



St. Michael's C of E Infant School

Coronavirus – Full Return to School

September 2020

Anyone who has any symptoms, such as a new persistent cough or high temperature or loss of smell or taste, must not enter the school site. Anyone displaying symptoms must self-isolate together with their families as detailed in the full guidance and seek a test, the result of which is then shared with the school and appropriate actions taken.

Process/ Activity *	Hazards Identified*	Risk rating prior to action H/M/L	Persons at Significant Risk	Recommended controls / mitigation and protective measures *	Existing Risk Rating: H/M/L *	What additional controls are required (if any)? (See Actions attached)	Persons responsible for carrying out
<p>Reducing transmission of the virus</p> <p><i>Social Distancing</i></p>	<p>Close contact can spread the Covid-19 virus from person to person.</p>	<p>High</p>	<p>All</p> <p>Vulnerable adults: 2 x pregnant staff 1 x EV able to return based on GP advice</p> <p>People living with vulnerable (V) or extremely vulnerable (EV) now able to return to work:</p>	<p>See updated staff risk assessment.</p> <p style="color: red;">Most staff able to be on site as government guidance has now changed for vulnerable staff or those living with vulnerable family members. 2 pregnant staff not able to be in classes as they not able to adhere to strict social distancing with infant children.</p> <p>RD – pregnant 3rd trimester starts 25.9.20 Will work from home as has adapted working arrangements to suit school and childcare, starts trimester very soon into autumn term.</p> <p>AF – pregnant 3rd trimester starts 16.11.20 Will work from home for SENCO role; work at school in library for teaching role until trimester 3 as has to be kept a strict social distance from other adults and children.</p> <p>Class sizes now increased to usual PAN (max. 28) 1 whole school bubble of less than 65 with smaller class and group 'pods' (extended provision etc). Movement across pods to be minimised if possible and protective measures to be enhanced for all staff crossing pods.</p> <p>List of standard movement to be kept in office and used to communicate to LA/PHE if any confirmed cases arise.</p> <p>Staff to teach children about social distancing at age appropriate level and acknowledge our limitations due to size of classroom space available and age of the children. Explain that staff will aim to stay 2m apart from each other and them whenever possible so things will seem a little different.</p>	<p>High</p>	<p>Only one adult to drop off or collect pupils (letter 26.8.20)</p> <p>No parents/ visitors on site unless essential to providing educational provision or supporting a child.</p> <p>Supply and peripatetic staff can now work across the pods but will emphasise protective measures, including social distancing and hygiene.</p> <p>E-mails and telephone calls encouraged for communication.</p> <p>Rooms should be well ventilated and children should be taught outside as much as possible</p>	<p>NC to communicate expectations to all staff on training days.</p> <p>NC/PB to communicate expectations to parents in newsletters.</p> <p>All staff have the responsibility to follow the controls stated.</p>

			<p>Only 4 children to use toilet facilities at any one time. 1 per cubicle. Door to year 1 and 2 to be locked to avoid children walking through Year 2 and encouraging use of outside area.</p> <p>Drop-off and pick up social distancing (parent community): Slightly staggered arrival, departure, lunch and play times. 1 adult from the family, prompt drop-off/pick-up KS1 8.50 - 9.00 a.m. to 3.00 p.m. EY 9.00 a.m. 9.10 a.m. to 2.50 p.m.</p> <p>These will be monitored and adapted on a weekly basis. One-way system in operation. Parents will be asked to keep 1m+ apart, all drop-off queues will have clear visible signage to maintain 2m social distancing. Parents will be encouraged to walk or cycle to school if they can and avoid use of public transport or car sharing if at all possible.</p> <p>Toileting; Year 1 and 2 to use KS1 toilets (KS1 pod) Reception children to use EYFS toilets Staff to use disabled toilet (notice will be used if any suspected cases have used it) or toilet beside The Den and wait for space and not congregate outside.</p> <p>Separate classroom outside spaces to be used by separate groups of children. (cones etc. Used to demarcate areas.)</p> <p>Plan for lessons and activities which limit movement between pods to a minimum.</p> <p>Clear signage of 1 way system and social distancing expectations for parents using ribbons/stickers on pavements and rails to remind parents and children about social</p>		<p>Signage to be made and share with children.</p>	
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				<p>distancing. (Only one parent will be allowed to drop off / pick up their children)</p> <p>Inform all children and families prior to starting back at school of one-way system. Create video to support correct use of procedures for families.</p> <p>No whole group gatherings or special school events to be organised. Educational visits cancelled.</p> <p>Staff will meet with parents outside or arrange a telephone call. If the weather is not conducive to this they will meet in a well-ventilated place (near the hall doors and all parents will have hand gel applied before entering the hall, having walked outside through the playground space and up the step to the hall door. They will then exit the hall doors and walk out along the main path.</p> <p>Access to the office, staffroom and shared spaces to be limited to 3 when possible, to keep contact to a minimum, with social distancing applied.</p> <p>Children will be taught and reminded to work and play at a well-spaced distance and avoid touching each other through the introduction of a new 'Bee Rule' Be safe. However, we cannot expect or guarantee this and children should not be chastised if they are not able to follow.</p> <p>Photocopier to be used by one person only at any one time. Staff to hand gel hands before using.</p>			
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<p>Reducing transmission of the virus</p> <p><i>Hand hygiene</i></p> <p><i>Respiratory hygiene</i></p> <p><i>Resources</i></p>	<p>Touching items that others have used may potentially spread the virus</p>	<p>High</p>	<p>All</p>	<p>Everyone will wash their hands thoroughly on arrival at school and regularly (before any snacks and lunch time) throughout the day for 20 seconds using liquid soap only. They will be reminded to wash their hands when they get home from school also.</p> <p>If hand-washing causes time disruptions, the use of hand gel (given by staff only) will be considered.</p> <p>Adults signing into the building must use hand gel or wash hands in the classroom or toilet upon arrival</p> <p>Handwashing posters displayed in toilets and hand sanitiser available in office, on staff lanyards, in kitchen (all must be kept out of reach of children).</p> <p>Teachers will regularly remind children of the techniques of how to wash their hands thoroughly. (government resources)</p> <p>Children and adults encouraged not to touch their mouth, eyes and nose.</p> <p>We will teach children about how to sneeze in a more hygienically acceptable way (on crease of arm) and the importance of handwashing after (catch it, bin it, kill it).</p> <p>Bins with foot pedals to be used for tissues in classrooms. To be emptied at the end of each day.</p> <p>Cleaning will be in-line with government guidance through employed contractors on a daily basis, focus on communal spaces and toilets daily.</p>	<p>High</p>	<p>Children & adults to use soap & water/ alcohol hand gel available too. (Children must not have access to alcohol gel without supervision)</p> <p>Schedule of cleaning made available to school.</p> <p>Cleaning spray & cloths in each room labelled appropriately and with COSHH risk assessment.</p> <p>Children will only bring in book bags, no additional bags.</p> <p>Children will be asked to bring in a named pot or clear pencil case with pencils/felt-tips.</p> <p>(ALL new children will need additional reinforcement of all hand and respiratory hygiene controls and what they should do as soon as they start school)</p>	<p>NC/MP will oversee /maintain the standards of cleaning.</p> <p>Adults supervising groups will have their own set of cleaning materials to sanitize the room at the end of the day (stored safely away from children).</p> <p>Adults will have their own belt to store their own resources.</p>
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				<p>Frequently touched surfaces including door handles, key pads, handrails and switches to be cleaned by staff at start and the end of the day.</p> <p>Communal areas and any spaces used by multiple users to be more frequently cleaned using wipes or sprays by school staff as they leave (kettle, fridge, taps, handles, tables)</p> <p>Classroom tables will be disinfected at the start, during and at the end of the day.</p> <p>Corridor doors and windows will be opened where possible to maximise ventilation and reduce transmission of the virus.</p> <p>Autumn winter weather will undoubtedly make this harder and clothing will need to be appropriate for the weather.</p> <p>In the case of a fire – adults must try their best to close doors to prevent fire spreading.</p> <p>Work stations such as computer areas to not be used by multiple users (including class computers / iPads / laptops). Disinfect before use if unsure and wash hands afterwards.</p> <p>Reduced equipment available to the children to enable cleaning at the end of each session. Children to have their own pack of resources and not share pens, etc. Their own belongings and equipment should be stored in their own tray (for KS1) or their bags (EY).</p> <p>Shared resources to be cleaned using diluted Milton fluid (see</p>			
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			<p>COSHH risk assessment sheet) by classroom staff.</p> <p>Soft toys, cushions and fabric items to be removed where possible from rooms or stored out of reach of children. When used, Dettol dry spray to be used each evening and in between uses. (Steam cleaner used weekly on any chairs etc) or covered with wipeable cover.</p> <p>All malleables to be avoided or used and not shared.</p> <p>All adults will have access to cleaning materials stored out of reach of children to wipe tables and chairs during the day. (before any food is consumed, after lunch, at the end of the day or when necessary)</p> <p>Children to be reminded to have own named water bottles (stored on their table).</p> <p>Lessons will be outside wherever possible.</p> <p>PE and other play equipment should be kept to colour coded apparatus for each class– use of games and activities that avoid physical contact to be used.</p> <p>Handwashing after PE activities must be thorough.</p> <p>Infection control procedures are adhered to in accordance with the DfE and PHE's guidance.</p> <p>Guidance will be used when dealing with a suspected case of Covid-19. (see LA flowchart)</p> <p>Lunches will be brought in from outside and children will eat</p>			<p>NC to discuss with all staff on INSET day. MP to organise resources are available</p>
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				<p>in the Hall after all tables have been disinfected.</p> <p>Class pods will enter the lunch hall at staggered intervals 11.50 – Yr R 11.55 – Yr 1 12.00 – Yr 2</p> <p>Pupils will not share cutlery, cups or food.</p> <p>Playground resources will be rotated to leave 72 hrs between use</p>			
Parent communication/visits	Close contact can spread the virus	Medium	All	<p>Ask parents to ring the office with any messages or email the office address. (Notes can also be given to Mrs Piggott at the start of the day.)</p> <p>Parents will be asked to make an appointment before they come into school and this should be only in exceptional circumstances</p>	Low		NC/PB in letter 26.8.20
Contractors visits	Close contact can spread the virus	Medium	All	<p>Organise contractor or other visitors to attend appointments when numbers of people in the building are low or out of pupil hours.</p> <p>Ensure any meetings that cannot be completed via online conferencing, are held with the 2m social distancing, preferably outside.</p> <p>Educational visitors to use visors when working with the children and be limited to one area</p>	Low		Office staff/NC
Governor meetings	Close contact can spread the virus	Medium	Staff & Governors	<p>Meetings will be held by zoom video conferencing for the foreseeable future.</p>	Low		PH/PB/NC



<p>Response to symptoms</p>	<p>Staff need to be fully aware and vigilant of Covid-19 symptoms and response.</p>	<p>High</p>	<p>All</p>	<p>Staff will be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of smell or taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Surrey flowchart to be given to all on INSET day 1.9.20</p> <p>Any pupil who displays signs of being unwell is immediately removed from their class/pod and taken to the school office. Walkie-talkie will be used to inform the office staff of this. They will be seated in the sick bay whilst they wait for their parent to collect them. The parent will be advised about self-isolation and testing and asked to contact the school with the result immediately. They will be told their details will be shared with LA/PHE.</p> <p>ALL staff in contact with that child should then don recommended PPE (disposable plastic apron, Type IIR facemask, disposable plastic gloves and tell the child they are 'dressing like a nurse' to look after them (see poster for donning and doffing correctly).</p> <p>If a child is suspected of having a temperature they will be tested by using our new thermometer from a distance in the sick bay and again after they have been given a chance to cool down (particularly on a hot day or if they have been running around)</p> <p>Pupils displaying symptoms of coronavirus should not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</p> <p>The relevant member of staff will call for emergency</p>	<p>High</p>		<p>NC at staff INSET training days</p>
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			<p>assistance immediately if the pupil's symptoms worsen.</p> <p>The parents of an unwell pupil will be informed as soon as possible of the situation by a relevant member of staff.</p> <p>Where contact with a pupil's parents cannot be made, appropriate procedures will be followed in accordance with those outlined in governmental guidance. All contacts will be contacted.</p> <p>Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated following cleaning of non-healthcare guidance document. All rubbish from the bubble will immediately be removed and double bagged with label and date and stored in the Tank room until a test result is negative or after 72 hours they can be disposed off with other rubbish in the usual way.</p> <p>If unwell pupils are waiting to go home, they will be instructed to use a different toilet (disabled toilet) then handwashing can be supervised at a distance to the rest of the school to minimise the spread of infection. This would then be closed for use until it can be fully disinfected as soon as the pupil has left. (see government guidance)</p> <p>The bin from the pod and any first aid waste should then be collected, bagged and labelled with details of pod, date of symptoms and date (72 hours later) when the bag can then be disposed of.</p> <p>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</p> <p>The Head/Head of School will follow the flow chart and</p>			
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			<p>contact the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.</p> <p>The parents will be aware of the process to call for testing and the school will await a result before taking any other action and only respond to symptomatic pupils and adults in the usual way.</p> <p>If the test is positive the action will be discussed with the LAEO.</p> <p>If the test is negative and the pupil is symptom free they can return to school.</p> <p>The school will have a contingency plan for any local or National responses that are relevant to infant (rather than secondary) schools: Tier 1 – remain fully open Tier 2 – n/a Tier 3 – n/a Tier 4 – attendance to vulnerable and children of critical workers (as per summer term 2020 without target year groups.) Leuven scale to be used to identify vulnerable children.</p>		<p>School testing kits have been delivered to the school for those parents who cannot easily travel to a test centre. (see guidance)</p>	
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<p><i>First Aid</i></p>	<p>Close contact can spread the virus</p>	<p>High</p>	<p>All</p>	<p>First aid to be provided and recorded by the school office in line with the school first aid policy.</p> <p>Pupils will be provided with care and guidance at a distance to help them with their self-care (e.g. if possible applying their own plaster and taking their own inhaler).</p> <p>All inhalers and medicines to be stored in separate named bags in the classrooms</p> <p>Personal protective clothing of an apron, mask and gloves should be worn when working in close contact with pupils or dealing with intimate care or any bodily fluids.</p> <p>Extra vigilance with hygiene and handwashing should be maintained by both child and adult.</p> <p>All medical waste products should be placed in a plastic bag immediately and then disposed of safely in the sanitation bin in the office.</p>	<p>High</p>		<p>All Paediatric first aider to be sought advice from:</p> <p>PB/NG/?</p>
<p>Health and well-being needs of the children</p>	<p>Pupils will have experienced loss – be that family members, missing their friends/ family and missing school</p>	<p>High / Medium</p>	<p>Some children</p>	<p>Circle times, class assemblies and activities will focus on emotional well-being and be prioritised for the first term.</p> <p>Children will be assessed using the Leuven Scale and RAG rated after observation and consultation with their parents. Appropriate intervention will then be put in place and impact measured on the scale termly.</p> <p>A recovery curriculum summary will note all whole school approaches required and details will be shared with parents on the school termly curriculum newsletter.</p> <p>Concerns of a safeguarding nature will be dealt with in line with the school's safeguarding policies (September 2020</p>	<p>Medium</p>	<p>Social distancing signage to use child friendly resources to put children at ease.</p>	<p>All staff</p> <p>DSL – Marisa Piggott (changed to Nicola Cleather after training session in September) DDSL – Paula Bliss (changed to Marisa Piggott</p>

				<p>INSET and staff meetings to prepare for this when planning so workload is minimised.</p> <p>Staff will also need to take on extra cleaning duties throughout the day, LT to monitor this is not affecting workload.</p> <p>PPA to be made available as statutory requirement.</p> <p>Staff will be ready to adapt planning to send home as part of our contingency plans, avoidance of over-complicated planning that would not serve this purpose. Staff will feel prepared for this if necessary.</p>		LT to respond to further guidance.	
Pupils who do not return to school	Some parents may not have confidence that school is a safe place yet and therefore may ask to keep their child/ren at home.	Low/ Medium	Some children, higher for those in the vulnerable group	<p>The school will communicate the expectation that school attendance from September is mandatory and ask parents to contact the school if they wish to discuss any aspect of school return.</p> <p>Office staff and LT to quickly contact any families who do not send their children into school when they are well and have not tested positive for Covid-19. Staff will then explain protective measures in place with the aim of reassuring the family and returning the pupil to the school.</p> <p>Attendance will be monitored more closely and persistent absentees will be encouraged to work closely with the school to improve attendance.</p> <p>SIMS attendance registers to be completed daily and reviewed weekly.</p>	Medium	There will likely be a need to continue to notify the Inclusion Officer - using agreed protocols from SCC – any vulnerable pupils not attending school so they do not become 'missing in education'.	NC/MP All staff



Transition of in-year pupils and those planned to start school in Year R from Sept.	New pupil entering YR will need to start school in a safe socially distant way	High	All	Home visits conducted outside. Will include recovery questions.	Low		PB/GP/EM RM/GT
Teaching	Teaching young children requires adults to be close to children.	High	All Pupils	<p>Teaching will aim to be at a safe distance mainly from the front of the room.</p> <p>All lessons must be adapted with distancing in mind and use of the interactive whiteboards will be key for modelling and supporting learning. Socially distanced PE will be used and although singing will form part of our daily creative and 'feel good' practices, this will be in classes and not across others pods or in larger groups.</p> <p>Whole school assemblies will be delivered in separate classes or via video recordings, all other assemblies will be class assemblies.</p> <p>The use of the outdoor space for lessons will be promoted for all groups, as long as there is space between.</p> <p>Work should be in books that are marked on the school site and not taken home.</p> <p>Self-marking or verbal feedback should be used to support learning whenever possible.</p> <p>No play-doh or malleable materials should be shared.</p> <p>Homework will be set will only be virtual and no physical</p>	Medium	<p>Books to be sent home and returned and kept out of circulation for 72 hours before being returned to library.</p> <p>Bikes or trikes need regular handle wiping and children should wash hands after use.</p> <p>Water trays should have soap added and refreshed daily.</p> <p>Toys, learning equipment such as Numicon should be halved and disinfected after use daily.</p> <p>The school will work with parents and other providers to minimise</p>	All staff



				<p>work should be brought into school - for risk of outside contamination.</p> <p>The school will focus on delivering a 'recovery curriculum' on our return as well as quickly assessing all pupils for well-being and engagement and working closely with families to identify and target any other gaps.</p> <p>Priority:</p> <p>EYFS - All primary areas (CLL, PSED, PD) Gaps in language, early reading, maths – particularly phonics and vocabulary.</p> <p>KS1 – Gaps in phonics, reading, vocabulary, writing, maths. Curriculum remains broad, full range of subjects.</p>		<p>children's attendance at other settings and reduce risk. Children may be dropped off and picked up by childminders when necessary, but parents will then be asked to consider attendance at other groups.</p> <p>Individual year group recovery plans to be created by subject leaders and LT.</p>	<p>NC/MP to identify all children attending childminding before or after school clubs and liaise with childminders and family.</p>
Extended school provision	Guidance advises schools to re-start this provision	Medium	Pupils attending	<p>Before and after school clubs to be started on 7.9.20 with pre-booking for ½ term required. (see risk assessment for controls)</p> <p>Numbers limited to reduce 'pod' size. (15 max)</p>	Medium		<p>PB to send sample risk assessment for clubs to NG. NC/NG to rewrite for St. Michael's context.</p>
Key Worker Pupils	Key Worker children may have increased vulnerability	High	identified pupils	<p>Evidence suggest children of ley workers may have been affected more than other children by the pandemic.</p> <p>Key worker pupils will be noted on the class cohort and their well-being and progress closely monitored.</p>	Medium		All staff



Open Days	Additional new people entering school building and bubble	M	Staff leading the tour Parents on the tour	<p>Main open Day held on INSET and Saturday so no children are on site and more than 72 until children return Parents to wear masks. Request for just 1 parent if possible and no children * Tour leaders to wear visas. Parents to have hand gel applied on entry. Parents tasked not to touch any surfaces (doors kept open) All areas of school well ventilated. Only 1 tour to be held at a time (15 mins gap between booked tours) Staff, parents and Friends members to maintain social distancing throughout tour All surfaces will be left for 72 hours.</p> <p>Visits after the main open day will follow all of the above protective measures and be mainly outside.</p>	L/M	*1 family did bring a child to the Saturday open day and we did not ask them to leave. This is to be reinforced when visiting with children on site.	PB/NC/PH
Process/ Activity *	Hazards Identified*	Risk rating prior to action H/M/L	Persons at Significant Risk	Recommended controls / mitigation and protective measures *	Existing Risk Rating: H/M/L *	What additional controls are required (if any)? (See Actions attached)	Persons responsible for carrying out

P. Bliss
Executive Headteacher

N. Cleather
Head of School

30 .08.2020
Adapted 2.11.20 (to add open day)