

RISK ASSESSMENT



Educational Setting	St Augustine's C of E Junior School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Stuart Wood, Health, Safety & Wellbeing Business Partner July 2020 Nicola Pierce, Headteacher 13 th July 2020; Stephanie Boyer, Office Manager 13 th July 2020 Sam Brunt, Headteacher, January 6 th 2021
Review Date	LA REVIEW: Reviewed by SLT and shared with James Fordham, Chair of Governors 15 th July 2020 First review 04/09/20 then weekly thereafter. Updates will be shared regularly with staff and governors Reviewed and updated 16/10/20. Shared with staff w/c 19 th October 2020 Updated 9 th November 2020 to reflect introduction of face coverings to staff / parents Updated 4 th January 2021 to reflect 1:1 interventions. Shared with staff w/c 4 th January 2020 Updated 6 th January 2021 to reflect National Lockdown arrangements. Shared with staff 6 th January 2020 Updated 11 th January 2021 and shared with Chair of Governors to cascade Updated 18 th January 2021 to reflect LFT update. Shared with CoG and staff. Updated 24th February 2021 in preparation of 8th March reopening. Shared with staff.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
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Prevention	<ul style="list-style-type: none"> minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school clean hands thoroughly more often than usual ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach minimise contact between individuals and maintain social distancing wherever possible where necessary, wear appropriate personal protective equipment (PPE) 	<p>Risk Assessment reviewed and updated following February meeting with Jonathan Lewis.</p> <p>All adults will be required to wear a face covering in corridors, staffroom, toilets and when meeting with parents.</p> <p>All staff taking part in the lateral flow tests will now be asked to test twice a week, in accordance with guidelines. Stock of kits will be checked regularly to ensure we have sufficient supply. Any members of staff not currently doing the tests will be offered the opportunity.</p>	SBr / SLT	24/02/21	05/03/21
		<p>Staff to be offered lateral flow test at least once per week (before their rota day in school). Staff in school more than half of the week to be offered lateral flow test twice per week. Staff are responsible for logging all of their results both online (www.gov.uk/report-covid19-result) and with the COVID Coordinator / Registration Assistant in school., even negative and void results. SLT must be informed ASAP of a positive result and the staff member must not come to school, but must engage with NHS testing process. Upon receipt of a positive LFD result a PCR COVID-19 test must be taken for confirmation purposes.</p>	All Staff	24/02/21	Ongoing
		<p>Risk Assessment reviewed and updated following January meeting with Jonathan Lewis.</p>	SBo / Ar	05/03/21	Ongoing
			All Staff	25/01/21	05/03/21
			SBr / SLT	Training Day 05/01/21	05/01/21

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			<p>The main entrance corridor has been identified as our isolation room. All staff have been trained in correct use of PPE. The “bubble” TA will be responsible for looking after a pupil waiting for collection. LA PPE “grab bag” will be replenished from stock as required.</p> <p>Staffroom, all classroom and toilet areas are restocked daily with tissues, liquid soap, paper towels and/or hand sanitizer. Peterborough Hall will revert to indoor PE space in Sept as it has a wash basin. This area will be restocked with handwashing materials daily. Ely Hall will be used for Forest School/PE coach space if wet and portable sanitised station will be relocated from Forest School for use in this space.</p> <p>RJ to stock check bin provision. More will be purchased if required.</p> <p>Easy Clean are undertaking lunchtime and after school cleans of all classrooms and communal areas. Regular cleaning throughout the day will also be carried out by “bubble” staff. Anti bacterial wipes, sprays and cloths are available in each “bubble” and replenished daily.</p> <p>Training Day on 03/09/20 will be used to familiarise all staff with Risk Assessment including cleaning expectations.</p>	<p>SLT</p> <p>SBo / RJ</p> <p>RJ / SBo</p> <p>SBr / RJ / SBo</p> <p>NP</p>	<p>Training Day 03/09/20 will be used to familiarise all staff with Risk Assessment and refresh training of correct use of PPE.</p> <p>By end of term 22/07/20</p> <p>03/09/20</p>	<p>03/09/20</p> <p>Ongoing</p> <p>Bins delivered 21/09/20</p> <p>12/02/21</p> <p>03/09/20</p>
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			Signs are on display at all entrances to the school site requesting that face coverings are now worn. All staff will also wear face coverings when greeting parents at the beginning / end of each day and during meetings with visitors to site.	RJ / All Staff	09/11/20	Signs up 09/11/20 – masks ongoing
Response to any infection	<ul style="list-style-type: none"> • engage with the NHS Test and Trace process • manage confirmed cases of coronavirus (COVID-19) amongst the school community • contain any outbreak by following local health protection team advice 	<p>All key documents including this risk assessment and Test and Trace guide will be put onto our EVERY system by the end of July. The EVERY system requires all staff members to acknowledge that they have read and understood the material</p>	NP	22/07/20	14/08/20	
		<p>Training Day 03/09/20 will be used to familiarise all staff with school response to infection. Copies of Test and Trace guide will be displayed in staff room and on external parent noticeboards.</p>	NP	Training Day 03/09/20	03/09/20	
		<p>The school office will take the contact details of all visitors for the purposes of Track and Trace using the school's QR code – paper forms will be available for anyone not using the app.</p>	SBo / AR		Ongoing	
		<p>Brewster Avenue will provide weekly attendance information for their before & after-school provision to enable us to contact people that may be in one of our "bubbles" in the event of a confirmed case</p>	SBr	Every Friday	Ongoing	

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<p>Contingency planning for a further outbreak</p>		<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	<p>Contingency plan updated</p> <p>Packs of work for each year group will be prepared to be given directly to children as they leave in the event of “bubble” or whole school closure. The next day, our online provision via google classroom will be re-established and daily live lessons will be provided by class teachers in accordance with our Remote Education Policy.</p> <p>Children eligible for Free School Meals will be provided with a weekly food parcel. This will be purchased in bulk by school and distributed to the families.</p>	<p>SBr</p> <p>SLT / Class Teachers</p> <p>SBo / CF</p>	<p>06/01/21</p> <p>Weekly (PPA)</p> <p>As Required</p>	<p>06/01/21</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Learning in event of national lockdown</p>		<ul style="list-style-type: none"> Children need to access remote learning during national lockdown in line with DfE guidance (Jan 2021) 	<p>All children have access to google Classroom</p> <p>Timetable of learning provided to each child the day before learning takes place</p> <p>Each child has access to a full day’s timetable during normal school hours, including at least 2 sessions of live (teacher on screen) learning and follow on activities</p> <p>Class TAs involved in live learning to ensure support</p> <p>All work assessed by teachers as part of daily timetable</p>	<p>SLT / All Staff</p>	<p>06/01/21</p>	<p>Ongoing</p>

			<p>SLT to quality assure provision of remote learning</p> <p>Engagement in lessons noted by teacher and any children not accessing live learning notified to SLT</p> <p>Weekly Google Meet ensures opportunities for social interaction and opportunities for staff to check pupil wellbeing</p> <p>Risk assessments and Section Ms completed for all children with EHCP</p> <p>Remote Learning Policy updated Jan 2021</p>			
<p>Social Distancing in school</p>		<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. 	<p>Classroom "bubbles" will resume as per Autumn Term.</p>	All Staff	08/02/21	Ongoing
			<p>All adults to try to remain socially distanced (2m away) from further adults and when not possible, to wear a face covering.</p>	All Staff	08/02/21	Ongoing
			<p>Lower School bubble is now 30 max Upper School bubble now 32 max</p> <p>Children attending during lockdown:</p> <p>Upper school bubble (Y5/6) – 26CW and 6V on register – Old Hall</p> <p>Lower school bubble (Y3/4) - 29CW and 1V on register – New Hall</p>	SBr	06/01/21	05/03/21

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			<p>All children to access remote learning via laptop – same as children at home. At least two staff at opposite ends of hall per bubble.</p> <p>Children at 1 per table and socially distanced from each other to limit contact</p> <p>Rota of staff means all staff are physically in school 1 X per week, but all are involved in remote learning every day</p> <p>Where possible, meetings with suppliers and stakeholders take place virtually</p> <p>Classes in Ys4-6 have been grouped by ability to ensure that those children who are most likely to require similar intervention are located in the same “bubble”</p> <p>All soft furnishings and unnecessary classroom furniture has been removed - tables and chairs have been arranged in rows facing the whiteboard. Teacher and TA areas established at opposite ends of the classroom. Spare furniture will be stored in the New Hall changing rooms.</p> <p>Children will be given a stationery pack and will keep all their books, equipment and anything brought from home (coats, packed lunch) on/ under their table to reduce movement around the classroom.</p>	<p>SLT</p> <p>Class Teachers</p> <p>Class Teachers</p>	<p>End of term 22/07/20</p> <p>Training day 03/09/20</p> <p>By end of term 22/07/20</p>	<p>22/07/20</p> <p>22/07/20</p> <p>03/09/20</p>
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			<p>Children will only have access to their “bubble” area, and toilet areas (which will be supervised). They will not be using the cloakroom area or have access to any other part of the school building.</p> <p>Access to staffroom is staggered in line with staggered break and lunchtimes.</p> <p>During 1:1 interventions, the member of staff will not enter a new bubble, the children will be sent to a specified location. Sessions will last no longer than 15 minutes and the staff member will wear PPE, room and resources will be wiped down between each session.</p> <p>Staff are actively encouraged to work from home (out of the school building) whenever possible. This includes staff meetings and PPA being completed online. When remote working isn't possible social distancing should be adhered to.</p> <p>Volunteers will be permitted in school but allocated to a fixed bubble to prevent cross contamination</p>	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>SLT</p>		<p>03/09/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Cleaning		<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: 	<p>Easyclean to deep clean the school before the children return.</p> <p>Easyclean's contract will continue to be increased to provide additional cleaning at lunchtime (in “bubble” and toilet areas, touch points and staff/ office</p>	<p>Easyclean supervision by Steph Boyer</p> <p>SBo</p>	<p>Deep Clean by 06/01/21</p>	<p>03/09/20 & 18/01/21</p> <p>Ongoing</p>

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		<ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>areas), as well as at the end of the school day.</p> <p>Current COSHH risk assessment for cleaning/caretaker activities shared with site manager 13/07/20. Updates will be communicated as they are received.</p> <p>There will be no shared stationery. All children will have their own stationery pack. "Bubble" staff will be responsible for disinfecting "Bubble" touch points throughout the day. Other classroom resources and break time equipment can be shared by the children in the "bubble" only and will be disinfected after use.</p> <p>In the event of a "Bubble" closing the room will be taped off and quarantined for 72 hours before a deep clean is completed.</p>	<p>SBr / SBo</p> <p>Class Teachers</p> <p>SBo / RJ</p>	<p>06/01/21</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Lunchtime Catering facilities		<ul style="list-style-type: none"> ● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> ○ Serving food ○ Queueing ● Different lunch periods 	<p>School kitchen will reopen on Monday 8th March. Lunches will be collected by an adult from each "bubble" as per Autumn Term.</p> <p>All children in school bring their own packed lunch to avoid contact.</p> <p>Letter sent to parents</p> <p>All FSM children provided with vouchers equal to £3 per day via Wonde.</p> <p>Lunchtimes will be reduced to 30 minutes and staggered. An afternoon break of 15 minutes introduced for all year groups. All staff and children are</p>	<p>All Staff</p> <p>SBo</p> <p>SBo</p> <p>SLT</p>	<p>08/03/21</p> <p>05/01/21</p> <p>Weekly 06/01/21</p> <p>Training day 03/09/20</p>	<p>Ongoing</p> <p>05/03/21</p> <p>05/03/21</p> <p>Ongoing</p>

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			<p>asked to bring a packed lunch and their own water bottle to school which will remain on their desk area at all times- the school kitchen will remain closed.</p> <p>Children and staff will eat outdoors whenever possible in their zone. If it is raining, “bubbles” will eat in their class room. Children who are eligible for FSM will receive a packed lunch from the school kitchen. Hot lunches to be reintroduced after autumn half term.</p> <p>Each MDS will be allocated a “bubble” to supervise. One “bubble” adult will also stay with the class over lunch and take a 30 minute break before/ after lunch.</p> <p>The school kitchen will re-open after the October half term. ABM will have completed a risk assessment and the staff would have received appropriate training. Hot meals will be provided in take-away cartons and collected by a member of staff in each “bubble” as and when they have their lunch break. No children should collect their meals directly.</p> <p>During “wet lunch” the cleaners are unable to access the rooms to clean the surfaces so the MDS will wipe all surfaces after lunch.</p>	<p>All Staff</p> <p>SLT</p> <p>NP / SBo</p> <p>MDS</p>	<p>Letter to parents explaining new arrangements by 17/07/20</p> <p>Letter to parents advertising hot food menu by 19/10/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>16/10/20</p> <p>Ongoing</p>
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<p>Fire Safety</p>		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<p>Fire Drill and Shelter Drill will be completed shortly after returning to school.</p> <p>Fire Drill scheduled for Tuesday 12th January 2021 with new bubble arrangements</p> <p>Safety powerpoint will be presented to children on their first day of term and repeated regularly. This will include hygiene, social distancing and new fire evacuation procedures.</p> <p>Fire Drill will be carried out during first week back in September - using new meeting points outside the building that enable social distancing whilst still being visible to all. Prior to the drill, the new procedures will be explained to each “bubble” and they will have the opportunity to have a practice run.</p> <p>Designated staff to ensure windows and doors are closed in event of fire alarm as they will all be open in line with ventilation guidance.</p>	<p>SBr</p> <p>All Staff</p> <p>Teachers</p> <p>NP</p> <p>Training day 03/09/20</p>	<p>Summer Term</p> <p>Fire drill by end Jan 2021</p> <p>07/09/20</p> <p>by 11/09/20</p> <p>Fire drill by 11/09/20</p>	<p>12/01/21</p> <p>07/09/20</p> <p>10/09/20</p> <p>10/09/20</p>
<p>Access/ Egress of school building</p>		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. 	<p>The main entrance gate will be the only school gate opened at the beginning and end of each day. The Brewster Avenue and Church gates will remain closed and locked.</p> <p>During January 2021 lockdown – all parents drop off at main gate to SLT. Parents collect from outside old hall</p>	<p>SBr</p> <p>SBr</p>	<p>08/03/21</p> <p>Letter to parents Jan 2021</p>	<p>Ongoing</p> <p>05/01/21</p>

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			<p>All internal doors will be propped open where possible to avoid use of door handles.</p> <p>Sanitiser will be available at all classroom doors and children will be instructed to wash their hands with soap and warm water each time they enter and leave the room.</p> <p>Additional flip top bins will be available in the classrooms to allow for paper towels and tissues to be disposed of easily.</p> <p>The use of children's toilets will be monitored by 'bubble' adults to avoid congestion in cloakroom areas.</p>	<p>RJ</p> <p>RJ / Class Teachers</p> <p>RJ</p> <p>Class Teachers</p>		<p>Ongoing</p> <p>Ongoing</p> <p>21/09/20</p> <p>Ongoing</p>
First Aid		<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<p>Each "bubble" has their own qualified first aider. If the designated first aider for a bubble isn't available then a member of office staff will be able to assist. Normal PPE is accessible in First Aid room and to be used in accordance with the First Aid Policy. All surfaces in First Aid room to be wiped down with sanitiser after each use.</p> <p>Each "bubble" has a basic supply of first aid equipment in the grab-bag which is kept with the "bubble" at all time.</p> <p>Any child showing Covid-19 symptoms will be taken to the main office. Additional PPE will be located in the main office easily accessible for the member of</p>	<p>SLT / All Staff</p> <p>All Staff</p> <p>All Staff</p>	<p>07/09/20</p> <p>07/09/20</p>	<p>07/09/20</p> <p>07/09/20</p> <p>Ongoing</p>

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			<p>staff (from the 'bubble') who stays with the child until they are collected.</p> <p>Outside first aid station will be in use during lunchtime for minor injuries. MDS (all of whom are first aid trained) will take a child from their "bubble" to administer first aid if required. Social distancing measures will be adhered to wherever possible and PPE provided.</p> <p>Digital non-contact thermometers are available at several locations throughout the building.</p>	<p>MDS</p> <p>All Staff</p>		<p>Ongoing</p> <p>Ongoing</p>
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<p>Additional swing bins will be available in the classrooms to allow for paper towels and tissues to be disposed of easily.</p> <p>Bins will be emptied during lunch breaks and at the end of every day as part of the cleaning schedule agreed with Easyclean</p>	<p>RJ</p> <p>SBo</p>	<p>By 07/09/20</p>	<p>21/09/20</p> <p>Ongoing</p>
Break/ Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<p>The outside space will be split into 4 areas. Playground zone 1 & 2 and Field zone 1 & 2.</p> <p>Break and lunchtimes will be staggered so that the zones will be used exclusively by one "bubble" at a time.</p> <p>Lunchtime will be reduced to 30 minutes to allow for an additional afternoon break.</p> <p>Each "bubble" will have a tub of break time equipment including individual skipping ropes, beanbags and hoops. This equipment will be stored in each</p>	<p>RJ</p> <p>SLT</p> <p>SLT</p> <p>Class Teachers</p>	<p>Training day 03/09/20</p> <p>Letter to parents explaining new arrangements by 17/07/20 06/01/21</p>	<p>03/09/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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			classroom and will shared by the “bubble” children only. All equipment will be disinfected after use.			
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. 	<p>Additional member of staff has been identified as CEV and received shielding letter. Both staff members will be shielding at home until 31st March as advised.</p>	SLT	08/03/21	31/03/21
			1 member of staff CEV – shielding at home throughout lockdown	SBo / SBr	Throughout lockdown	05/03/21
			All staff offered Risk Assessment, regardless of whether or not CEV	SBr	11/01/21	11/01/21
			During lockdown, the needs of ALL STAFF are met through this risk assessment and the rota system	SBr	06/01/21	06/01/21
			A risk assessment will be completed with our 1 “clinically extremely vulnerable” member of staff to identify what control measure the school can reasonably put in place for their safe return.	NP	Risk assessment will be completed by 07/09/20	07/09/20 Updated 04/01/21
			We have no shielded children.			
Additional risk assessments will be completed with members of staff over 60 (clinically vulnerable during second lockdown) to identify any areas of concern for them.		Risk assessment will be completed by 13/11/20	13/11/20			
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. 	Any non-essential work will be cancelled until further notice.	SBo	Continued into autumn / spring term 2021	Ongoing
				SBo		Ongoing

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		<ul style="list-style-type: none"> All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<p>Any planned work that cannot be postponed will be scheduled for out of hours.</p> <p>All contractors will be asked to provide copies of their risk assessments and ensure that PPE is worn if entering the building.</p> <p>The school office will take the contact details of all visitors for the purposes of Test and Trace using the school's QR code. Paper records will be kept for anyone that doesn't have the NHS app.</p>	SBo		Ongoing
				SBo / AR		Ongoing
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<p>Statutory checks will continue to be carried out as and when required - all contractors will be asked to provide copies of their risk assessments and ensure that PPE is worn if entering the building. If access to the classrooms are required then work will take place out of hours.</p> <p>As school has remained open throughout the lockdown period, all daily and weekly checks have remained in place</p>	SBo	Continued into autumn / spring term 2021	Ongoing
				SBo / RJ		
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<p>Generous stock of soap, sanitiser, paper towels, tissues and bin bags will be maintained.</p> <p>All children will be asked to wash their hands with soap and warm water (or sanitiser) when entering the classroom and before / after break, lunch, after coughing or sneezing. Handwashing will also be monitored at toilet breaks</p>	RJ / SBo	Weekly stock check from 07/09/20	Ongoing
				All Staff	Continued into autumn term.	Ongoing

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			<p>“New School Rules” PPT will be shared on first day back, reminding children of hygiene rules.</p> <p>Signage by sinks will remind children of handwashing rules.</p>	<p>Class Teachers</p> <p>SBr</p>	<p>07/09/20 & 06/01/21 & 08/03/21</p>	<p>07/09/20 & 06/01/21 & 08/03/21</p> <p>Ongoing</p>
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. 	<p>All documentation has been read by Office Manager who has responsibility for reporting, and guidance will be rigorously followed.</p>	<p>SBo</p> <p>SBr / SBo</p>	<p>16/07/20</p> <p>Track and Trace updates sent to parents when received from LA.</p>	<p>16/07/20</p> <p>Ongoing</p>
Administrative Staff		<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	<p>Perspex screens will be installed in the front office to assist with social distancing.</p> <p>Staff will be asked to email the office rather than attending in person wherever possible. In unavoidable circumstances, staff will be required to follow social distancing guidelines at all times in school office.</p> <p>Parents requested to telephone/email school office with queries/ questions if at all possible. Communicated via “back to school” letters and signage by school entrance</p> <p>Only 1 person is allowed at the office hatch at a time - signs will be clearly displayed instructing people of this with markers on the floor outside reception highlighting where people can queue.</p>	<p>RJ</p> <p>SLT</p> <p>SBr</p> <p>RJ</p>	<p>Continued into autumn term and spring term 2021</p>	<p>29/05/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>29/05/20</p>

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			<p>Visitors are asked to remove their own sign in ticket from the book and handed a badge to put it into. When visitors leave the badges are placed directly into a box to be sterilised before being put back into circulation.</p> <p>Single-use disposable masks are available at the office should any visitors arrive on site without one – they will be provided before access to the building is granted.</p> <p>Office hatch will be closed in the afternoon with all enquiries being made with phone calls and emails.</p>	<p>SBo / AR</p> <p>SBo / AR</p> <p>SBo</p>		<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<p>PPE available in the First Aid room in accordance with the First Aid Policy.</p> <p>Additional PPE will be stored in the main office for use in the event of isolation of child displaying Covid-19 symptoms.</p> <p>Caretaker will continue to use PPE in accordance with the Site Managers Risk Assessment.</p> <p>If staff wish to provide / wear their own face covering in the school building, they will be allowed to do so but it will not be provided by school in accordance with current guidance, unless the task requires it.</p> <p>In the event that a member of staff does decide to wear a face covering, they will be advised that it is their responsibility to</p>	<p>MM/ SBo</p> <p>NP</p> <p>RJ</p> <p>All Staff</p> <p>All Staff</p>	<p>Continued into autumn term.</p> <p>and spring term 2021</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>05/03/21</p> <p>05/03/21</p>

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			<p>ensure that disposable PPE is disposed of responsibly and re-usable PPE is stored appropriately.</p> <p>Guidance given to all staff at staff meeting prior to opening, video on correct donning of PPE sent to all staff via EVERY and shown on 03/09/20 training day.</p>	NP	03/09/20	03/09/20
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<p>Safety powerpoint will be presented to children on their first day and repeated regularly, reminding them of expectations for behaviour and hygiene.</p> <p>Training day reminders for all returning staff explaining expectations for staff and measures put in place.</p> <p>Staff have been made aware that our usual procedures for notifying illness (not COVID related) remain in place. A member of our bank of staff, not allocated to a "bubble" will take the place of an adult who is off sick.</p> <p>Risk Assessment will be shared via Every System so that all staff have a copy.</p> <p>Risk assessments have been carried out with parents of all children who may have difficulty following the necessary procedures and agreements/ strategies have been put in place on an individual basis.</p>	<p>Class Teachers</p> <p>SBr</p> <p>SLT</p> <p>SBo</p> <p>LP (SENDCo)</p>	<p>07/09/20 & 06/01/21 & 08/03/21</p> <p>03/09/20 & 04/01/21 & 05/03/21</p> <p>03/09/20</p> <p>By 03/09/20</p> <p>Continued into autumn term and spring term 2021</p>	<p>07/09/20 & 06/01/21 & 08/03/21</p> <p>03/09/20 & 04/01/21 & 05/03/21</p> <p>Ongoing</p> <p>14/08/20</p> <p>Ongoing</p>

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<p>School Staffroom</p>		<ul style="list-style-type: none"> • Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<p>Face masks should be worn when in the staffroom. A maximum of 4 adults should be in the staffroom.</p> <p>As breaks will be staggered for each 'bubble' staff breaks will also be staggered, meaning that no more than 3 adults are having a break at one time. One adult from each "bubble" will supervise their class during breaks (with an additional MDS assigned to each "bubble" at lunchtime.</p> <p>Some furniture will be removed from the staffroom and signage is in place to encourage social distancing.</p> <p>Staff are encouraged to bring a packed lunch into school to limit the use of shared equipment.</p> <p>Signage reminds staff to wipe down any equipment used after each use - cleaning materials will be readily available.</p> <p>All staff requested to notify a member of SLT if they have any concerns regarding non - compliant colleagues</p>	<p>All Staff</p> <p>SLT</p> <p>RJ</p> <p>All Staff</p> <p>All Staff / RJ</p> <p>All staff</p>	<p>08/03/21</p> <p>Continued into autumn term and spring term 2021</p>	<p>Ongoing</p> <p>Ongoing</p> <p>29/05/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Infection Control</p>	<p>Staff Pupils Handwashing</p>	<ul style="list-style-type: none"> • Staff and pupils have access at all times to water and soap for hand washing. • Removal of shared items eg. utensils 	<p>All "bubble" areas, toilets, staffroom and PE space have handwashing facilities. Soap and paper towels are re stocked throughout the day.</p> <p>Office areas and group spaces are well stocked with hand sanitiser.</p>	<p>RJ / SBo</p> <p>RJ</p> <p>RJ</p>	<p>Continued into autumn term and spring term 2021</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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			<p>We have 3 portable hand sanitiser stations which will be located outside in Paddock area and sports field so that children who are taking part in outdoor learning sessions/ games lessons can regularly sanitise their hands in accordance with guidance.</p> <p>Children will not share regularly used resources such as stationery. Shared “bubble” resources will be thoroughly cleaned by support staff between use.</p> <p>All windows and doors will be opened at regular intervals throughout the school day to ensure the building is well ventilated, in accordance with new government guidelines. Information will be shared with staff during the next staff meeting 15/10/20</p> <p>Children will be encouraged to self assess where possible to avoid teacher handling of books.</p>	<p>All Staff</p> <p>All Staff</p> <p>Class Teachers</p>	<p>15/10/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> An equality impact assessment has been completed and can be found in HT office. 		SBr	08/01/21	
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<p>Each “bubble” has 2 allocated members of staff and 1 MDS at lunchtime. Staff breaks will be staggered to ensure that at least one adult remains with their “bubble” at break and lunch times. Absence of any of these will be covered by HT/AHTs who are not assigned to any bubble.</p>		<p>Training day reminder 03/09/20 & 05/01/21</p>	03/09/20

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			<p>Two members of SLT are not allocated to any “bubble” so will be responsible for covering staff absence.</p> <p>Please see section above on arrangements during lockdown</p>			
<p>Increased risk of transmission</p>	<p>Staff and Pupils social distancing</p>	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home. 	<p>Classroom “bubbles” will resume as per Autumn Term.</p>	All Staff	08/03/21	Ongoing
			<p>During national lockdown: To limit social contact, children split into a Y3/4 bubble in the New Hall and a y5/6 bubble in the Old Hall, with 2 members of staff per day per bubble (at opposite ends of hall) Bubbles do not mix during day. CW and V numbers listed above.</p>	SLT/All staff	Throughout lockdown	05/03/21
			<p>30 children in one classroom will constitute a “bubble” This group of children plus 2 adults will not mix with any “bubble” throughout the school day.</p>	All Staff	Continued into autumn term	Ongoing
			<p>Within the “bubble” all desks will be forward facing and each child will have their personal belongings (eg coat, packed lunch box) with them at all times.</p>	All Staff		Ongoing
			<p>On PE/ Forest School days, children will come to school in the appropriate clothing, not change during the school day.</p>	SBr	Communicated to parents 15/07/20	Ongoing
			<p>Staff will remain at opposite ends of the classroom as far as possible.</p>	All Staff		Ongoing

			<p>PPT for all children on their first day back will remind them of social distancing expectations in and around school.</p> <p>Any child in school that displays symptoms in line with COVID-19 will be isolated in the main office corridor and parents will be contacted to collect their child immediately. Staff members will be sent home immediately. A home testing kit will be offered to the family to prevent any delays in tracing the virus. Families / households will be instructed to self-isolate until the test results have been received and further instruction can then be advised.</p> <p>COVID-19 related absences are being tracked and families are being contacted regularly during any absence, home learning and food parcels are all in place and available for these types of absences.</p>	<p>Class Teachers</p> <p>All Staff / SBo</p> <p>All Staff / SBo</p>	<p>07/09/20</p> <p>07/09/20</p>	<p>ongoing</p> <p>ongoing</p> <p>Ongoing</p>
<p>Dedicated school transport, including statutory provision</p>	<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if 	<p>We have no children who use school transport to come to school.</p> <p>There are no plans to use any form of school transport in the autumn or spring term.</p> <p>Swimming lessons were to be offered in Spring Term but in light of new variant this is to be cancelled. Swimming lessons will be reassessed for Summer Term</p>	<p>Review will take place if the situation changes</p>			

		they are likely to come into very close contact with people outside of their group or who they do not normally meet				
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> keeping children within their consistent group, and the COVID-secure measures in place at the destination Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	During lockdown, Forest School online classroom set up and used, with ideas for children to access at home and in school as part of bubble	SG	From 06/01/21	06/01/21
			We will be making full use of Forest School, which will be a full time provision from September.	SG	From 07/09/20	Ongoing
			Every “bubble” will enjoy outdoor learning sessions timetabled throughout the week. The first session will introduce expectations for behaviour and hygiene in the Paddock area, and these expectations will be reinforced regularly.	SG		18/09/20
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	During national lockdown Jan 2021 – Brewster Avenue still running wrap around care, but on a reduced capacity and St Augustine’s children being kept in separate bubble from Brewster Avenue children.	Brewster SLT	Jan 2021	Ongoing
			All extra-curricular activities will be suspended for the first half of the autumn term, and reviewed after this. All extra-curricular activities will continue to be suspended for the second half of the autumn term. All extra-curricular activities will continue to be suspended throughout the Spring Term.	SBr	From 07/09/20 Spring 2021	Ongoing

			<p>However, 1:1 music instrument tuition will be provided by JMP as usual, following social distancing and hygiene guidelines. Music room will be deep cleaned weekly after these sessions.</p> <p>Before and after school club is run by Brewster Avenue Infant School and will be reinstated in September and will function in Key Stage “bubbles”. We will strictly adhere to their policy regarding the movement of St Augustine’s children to and from their site before and after school.</p>	<p>SBo</p> <p>SBr</p>	<p>From 07/09/20 and spring term 2021</p>	<p>ongoing</p>
Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	<p>During National Lockdown January 2021 – children physical in school have several opportunities over course of week to partake in physical exercise, whether with PE specialist (Friday), Forest Schools (Mon-Thu) or at playtimes daily. Opportunities are planned in class learning for children to engage in physical and outdoor learning where possible.</p>	<p>SLT / Teachers</p>	<p>During lockdown</p>	<p>06/01/21</p>
			<p>2 outdoor sport sessions will be offered on top of a 2 hour Forest School session every week. When this is impossible due to bad weather, the Peterborough Hall will be used for sports sessions for groups of up to 15 children.</p>	<p>AC/Just Do Sport</p>	<p>From 07/09/20</p>	<p>Ongoing</p>
			<p>Cleaning and hygiene guidelines will be followed at all times.</p> <p>Portable sanitising station will be used in outdoor areas. Staff/sports coach will</p>	<p>RJ / SG / Just Do Sport</p>		<p>Ongoing</p>

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			<p>thoroughly disinfect equipment between sessions.</p> <p>All staff will be familiarised with school expectations regarding use of PE/ Games equipment. Just Do Sport coach has been delivering sessions with Y6 and Key Worker “bubbles” since 1st June and has worked closely with the school to produce risk assessments for coaching sessions, which will be reviewed during the autumn term and be updated if necessary.</p>		<p>Training Day 03/09/20</p>	<p>03/09/20</p>
Signage		<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	<p>Social distancing reminders in every classroom, by exit of every classroom door, staffroom, school office. Hand washing instructions displayed above every sink in school. Floor markings in place in entrance to school. Test and Trace information in parent notice boards.</p>	SBr / SBo / RJ		Ongoing
			<p>Signage is on display at all access points of the school site asking visitors to wear a face covering. This will be supported / demonstrated by staff members wearing masks when on gate duty.</p>	SBr / SBo / RJ		Ongoing
			<p>Additional signage will be placed at the main school entrance reminding people to wear masks, remain socially distanced and not use the playground as a route to Brewster Avenue</p>	SBo / RJ		Ongoing

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			Extra signage will be added to the staffroom to remind people of the limited numbers allowed and encourage social distancing.	SBo		Ongoing
National Lockdown / School Closures		<ul style="list-style-type: none"> Third national lockdown announced Monday 4th January with schools to switch to remote learning, whilst remaining open for vulnerable children and those of critical workers. 	As school has been closed over the Christmas period and class bubbles have not been in contact with one another we will form upper school and lower school bubbles.	SLT	05/01/21	05/03/21
			Each bubble will be allocated a hall to use, rather than a classroom, as this provides more space and assists with social distancing.	SLT	05/01/21	05/03/21
			Each child within the bubble will be allocated a desk, chair, laptop / ipad and other necessary resources – these will not be shared or mixed within the bubbles.	SLT	05/01/21	05/03/21
			There will be 2 adults with each bubble at all times – adults are situated at opposite ends of the room to enable social distancing	SLT	05/01/21	05/03/21
			Lower school children will enter the new hall and be asked to wash their hands upon arrival, hand sanitiser stations will also be positioned at one of the entrances and around the building. The toilets within the new hall will be used keeping that bubble separate from the main building.	All Staff		Ongoing
Upper school children will enter the main building via the entrance to Farah	All Staff		Ongoing			

			<p>classroom, this will enable them to wash their hands in that classroom as they arrive and then proceed straight to the old hall. Portable hand sanitiser stations will be positioned at the entrance to the hall and also around the room. The upper school toilets will be used with access via Farah classroom, again limiting the movement through the building.</p> <p>Parents will be asked to collect their children from the relevant hall whilst being reminded to wear a mask and socially distance from one another when on school site.</p> <p>Children attending during lockdown:</p> <p>Upper school bubble (Y5/6) – 26CW and 6V on register – Old Hall</p> <p>Lower school bubble (Y5/6) - 29CW and 1V on register – New Hall</p> <p>All children to access remote learning via laptop – same as children at home. At least two staff at opposite ends of hall per bubble.</p> <p>Children at 1 per table and socially distanced from each other to limit contact</p> <p>Rota of staff means all staff are physically in school 1 X per week, but all are involved in remote learning every day</p>	SBr / SBo	05/01/21	05/03/21
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Useful Guidance

- Updated with reference to guidance issued 7.1.21
- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)