (as identified by social care/school) • Parents who are both key workers • Single parents who are key workers • MNSP colleagues who are key workers in a two parent family • Parents who are one keyworker in a two parent family. 	<p>JS/DL plan, All staff to follow.</p>	<p>Continue with plans agreed by 18th August 2020 and shared with staff.</p>	<p>6th Jan 2021 (JS/DL)</p>

<p>We will remove unnecessary furniture out of classrooms to make more space.</p> <p>The timetable will be adjusted to keep groups apart and movement around the school to a minimum.</p> <p>Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Practical lessons where these</p>	<p>Details regarding critical worker eligibility can be found at : https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</p> <p>We will be sending Google Form surveys to our school community and asking for verification from employers of critical worker status. The Head teacher will have the final decision on attendance and will keep a record of proposed attendance in advance. To ensure numbers are kept safe and manageable.</p> <p>At Welton, we have single year group classes. We will ensure that each of these classes (7 in total) are separate, distinct 'bubbles'. That is, they will be contained within their rooms during teaching time and not be permitted to move around the school, mixing with other children.</p> <p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children. Our school mantra will be shared in posters and online with all our school community: 'Hands Clean, Make Space, Stay Safe.'</p>			
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<p>take place will need to have their own risk assessments reviewed.</p> <p>Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared.</p> <p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p> <p>As advised, we will not hold assemblies.</p>	<p>Equipment, toys and surfaces will be cleaned and disinfected more frequently however we will not be using equipment that cannot be cleaned easily. Any equipment, e.g. maths resources that are to be used will then be put in a classroom container for cleaning at the end of the day. Any books that are used will be kept out of circulation until the end of the week until they are then able to be reintroduced to the children the following week.</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on. We will remove unnecessary furniture out of classrooms to make more space.</p> <p>Children should have their own designated space to work at. Children should not move about the classroom during the school day.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously (always between bubbles), or rotated to allow them to be left unused and out of</p>			
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	<p>reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared. A pencil case and key writing equipment will be provided for every child.</p> <p>Groups should be kept apart, so there will be no large gatherings, including assemblies, with more than one group.</p> <p>Children will be instructed about what items to bring to school (these should be kept to essentials only)</p>			
<p><u>Arrival at school</u> To support social distancing and to avoid gatherings we will stagger the arrival of pupils at school (if possible).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p> <p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>Due to low numbers all children will arrive and leave via the front door. Parents have been informed to space safely while waiting. Teacher in charge will supervise and ensure attendance register is marked as children arrive.</p>	<p>JS/DL</p> <p>JS/DL</p>	<p>By 6th January 2021.</p>	<p>6th January 2021 (JS/DL)</p>

<p>We will have a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>				
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school and avoid groups (bubbles) mixing.</p>	<p>Children will remain in their designated 'classrooms' for all inside learning. Moving around the school to collect ipads etc will not be allowed. See 'Return to school' doc attached.</p>	<p>JS/DL</p>	<p>As agreed by 18th August 2020.</p>	<p>6th Jan 2021 (JS/DL)</p>

<p><u>Use of toilets</u></p> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Staff will pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work. Pupils will only use their allocated toilets even during break and lunchtimes. No more than 1 pupil from each 'class' should be allowed to go to the toilet at one time. Visits to the toilet should be kept to a minimum to avoid children potentially coming together at times when they may be unsupervised.</p> <p>Children will use their nearest toilets and be reminded of good hygiene.</p>	<p>JS/DL</p>		
<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<p>As staffing levels are lower than a usual school day, and pupil numbers are so low, it will be necessary to combine KS1 classes together, and KS2 classes together at break times. Children will be encouraged to play safely. KS1 and KS2 classes WILL NOT mix.</p> <p>We ask that all staff remain vigilant and remind children of the school mantra at all times. - Hands clean, Make space, Stay safe. Staff refreshment and comfort breaks will be timetabled.</p> <p>Children should be especially supervised when leaving and returning to the school to minimise contact between bubbles. Ideally, classes should leave one at a time.</p>	<p>JS/DL</p>	<p>By 18th August 2020 for sharing with staff.</p>	<p>18th July 2020 (JS/DL)</p>

	<p>We recognise that during playtimes, children may not socially distance. We have considered procedures to minimize this from happening by having separate playtime zones – top and bottom playgrounds - so there is a reduced number of children outside at one point. Staff on duty will patrol and remind children during playtimes.</p> <p>Only a selection of OPAL equipment will be used and then quarantined or cleaned after use by the SMSA team. Cleaning materials will be stored within the OPAL shed.</p> <p>Balls may be used (hands will be washed straight after playing).</p> <p>No close contact games e.g. touch tag (however safe alternatives to this game will be discussed with the children).</p> <p>Trim Trail will be used and cleaned after use with anti-bac cleanser.</p>			
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>We do have supplies of PPE available for staff and they may choose to use this in certain situations to protect the children and themselves. In most cases, because of the arrangements that have been made, this will not be necessary. Face</p>	<p>JS/DL/MNSP</p>	<p>As per 28th August 2020 all stock should have arrived and be in situ.</p>	<p>29th July 2020 (JS)</p>

<p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<p>masks will be available in the back office should they need them.</p> <p>Should pupils wish to wear face masks then this should be accepted and if necessary explained to other pupils. Should a child arrive at school wearing a face mask they need to be instructed not to touch the front of their face covering during use or when removing it. If the mask needs to be removed, it should be disposed of in a covered bin in the classrooms or, in the case of reusable face coverings, placed in a plastic bag that can be taken home with them. Plastic bags will be provided by school. Hands should then be washed.</p>			
<p><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and get tested.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>JS/DL and the MNSP will offer support to staff who are affected by Coronavirus or have a family member affected. This will be coordinated by the head teacher using resources and support from government guidelines, MNSP support and Health Assured.</p> <p>We have the employee assistance service that can offer support to staff. Details of this can be found in the staff room on the 'Wellbeing' noticeboard.</p>	<p>JS/DL/All staff</p>	<p>Procedures in place by 19th August 2020 for use from 6th January 2020.</p>	<p>6th Jan 2021 (JS)</p>

<p>HOW LONG TO SELF-ISOLATE</p> <p>If you have symptoms or have tested positive for coronavirus, you'll usually need to self-isolate for at least 10 days.</p> <p>You'll usually need to self-isolate for 14 days if:</p> <ul style="list-style-type: none"> • someone you live with has symptoms or tested positive • someone in your support bubble has symptoms or tested positive • you've been told by NHS Test and Trace that you've been in contact with someone who has coronavirus <p>If a test is positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>	<p>If any staff need support they are requested to speak to John (HT) or Davina (DHT).</p> <p>Schools should contact the local health protection team to assess what actions need to be taken. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The school will keep a record of pupils and staff associated with each group (bubble) to assist the trace process.</p>			
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<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> • The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 • Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe). • Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. • Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others 	<p>Following government advice, children or adults displaying symptoms, or are unwell, should be immediately isolated in the back office and PPE should be worn. These are supplied by the MNSP and stored outside the back office. Temperatures may be checked with a thermometer. The room should be well ventilated - windows open - and arrangements made for the child or adult to be immediately collected from school. Government self isolation advice should be followed. See school risk assessment for further details.</p> <p>The child who has shown symptoms will need to self isolate for 10 days and should be tested. The school will ensure that relevant guidance is followed before pupil returns to school.</p> <p>Where Covid-19 is confirmed, the school will contact the local health protection team for guidance. Those who have been in close contact will be required to self- isolate for 14 days.</p>	<p>JS/DL/All staff</p>	<p>As per procedures in place by 19th August 2020 for use from 6th January 2020.</p>	<p>6th Jan 2021 (JS)</p>
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work as led to possible or actual exposure to Covid-19 	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through B&NES</p>	<p>JS with advice from CH</p>	<p>From 6th January 2020 as necessary.</p>	<p>As required - all ready if necessary 6th Jan 2021 (JS)</p>

<ul style="list-style-type: none"> A member of staff has Covid-19 caused by exposure at work 				
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk-</p>	<p>The school does not currently make use of any transport providers.</p> <p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p>	<p>JS</p>	<p>By 28th August 2020 if appropriate.</p>	<p>Not relevant for Welton. 29th July 2020 (JS)</p>
<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>The Head teacher will keep in regular communication with parents via letters and text messages.</p> <p>Staff are sometimes required to meet parents and representatives from other organisations. Staff must continue to follow social distancing during meetings, using larger airy spaces such as the main school hall or, preferably dining hall</p>	<p>MNSP/AW/J S</p> <p>JS</p>	<p>Ongoing as required</p>	<p>Already in place – 6th Jan 2021</p>

<p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>when possible, or outdoors in the outdoor classroom. If a confidential meeting with parents needs to take place, these should occur via telephone or in a safe place within the school building. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p> <p>UPDATE 31.10.20: No Parent meetings in school.</p>			
<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>School does not have any air conditioning however windows and external doors will remain open if it is safe to do so (e.g. temperature).</p> <p>Lights will be kept on all day.</p>	JS	From 6th January 2020	6 th Jan 2021 (JS)
<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>JS /DL to keep regular channels of communication with staff and if issues arise, direct to helplines and advice channels. Plans to engage in positive wellbeing training in staff meetings e.g. mindfulness. Future staff meeting plans will include a focus on wellbeing and support for colleagues.</p>	JS/DL	Shared with staff from 18 th August 2020. Continue to monitor from 6th January 2020.	6 th Jan 2021 (JS)

	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p>			
<p><u>BAME staff and students</u></p> <p>Government statistics released that show BAME members of the population are at a greater risk from COVID 19 than those from other ethnic groups. At Welton we recognise that BAME students and staff need to feel safe.</p>	<p>BAME students have been identified and class teachers/adults working with these students ensure that they are following procedures thoroughly. School mantra is made clear: Make Space, Clean Hands, Stay Safe.</p> <p>JS to meet with BAME parents and/or sending a letter home as necessary to explain that the school is taking necessary precautions to ensure their child(ren) is safe. Any concerns to be relayed to JS.</p> <p>We are ensuring that the risks identified in this document are covered. The issue will be discussed with staff as required to ensure colleagues feel safe. A personal risk assessment may need to be created if needs be.</p>	<p>JS</p>	<p>JS identified BAME students. JS to meet with these parents to discuss any concerns.</p>	<p>As discussed with parents 15th June 2020 (JS)</p>

