

RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020

Name of School	Date of assessment	Review date	
Bosley St Mary's CE Primary School	15.07.20	08.09.20 Reviewed 04.09.20 Reviewed 22.09.20 Reviewed 18.10.20 Reviewed 02.11.20	
Name and Position of Assessor(s):		Assessor(s) Signature:	
Headteacher's Name:	Stephanie Beckett	Headteacher's signature:	<i>S. Beckett</i>
Chair of Governor's Name:	John Pollard	Chair's signature	<i>J. Pollard</i>

RISK PRIORITY

HIGH: Accident likely - with possibility of causing serious injury or loss

MEDIUM: Possibility of accident - causing minor injury or loss

LOW: Accident unlikely - with control measures in place

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

OFFICIAL

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Responding to Someone with Symptoms				
<p>The school policy and procedures have been updated so that any staff and children will be sent home as soon as they develop any symptoms</p>	<p>Staff Pupils Parents Governors</p>	<p>Created Parent's guide to Sept. 20 Created Pupil's guide to Sept. 20</p> <p>First Aid policy, Behaviour policy and Home-school agreement have been altered for Wider re-opening but not full re-opening.</p> <p>Staff/Parents know how to seek a test and to follow government guidance.</p> <p>Symptomatic child to be taken to the hall and sat in designated chair with windows and doors opened so it is well ventilated. This is 2m away from other pupils.</p> <p>They will be able to access a toilet by the hall area. Parents will be able to collect children from the 'children's entrance'.</p> <p>Staff must wear PPE and remain at 2m distance if possible (staff do not need to go home unless they develop symptoms themselves).</p> <p>These areas can then be 'shut down' until a deep clean can be completed.</p> <p>Headteacher to contact LA and, if a positive case was confirmed, the local health protection team link will carry out a rapid risk assessment. They will then provide definitive</p>	<p>M</p>	<p>Update: first aid policy, behaviour policy, home school agreement, Staff handbook, Cleaning regime, Guidance on testing in staff handbook and on website</p>

<p>If social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE.</p>	<p>Staff</p>	<p>First Aid policy has been altered for Wider re-opening but not full re-opening.</p> <p>PPE boxes in classrooms and first Aid area.</p> <p>Staff have previously watched a video on how to remove PPE equipment safely</p>	<p>H</p>	<p>Update: first aid policy, staff handbook PPE box for the hall to be created</p>
<p>Staff or pupil should wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p>	<p>Staff Pupils</p>	<p>Created Parent's guide to Sept. 20 Created Pupil's guide to Sept. 20</p>	<p>H</p>	<p>Update: first aid policy, behaviour policy, home school agreement Staff handbook</p>

B. Hygiene and Handwashing

<p>Has sufficient hand washing or hand sanitiser 'stations' available</p>	<p>Staff Pupils Governors</p>	<p>There are 2 bubble sinks in toilet areas.</p> <p>2 toilets by hall identified for each bubble.</p> <p>Staff can wash hands in staffroom and staff toilet.</p> <p>Hand sanitiser in classrooms, entrance hall, office, Headteacher's office and staffroom.</p> <p>Class 1 – Sanitiser will only be used by adults and kept on a shelf out of reach of children.</p> <p>Class 2 – Adults will supervise children who are using hand sanitiser and ensure that it is kept on a shelf out of the reach of children.</p> <p>E45 aqueous cream available in both classrooms in the 'cleaning station' area.</p>	<p>H</p>	<p>Children to bring wash bag (own soap and small hand towel which will be sent home every Friday)</p> <p>Staff to inform the office if resources are low so that they can be re-ordered before they have run out.</p> <p>There will be a hand sanitiser station outside the classroom doors (pupil voice) to reduce time waiting to wash hands when they enter the building.</p>
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<p>Enough tissues and bins available</p>	<p>Staff Pupils</p>	<p>Lidded bin in classrooms, staff toilet, staff room and Headteacher's office.</p> <p>Individual tissue packs purchased and will continue to be.</p> <p>PHE posters in toilets and classrooms for hygiene regimes displayed.</p>	<p>M</p>	<p>Purchase lidded pedal bins for hall toilets, office, hall, CLA.</p> <p>Ensure posters are displayed in CLA/Hall</p>
<p>All adults and children are aware of the required hygiene and handwashing regime</p>	<p>Staff Pupils Parents Governors</p>	<p>Staff in class 1 administer a pea-sized blob of hand sanitiser to children who have returned to the classroom from the toilet as we are unable to monitor if hands have been washed thoroughly for 20 seconds</p>	<p>H</p>	<p>Staff to teach washing your hands – ebug lesson for the first session on return to school and revisit frequently.</p> <p>Hygiene and well-being is a focus for teaching in Autumn 1.</p> <p>Update behaviour policy for non-compliance.</p> <p>Update staff handbook and Create parent's/pupil's guide to September 2020</p>
<p>School will support children who struggle to maintain as good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</p>	<p>Staff Pupils Parents Governors</p>	<p>At this moment in time, we have no children who spit uncontrollably or use saliva as a sensory stimulant.</p>	<p>L</p>	<p>Create individual RA with Pupil/Parent/Staff</p>

C. Cleaning

<p>Enhanced cleaning schedule for all areas and frequently touched surfaces</p>	<p>Staff Pupils</p>	<p>Daily cleaning regime in place</p> <p>Additional hours for cleaning</p> <p>Children/Staff wipe own surfaces using detergent and blue roll</p> <p>Staff have a cleaning checklist</p> <p>Midday assistant, has increased her hours to include surface wiping in the toilet areas at lunch-time.</p>	<p>H</p>	<p>Update cleaning regime to include: Staff using CLA area will wipe down surface in between groups</p> <p>Lunch tables in hall will remain set up and chairs placed on top for easier cleaning of hall floor. (If bad weather they can be moved to accommodate PE lessons). Tables will now be put away at the end of lunchtime</p>
<p>Classroom-based resources cleaning</p>	<p>Staff Pupils</p>	<p>Shared resources, such as maths counters, are disinfected daily.</p> <p>Resources that cannot be disinfected, such as games, will be placed away for 72 hours.</p>	<p>H</p>	<p>Children to have own pencil cases in Y3-6 (communicate this to parents)</p> <p>Books will be able to be chosen by pupils from the library area as school have increased hygiene procedures in place.</p> <p>Books will be allowed to be transported between home and school but will be placed in a box for 72hrs before being returned to the library shelf.</p>

<p>Outdoor-based resources cleaning</p>	<p>Staff Pupils</p>		<p>M</p>	<p>Communicate with parents that class 1 will play on new equipment and class 2 on the trim trail. This will not be cleaned by staff. Children will wash their hands/ use sanitiser when they re-enter the school building via their classroom doors.</p> <p>All children can play on tarmac and astro-turf.</p> <p>Equipment used during break-time will be cleaned in hot soapy water by children at the end of break-times.</p> <p>SMO will continue to sweep astro-turf as per health and safety guidance.</p> <p>Class 1 will teach children to wipe down bikes/helmets once they have used them</p> <p>Class 1 will not use the outdoor area after 2:30pm. A member of staff will use soapy water to wipe down outdoor equipment. Class 1 can use the outdoor area for further learning as staff can wipe necessary equipment after school.</p> <p>ASM (Sports Coaches) have own risk assessment about Shared resources and will teach non-contact sports</p>
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<p>Individual and very frequently used equipment including taking them home</p>	<p>Staff Pupils Parents Governors</p>	<p>Children/Staff will only be encouraged to bring in essential items such as lunch boxes, coats, books.</p> <p>Created Parent's guide to Sept. 20 with checklist of equipment</p> <p>Created Pupil's guide to Sept. 20 with checklist of equipment</p>	<p>M</p>	<p>Staff to create an organizer card on 1st day back at school. Completed Friday 11th September</p> <p>Children to leave pencil cases at school during the week</p> <p>Update behaviour/home-school policies.</p> <p>Books will be allowed to be transported between home and school but will be placed in a box for 72hrs before being returned to the library shelf.</p> <p>Staff are not to take books home to mark or computers/ iPads that are used by children.</p> <p>Staff to develop assessment/feedback policy in Autumn term to reflect manageable changes.</p> <p>Where staff take work home such as leadership notes/ guidance to read. They must ensure that they follow hygiene procedures.</p>
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D. Social Distancing

<p>To reduce the risk of transmission, the school has agreed consistent groups or 'bubbles' of children and young people</p>	<p>Staff Pupil Parents Governors</p>	<p>Governors and staff have been consulted and have agreed to a 'Bosley Bubble' due to our unique small size and number of siblings.</p> <p>Created Parent's guide to Sept. 20 with explanation of what school will look like.</p> <p>Created Pupil's guide to Sept. 20 with explanation of what school will look like.</p> <p>Bosley bubble will be split into 2 classrooms and interventions delivered in the CLA.</p> <p>Class 1 will have a Continuous Provision environment where children will be limited to a certain number per space. There will be an adult table where children will have direct time with the adult. Adults will be 'above' children and side on. If an adults happens to be face to face this must be for less than 15minutes.</p> <p>Class 2. Tables will be front facing. There will be a 2m space from the teaching area to the first row of children's tables.</p>	<p>M</p>	<p>Hall to be used a lunchtime and children served at table instead of collecting own food.</p> <p>Outdoor play equipment will be identified for each class.</p> <p>Moveable outdoor equipment will be cleaned at the end of every break-time by the children.</p> <p>Explore the possibility of a stand for the ctouch board so that it can be centralised</p> <p>Assemblies to be delivered via 'Zoom' or Google meets</p> <p>CLA only to be used by groups with an adult.</p> <p>Children to enter via main door (class 2) and fire door (class 1).</p> <p>School opens at 8:45 – 9:00 for children to stagger entering school.</p> <p>There will be no instrument playing in Autumn Term.</p> <p>There will be no singing in Autumn term unless outside.</p>
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<p>The school has identified where there may be mixing into wider groups</p>	<p>Staff Pupil Intervention adults</p>	<p>Interventions will be delivered in the CLA and wiped down between groups.</p> <p>After-School provision will be provided by ASM Tuesday and Thursday – They have their own risk assessment and are aware of school procedures.</p>	<p>M</p>	<p>Specialist visitors will use the PPA room and will be expected to wipe it down after use. Create a sign for this.</p> <p>Breakfast club will be provided by Bosley Bobkins. Children will wash hands as they enter the school setting.</p> <p>After-School club Monday is provided by Macclesfield Town. Procedures need to be discussed with them.</p>
<p>Reduce risks for all staff especially those staff with significant risk factors</p>	<p>Staff Pupils Governors</p>	<p>Education help line displayed.</p> <p>Informal conversations with staff.</p> <p>Well-being resources sign posted.</p> <p>Referral to OHU if needed.</p> <p>Clinically Vulnerable staff must adhere to 2m distance from children. And have individual risk Assessment completed</p> <p>If staff are pregnant, and in their 3rd trimester, they will have reduced contact with children where possible.</p> <p>Vicar/Curate can still provide virtual assemblies where possible</p>	<p>H</p>	<p>Review when to invite volunteer readers back into school – not until January at the earliest.</p> <p>Risk Assessments to be reviewed half-termly or when guidance is altered.</p>

<p>Has planned how shared staff spaces are set up and used to help staff to distance from each other</p>	<p>Staff Pupils Governors</p>		<p>M</p>	<p>Update staff handbook to include the following details: <ul style="list-style-type: none"> •Staff to remain 2m apart where possible. Although ¾ staff can fit in the staff it would be prudent to minimise time spent sat in the room as there is no ventilation. Staff can still go in to collect things/use microwave but not sit. •Only 2 people to sit at the table before school starts as well •Staff will have the same length of time at lunch-time. •If staff wish, all staff can eat in a classroom and wipe the tables down so as to socialise together: as long as they are 2m apart and in a ventilated room. </p>
<p>Help and support those pupils with SEND prepare for the changes</p>	<p>Staff Pupils Parents</p>	<p>Social stories in place.</p>	<p>L</p>	<p>Complete video photograph tour of school at the end of August once rooms completed for September 2020.</p> <p>Where a child needs to re-integrate on a part-time basis this will be fully discussed with parents and advice sought from LA.</p>
<p>Educational visits</p>	<p>Staff Pupils Parents Governors</p>	<p>There are no planned educational visits during Autumn term.</p> <p>We will continue to use Evolve to log all educational visits</p>	<p>L</p>	<p>Review educational visits after Autumn term</p>
<p>Expectations have been communicated to regular external visitors to school</p>	<p>Staff</p>	<p>Catering suppliers contact kitchen directly to arrange delivery of food to reduce staff contact</p>	<p>L</p>	<p>Ensure this continues next year</p> <p>Visitor sign-in station outside.</p> <p>School to request to see the copy of LA/ Contractor RA prior to visit.</p> <p>Visits/Meetings to happen via a video learning platform where possible. NHT candidate/ Parent Walk around</p>

E. Personal Protective Equipment (PPE)

<p>To monitor supplies of PPE</p>	<p>Staff Pupils</p>	<p>Staff to follow government guidelines on wearing PPA and follow school requirements for wearing PPE.</p> <p>Staff have been trained on when and how to use PPE via a video.</p> <p>PPE in boxes in classroom and hand sanitiser on shelf out of reach of children</p>	<p>M</p>	<p>Check PPE supplies when medical supplies are checked.</p> <p>Via Staff handbook, reiterate to staff to communicate with office before supplies run out so more can be ordered.</p> <p>Update First Aid policy to reflect current government guidelines.</p>
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F. Managing Symptoms, Testing and Responding to a Local Outbreak

<p>Understand the NHS Test and Trace process and communicated to staff members and parent/carers the need to book a test if they are displaying symptoms</p>	<p>Staff Pupils Parents Governors</p>	<p>Included in parents' guide</p> <p>Link to latest government information on front page of webpage.</p> <p>System in place to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. so that they can provide these details if someone who tests positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.</p> <p>The school has procedures in place to ensure that they can take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>As we are 'Bosley Bubble' we will seek to close the school if there is a positive case. This decision will be made by the Health Protection Team. The closure of the school has been discussed and agreed at Governors previously.</p>	<p>M</p>	<p style="background-color: #90ee90;">Include in staff handbook</p> <p style="background-color: #90ee90;">Contact LA for Public Health protection team details.</p> <p style="background-color: #90ee90;">Once available, the school will follow government advice and give home testing kits directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p style="background-color: #90ee90;">School have not been provided with the template letter yet.</p>
<p>Post-testing support arrangements are in place for staff.</p>	<p>Staff Governors</p>	<p>Staff who need well-being support will be signposted to OHU and Educational Support helpline.</p> <p>Education helpline shared with all staff and posters displayed in staffroom and toilet area.</p>	<p>L</p>	<p>Staff to be kept full informed by SBe (or the next senior member of staff) Ongoing</p> <p>If staff working from home: RA will be completed and tasks set by SBe (or the next senior member of staff)</p>

<p>The school has contingency plans and procedures in place to respond to any outbreak based on the advice from the local health protection team.</p>	<p>Staff Pupils Parents Governors</p>	<p>Enhanced cleaning by the Site Maintenance Officer.</p> <p>PPE equipment to be worn by staff.</p> <p>Staff will use Google Platform to set home-learning tasks.</p>	<p>H</p>	<p>Staff to distribute PHE letter to parents if there is an outbreak.</p> <p>Create remote learning contingency plan. Shared with parents/ website 21.09.20</p>
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G. Risk Assessment

<p>Undertaken a coronavirus (COVID-19) risk assessment</p>	<p>Staff Pupils Parents Governors</p>	<p>Planning Checklist completed, and sent to LA, 15.07.20</p> <p>LA template used to complete RA 16.07.20</p> <p>RA planning checklist shared with staff/Governors 11.07.20 and RA shared 16.07.20</p> <p>Guidance shared with staff 08.07.20</p> <p>Pupil Voice sought for home learning and procedures in school.</p> <p>All Governors included in checking of the RA Planning checklist and RA.</p> <p>Reviewed 09.09.20 and another review date to be set. Fortnightly or sooner if guidance received or changed need to be made to reflect school practice.</p> <p>The school has appointed a competent person to ensure that H+S duties are carried out.</p>	<p>H</p>	<p>Any issues found to be added into staff/parent/pupil guides.</p> <p>Polices to be shared with staff once completed.</p> <p>Staff handbook to be shared with staff once completed.</p> <p>Headteacher to make amendments suggested by Governors and staff if appropriate to guidance.</p> <p>Headteacher to publish RA on website once approved by Governors.</p> <p>Governing body to sign-off the RA</p>
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FOLLOW UP ACTIONS (IF REQUIRED)

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Date Action Completed
1	The school policy and procedures have been updated so that any staff and children will be sent home as soon as they develop any symptoms	Update: first aid policy, behaviour policy, home school agreement, Staff handbook, Cleaning regime, Guidance on testing in staff handbook and on website	SB RH	01.09.20	19.08.20 26.08.20 04.09.20
2	If social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE.	Update: first aid policy, staff handbook PPE box for the hall to be created	SB RH	01.09.20	19.08.20 26.08.20 02.09.20
3	Staff or pupil should wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	Update: first aid policy, behaviour policy, home school agreement Staff handbook	SB RH	01.09.20	19.08.20 26.08.20

4	Has sufficient hand washing or hand sanitiser 'stations' available	<p>Children to bring wash bag (own soap and small hand towel which will be sent home every Friday)</p> <p>Staff to inform the office if resources are low so that they can be re-ordered before they have run out.</p> <p>There will be a hand sanitiser station outside the classroom doors (pupil voice) to reduce time waiting to wash hands when they enter the building.</p>	Pupils Parents SB	02.09.20	02.09.20 – resources available for those who haven't 04.09.20 – Class 1
5	Enough tissues and bins available	<p>Purchase lidded pedal bins for hall toilets, office, hall, CLA.</p> <p>Ensure posters are displayed in CLA/Hall</p>	SB	01.09.20	19.08.20 07.09.20
6	All adults and children are aware of the required hygiene and handwashing regime	<p>Staff to teach washing your hands – ebug lesson for the first session on return to school and revisit frequently.</p> <p>Hygiene and well-being is a focus for teaching in Autumn 1.</p> <p>Update behaviour policy for non-compliance.</p> <p>Update staff handbook and Create parent's/ pupil's guide to September 2020</p>	SB Staff Pupils Parents	October 2020	19.08.20 02.09.20 Ongoing
7	School will support children who struggle to maintain as good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.	Create individual RA with Pupil/Parent/Staff	SB Staff Pupils Parents	When necessary	

8	Enhanced cleaning schedule for all areas and frequently touched surfaces	<p>Update cleaning regime to include: Staff using CLA area will wipe down surface in between groups</p> <p>Lunch tables in hall will remain set up and chairs placed on top for easier cleaning of hall floor. (If bad weather they can be moved to accommodate PE lessons)</p>	SB	01.09.20	19.08.20
9	Classroom-based resources cleaning	<p>Communicate to parents: Children to have own pencil cases in Y3-6 (communicate this to parents)</p> <p>Books will be able to be chosen by pupils from the library area as school have increased hygiene procedures in place.</p> <p>Books will be allowed to be transported between home and school but will be placed in a box for 72hrs before being returned to the library shelf.</p>	SB	01.09.20	19.08.20
10	Outdoor-based resources cleaning	<p>Communicate with parents that: Class 1 will play on new equipment and class 2 on the trim trail. This will not be cleaned by staff. Children will wash their hands/ use sanitiser when the re-enter the school building via their classroom doors.</p> <p>All children can play on tarmac and astro-turf.</p> <p>Equipment used during break-time will be cleaning in hot soapy water by children at the end of break-times.</p> <p>SMO will continue to sweep astro-turf as per health and safety guidance.</p> <p>Class 1 member of staff will use soapy water to wipe down outdoor equipment</p>	SB	01.09.20	19.08.20

11	<p>Individual and very frequently used equipment including taking them home</p>	<p>Staff to create an organizer card on 1st day back at school.</p> <p>Children to leave pencil cases at school.</p> <p>Update behaviour/home-school policies.</p> <p>Books will be allowed to be transported between home and school but will be placed in a box for 72hrs before being returned to the library shelf.</p> <p>Update Staff Handbook so staff know: Staff are not to take books home to mark or computers/ iPads that are used by children.</p> <p>Staff to develop assessment/feedback policy in Autumn term to reflect manageable changes.</p> <p>Where staff take work home such as leadership notes/ guidance to read. They must ensure that they follow hygiene procedures.</p>	<p>SB Staff Pupils Parents</p>	<p>01.09.20</p>	<p>19.08.20 26.08.20 02.09.20 – some children to take home at the weekend but to be wiped down in school 11.09.20</p>
12	<p>To reduce the risk of transmission, the school has agreed consistent groups or 'bubbles' of children and young people</p>	<p>Hall to be used a lunchtime and children served at table instead of collecting own food.</p> <p>Explore the possibility of a stand for the ctouch board so that it can be centralised</p> <p>Assemblies to be delivered via 'Zoom' or Google meet</p> <p>CLA only to be used by groups with an adult.</p> <p>Children to enter via main door (class 2) and fire door (class 1).</p> <p>School opens at 8:45 – 9:00 for children to stagger entering school.</p>	<p>SB Pupils Staff</p>	<p>Ongoing from September</p>	<p>19.08.20 26.08.20 02.09.20</p>

13	The school has identified where there may be mixing into wider groups	<p>Specialist visitors will use the PPA room and will be expected to wipe it down after use. Create a sign for this.</p> <p>Breakfast club will be provided by Bosley Bobkins. Children will wash hands as they enter the school setting.</p> <p>Procedures to be shared with after-school clubs</p>	SB Bobkins	03.09.20	19.08.20 26.08.20 03.09.20
15	Has planned how shared staff spaces are set up and used to help staff to distance from each other	<p>Update staff handbook to include the following details:</p> <ul style="list-style-type: none"> •Staff to remain 2m apart where possible. Although ¾ staff can fit in the staff it would be prudent to minimise time spent sat in the room as there is no ventilation. Staff can still go in to collect things/use microwave but not sit. •Only 2 people to sit at the table before school starts as well •Staff will have the same length of time at lunch-time. •AF/MF to sit in the staffroom 12:00-12:20 •LD/RH to sit in the staffroom 12:20-12:40 •SH/SBra to sit in staffroom 12:40-1:00 •EH/SBec to sit in staffroom 1:00-1:20 <p>Staffing times have been altered in line with new procedures introduced 12.10.20</p> <ul style="list-style-type: none"> •If staff wish, all staff can eat in a classroom and wipe the tables down so as to socialise together: as long as they are 2m apart and in a ventilated room. 	RH	01.09.20	26.08.20
16	Help and support those pupils with SEND prepare for the changes	<p>Complete video tour of school at the end of August once rooms completed for September 2020. Photos, slideshow and open afternoon</p> <p>Where a child needs to re-integrate on a part-time basis this will be fully discussed with parents and advice sought from LA.</p>	SB	29.08.20	28.08.20
17	Educational visits	Review educational visits after Autumn term	SB Governors	December 2020	

18	To monitor supplies of PPE	<p>Check PPE supplies when medical supplies are checked.</p> <p>Via Staff handbook, reiterate to staff to communicate with SBec/SH before supplies run out so more can be ordered.</p> <p>Update First Aid policy to reflect current government guidelines.</p>	SB RH SH	Termly	19.08.20
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19	<p>Understand the NHS Test and Trace process and communicated to staff members and parent/carers the need to book a test if they are displaying symptoms</p>	<p>Include in staff handbook</p> <p>Contact LA for Public Health protection team details.</p> <p>Once available, the school will follow government advice and give home testing kits directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>School have not been provided with the template letter yet. https://www.gov.uk/government/publications/letter-from-phe-and-nhs-test-and-trace-to-school-and-college-leaders</p> <p>Update 22.09.20 Flowchart displayed in staff room</p> <p>Local area key contacts displayed in classroom</p> <p>If positive case school contact DFE: 0800 046 8687 option 1 (PHE will contact school if outbreak) and CE 01270 371323 Covid19@cheshireeast.gov.uk</p> <p>COVID-19: Your new Unique Organisation Number (UON) 220336658</p>	SB RH Staff	02.09.20	<p>27.08.20</p> <p>03.09.20</p>
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20	<p>Post-testing support arrangements are in place for staff.</p>	<p>Staff to be kept full informed by SBe (or the next senior member of staff)</p> <p>If staff working from home: RA will be completed and tasks set by SBe (or the next senior member of staff)</p>	SB Local Authority Governors	When necessary	18.09.20
21	<p>The school has contingency plans and procedures in place to respond to any outbreak based on the advice from the local health protection team.</p>	<p>Staff to distribute PHE letter to parents if there is an outbreak.</p> <p>Create remote learning contingency plan.</p> <p><u>Update 22.09.20</u> Letters from PHE England/CE for cases T:\2019 Health and Safety/coronavirus</p>	SB Staff	14.09.20	21.09.20

22	Undertaken a coronavirus (COVID-19) risk assessment	<p>Update staff/parent/pupil guides.</p> <p>Polices to be shared with staff once completed.</p> <p>Staff handbook to be shared with staff once completed.</p> <p>Headteacher to make amendments suggested by Governors and staff if appropriate to guidance.</p> <p>Headteacher to publish RA on website once approved by Governors.</p> <p>Governing body to sign-off the RA</p>	SB RH Staff Governors	01.09.20	<p>July 20</p> <p>19.08.20</p> <p>26.08.20</p> <p>04.09.20</p>
Additional Measures following updated guidance					
23	<p>Section D – Social Distancing:</p> <p>Increased Protective Measures</p>	<p>Staff to wear face visor/covering whilst walking around the building/ in communal areas. These may be removed when eating.</p> <p>Staff to wear a face visor when teaching in enclosed spaces which have reduced ventilation.</p> <p>Staff to wear a face visor when teaching if face to face/ not 2 meters distance. Especially staff who are deemed clinically vulnerable.</p> <p>Parents/Visitors to wear face coverings/ whilst on school property.</p> <p>Visitors to read the Covid-19 protocols as stated in the sign-in book before entering the school.</p> <p>Children to reminded on 2m where possible – especially with adults.</p>	Staff Parents Children Visitors	Daily	12.10.20

24	<p>Section D – Social Distancing:</p> <p>Ventilation</p>	<p>Windows to be open every morning for the whole day – this includes classrooms/offices/hall.</p> <p>During break-times and/or times when children are not in the room doors should be fully open to ‘purge’ the ventilation.</p> <p>If children/Staff are cold they are allowed to wear their coat/gloves/scarf/hat to keep warm – although she should not be necessary as only windows open when children are in the room.</p> <p>At lunchtime</p>	Staff	Daily	02.11.20
25	<p>Section B – Hygiene and handwashing</p>	<p>Children to be taught about the importance of handwashing on the first day back after half-term</p> <p>Curriculum changes to made to reflect the need for PSHE – physical and emotional</p>	Staff Children	w/c 03.11. 20	

Updates	07.10.20 –Visitors to school procedures created and shared T:\2019 Policies\Covid-19 Policies
	21.10.20 – Coronavirus Procedures in remote learning document sent to parents T:\2019 Communication\External\Letters to parents
	11.10.20 – Coronavirus positive case letter – sent to Ecaph/LA for advice T:\2019 Communication\External\Letters to parents
	13.10.20 – Google Classroom – How to submit work guide created T:\2019 Communication\External\Letters to parents
	13.10.20 - New procedures introduced due to increase of Coronavirus numbers in Cheshire East. T:\2019 Policies\Covid-19 Policies
	18.10.20 – Coronavirus positive case letter sent to parents : \2019 Communication\External\Letters to parents
	02.11.20 – RA updated to ensure new national Lockdown guidance followed and increased protective measures for clinically vulnerable staff M:\2020 Covid 19\LA docs and webpage