

# DAWPOOL: RECOVERY PLAN & RISK ASSESSMENT

## Introduction

The purpose of this document is to explain the protective measures that are being implemented at Dawpool Primary School when it reopens to all pupils in September 2020.

It is recognised that all schools will face different challenges dependent on a range of factors such as pupil numbers, classroom sizes, school layout, location and size of dining areas, communal areas and drop off/pick up points. With that in mind, we have carefully considered the government's latest guidance and made a judgement about how to balance and minimise any risks from COVID-19 as far as is reasonably practicable with providing a full educational experience for all children. This risk assessment is not exhaustive and is flexible and fluid. Some situations that arise may need additional advice from the local authority.

This document is cross referenced with the health and safety related comments from NEU.

All aspects of this recovery plan and risk assessment will be reviewed at the end of each half term or earlier if required in light of new and ongoing government advice.

The advice within this document is primarily taken from the [Guidance for Full Opening](#).

## Overarching Guidance

The following 6 sections contain a drill down of the guidance where prevention is the aim. There are 6 distinct sections that Government guidance has given.

1. 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. See [COVID-19: guidance for households with possible coronavirus infection](#)
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the '[catch it, bin it, kill it](#)' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

<b>1. 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</b>	<p>Pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in school and further drive down transmission of coronavirus (COVID-19).</p> <p>Staff, pupils and families must self-isolate at home and <b>not visit the setting if:</b></p> <ul style="list-style-type: none"><li>• You have any <a href="#">coronavirus (COVID-19) symptoms</a>, (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)</li><li>• You're waiting for a coronavirus test result</li><li>• You've tested positive for coronavirus – (this means you have coronavirus)</li><li>• You live with someone who has symptoms, is waiting for a test result or has tested positive</li></ul>
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- Someone in your support bubble has symptoms, is waiting for a test result or has tested positive
- If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus

If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 10 days.

If you live with someone who has symptoms, you'll usually need to self-isolate for 14 days.

If someone in your support bubble has symptoms, you'll usually need to self-isolate for 14 days.

See: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

If, however, your child does not have symptoms of coronavirus but has other cold-like symptoms, such as a runny nose, sore throat or a headache, your child can attend school if fit to do so.

School holidays are not permissible in term time. All term dates until Summer Term 2024 are on the [website calendar](#).

Anyone who has visited or made a [transit stop](#) in a country identified in the [government's quarantine list](#) must self-isolate for 14-days and not attend school.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved to Mr Burrows' office where they can be isolated behind a closed door (depending on the age and needs of the child) with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the toilet while waiting to be collected, they should use a separate bathroom if possible. The toilets and office space must be cleaned and disinfected thoroughly using standard cleaning products before being used by anyone else.

PPE (disposable, gloves, apron and fluid resistant surgical mask, plus eye protection if a risk of splashing/respiratory droplet contamination to face) must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with [coronavirus \(COVID-19\) symptoms](#), should not visit the GP, pharmacy, urgent care centre or a hospital. If they require medical support or advice, they should contact NHS 111 who will respond to their concern accordingly.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they

	<p>have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). See <a href="#">Guidance for Full Opening</a></p>
<b>2: Clean hands thoroughly more often than usual</b>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with liquid soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <p>The school will:</p> <ul style="list-style-type: none"> <li>• Provide hand sanitiser 'stations' at entry and exit points so that all pupils and staff can clean their hands regularly.</li> <li>• Provide liquid soaps rather than bar soaps in toilets.</li> <li>• Ensure hand sanitiser contains a minimum of 60% alcohol.</li> <li>• Be vigilant to the pupils' use of hand sanitiser to avoid ingestion.</li> <li>• Help small children and pupils with complex needs to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative where appropriate.</li> <li>• Build these routines into school culture, supported by behaviour expectations and helping younger children, and those with complex needs, to understand the need to follow them.</li> </ul>
<b>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</b>	<p>The school will:</p> <ul style="list-style-type: none"> <li>• Ensure the availability of liquid soap and hot water in every toilet.</li> <li>• Provide hand sanitiser stations at entry and exit points.</li> <li>• Provide lidded bins (with foot pedal operation) in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying.</li> <li>• Ensure a good supply of disposable tissues to implement the <a href="#">'catch it, bin it, kill it' approach</a> in each classroom and enough to top up regularly.</li> <li>• Ensure paper towels for hand drying are available and hand dryers are functioning correctly.</li> </ul>
<b>4: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergent.</b>	<p>Public Health England have published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <ul style="list-style-type: none"> <li>• putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>- <i>more frequent cleaning of rooms / shared areas that are used by different groups</i></li> <li>- <i>frequently touched surfaces being cleaned more often than normal, such as toilets, push plates and door handles</i></li> </ul> </li> <li>• different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</li> </ul>

	<p>When cleaning an area where someone with suspected/confirmed Covid-19 has been present, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, stored securely for 72 hours, and then thrown away in the regular rubbish after cleaning is finished. If an area has been <u>heavily contaminated</u>, such as with visible bodily fluids, from <u>a person with coronavirus (COVID-19)</u>, then the need for additional PPE to protect the cleaner's eyes, mouth and nose is necessary. Wash hands regularly with soap and water for 20 seconds, also after removing gloves, aprons and other protection used while cleaning.</p> <p>See: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>
<b>5. Minimise contact between individuals and maintain social distancing wherever possible</b>	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools are asked to minimise the number of contacts that a pupil has during the school day as far as is reasonably practicable given the school's setting while delivering a broad and balanced curriculum.</p> <p>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. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>• children's ability to distance</li> <li>• the lay out of the school</li> <li>• the feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> <p><b>How to group children</b> – see <a href="#">Guidance for full opening</a></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, dining halls and toilets.</p> <p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for wraparound care and lunch provision. Siblings may also be in different groups.</p> <p>In response to this guidance about grouping pupils, we will minimise contacts and mixing between people by reducing overcrowding at key times:</p> <ul style="list-style-type: none"> <li>• Arrivals and Departures</li> <li>• Collective Worship</li> </ul>

- Playtimes
- Lunchtimes

### **Arrivals and Departures**

To avoid traffic congestion on School Lane, parents are encouraged to park away from school and walk.

Pupils must be accompanied to school by **one adult per family**.

**All parents and carers in Wirral should wear face coverings when collecting and dropping off their children at school.**

Whilst certain individuals are exempt from wearing face coverings (for example those with particular medical conditions), they will still be expected to maintain social distance. Wearing a face covering does not replace the need for social distancing.

Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.

Adults should be vigilant to social distancing and maintain 2m distance from each other where possible. Where 2m is not viable, for example on pedestrian paths at peak times, adults should reduce the risk to themselves and others by taking suitable precautions:

- Wear a face covering
- Keep moving
- Keep to the left (single file)
- Keep interactions brief
- Avoid face-to-face conversations

**Note: You must not attend school if you are symptomatic, or a member of your household is symptomatic.**

See: [Review of 2m social distancing guidance.](#)

The usual pedestrian gate should be used for entry and exit. Arrival and departure times have been staggered across a 30-minute period to avoid overcrowding.

In accordance with Health & Safety advice, the school car park will be closed to pedestrians during arrival and departure times.

Parents and carers will not be able to enter the school building unless an appointment has been made by prior arrangement. If you need to contact school, such as to arrange dropping off medicine, please email or phone the school office. In emergency situations, where face to face appointments are the only option, this will be arranged by appointment only so that adequate social distancing arrangements can be made.

### **Arrivals**

The wooden gate on the small playground will open between 08:30-09:00 for pupils to enter school. Pupils should arrive as follows:

**08:30-08:40:** Pupils in Years 4, 5 and 6 (including their siblings in younger year groups)  
**08:40-08:50:** Pupils in Years 1, 2 and 3 (including their siblings in F1 & F2)  
**08:50-09:00:** Pupils in F1 and F2 without siblings.

Any pupils arriving in school after 09:00 should enter through the main school entrance. Parents and carers should not enter the school building under any circumstances and should leave the school premises as soon as possible to prevent overcrowding.

### ***Departures***

To enable adequate social distancing, parents and carers should walk through the wooden gate onto the larger main playground and wait for pupils to be dismissed. Parents and carers are asked to observe social distancing whilst waiting. Pupils will depart from the larger playground as follows:

**15:00:** Pupils in F1 and F2 (without siblings in other year groups)  
**15:10-15:20:** All pupils in Years 4, 5 and 6 (and siblings in other year groups)  
**15:20-15:30:** All pupils in Years 1, 2 and 3 (and siblings in F1 & F2)

Parents and carers should arrive at their allocated time to prevent overcrowding.

Childminders, who need to collect pupils from different year groups, may collect all of their children at the dismissal time of the oldest child.

### ***Collective Worship***

Collective Worship will take place within year groups. Large gatherings with more than one year group are not permitted. This will be reviewed at the end of each half term.

### ***Playtimes***

Year groups will be allocated a designated space within the school grounds for a 20-minute playtime during the morning and the afternoon. Playtimes will be staggered so that year groups do not mix.

### ***Lunchtimes***

Year groups will be allocated a designated space within the school grounds for a 30-minute playtime during lunch. Each year group will also have a 30-minute indoor session for eating their lunch. Pupils with a packed lunch will eat in a classroom, pupils purchasing a lunch from the school kitchen will eat in the school hall. Lunchtimes will be staggered so that year groups do not mix inside or outside.

A site map shows locations of rooms and play areas used by individual bubbles (See [Appendix 1](#))

For proposed timetables of arrivals, departures, playtimes and lunchtimes see [Appendix 2](#)

### ***Wrap-Around Care.***

	<p>Wrap-around care will resume in September. The government recognise that this will be logistically challenging for schools that would normally offer wrap-around care across year groups. The government advise, therefore, that schools may allow mixing into wider groups for wraparound care. It will not be possible to maintain the groups being used during the day in wrap-around, but we will use small consistent groups where possible in accordance with the government's guidance. The timings of wrap-around care are:</p> <p><i>Breakfast Club 07:45 – 08:45</i> (Pupils will be escorted to their classroom by a member of staff at their designated start time)  <i>After-School Club 15:00 – 17:45</i> (Pupils will be collected from their classrooms by a member of staff when their lessons have finished)</p>
<b>6. Where necessary, wear appropriate personal protective equipment (PPE)</b>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> <p>Read the guidance on <a href="#">safe working in education, childcare and children's social care</a> for more information about preventing and controlling infection, including when and how PPE should be used, what type of PPE to use, and how to source it.</p>
<b>Resources</b>	<p>The school will provide:</p> <ul style="list-style-type: none"> <li>• posters (for example, to encourage consistency on hygiene and keeping to own group) See: <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information about the Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information about the Coronavirus</a></li> <li>• Liquid soap for sinks, and where there is no sink nearby, hand sanitiser (minimum 60% alcohol) in rooms/learning environments</li> <li>• disposable paper towels</li> <li>• cleaning products (standard products such as detergent)</li> <li>• lidded bins (with foot pedal operation where possible)</li> </ul>
<b>Policies and Procedures</b>	<p>This recovery plan and risk assessment should be implemented alongside the school's usual <a href="#">policies and procedures</a> which are available to view on the school website. Staff and governors should refer to the school handbook and remote portal for key policies and procedures</p> <p><b>Folder 10:</b> Behaviour  <b>Folder 16:</b> Child Protection and Safeguarding  <b>Folder 23:</b> Crisis Management Plan  <b>Folder 26:</b> Fire Procedures  <b>Folder 27:</b> First Aid &amp; Medical Emergencies  <b>Folder 30:</b> Health &amp; Safety  <b>Folder 38:</b> Mental Health &amp; Well Being  <b>Folder 51:</b> Site Maintenance  <b>Folder 64:</b> Whistleblowing</p>



All aspects of this recovery plan and risk assessment will be reviewed at the end of each half term or earlier if required in light of new and ongoing government advice.

### Identified Hazards

1. Lack of social distancing at drop- off and pick-up point
2. Lack of social distancing of children during classes
3. Toileting of younger pupils
4. Lack of social distancing during lunch time and lunch time provisions.
5. Lack of social distancing during break times
6. Lack of safe distancing in staff areas
7. Inadequate cleaning of areas following displays of suspected COVID symptoms
8. Unsafe disposal of PPE and face coverings
9. Inadequate cleaning of premises (general)
10. Unsafe crossing of roads near school
11. Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and push pads
12. Changes to emergency fire procedures – uncertainty of staff and pupils due to working at different locations to normal and changes in evacuation routes.
13. Risk of transmission through contact with school resources
14. Risk of transmission through first aid procedures
15. Inadequate assessment of transmission risk between SEND pupils and staff.
16. Stress and mental health issues for staff
17. Inadequate building management and routine inspections
18. Restraining and consoling pupils.
19. Dispensing medicines to children.
20. Vulnerable Groups
21. Visitors to school
22. Contingency planning for outbreaks
23. Legionella Risk

Hazard	Who may be harmed and how	(3) What controls exist to reduce risk	Likelihood	Severity	Risk total 1-25	(4) What action could you take to further reduce risk
1. Lack of social distancing at drop- off and pick-up points	All staff, pupils, contractors, and visitors	We will implement social distancing measures in line with government guidance and communicate these with parents and all staff.  <b>Attendance</b>  Attendance is compulsory for all pupils.	2	3	6	All letters, correspondence to parents and carers and a copy of this risk assessment are available on the <a href="#">school website</a> .



However, children, young people, parents, carers and any visitors, such as suppliers, must not enter the education or childcare setting if they or any of their household are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))

People must self-isolate at home and **not visit the school setting if:**

- You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- You're waiting for a coronavirus test result
- You've tested positive for coronavirus – (this means you have coronavirus)
- You live with someone who has symptoms, is waiting for a test result or has tested positive
- Someone in your support bubble has symptoms, is waiting for a test result or has tested positive
- If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus

If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 10 days.

If you live with someone who has symptoms, you'll usually need to self-isolate for 14 days.

If someone in your support bubble has symptoms, you'll usually need to self-isolate for 14 days.

If, however, your child does not have symptoms of coronavirus but has other cold-like symptoms, such as a runny nose, sore throat or a headache, your child can attend school if fit to do so.

For further guidance on self-isolation, see <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

- Parents and children should refer to educational resources such as [e-bug](#) and [PHE schools resources](#)

Also see [section 5 \(minimising contacts\) section](#) above.

		<p>School holidays are not permissible in term time. All term dates until Summer Term 2024 are on the <a href="#">website calendar</a>.</p> <p>Anyone who has visited or made a <a href="#">transit stop</a> in a country identified in the <a href="#">government's quarantine list</a> must self-isolate for 14-days and not attend school.</p> <p><b>Arrivals and Departures</b></p> <p>To reduce traffic congestion on School Lane, parents are asked to park away from school and walk. See <a href="#">guidance on safe parking</a>.</p> <p>To reduce overcrowding in playgrounds/collection areas and other areas of congestion on the school premises, the arrival and departure times have been staggered across a 30-minute period. The usual pedestrian gate should be used for entry and exit.</p> <p>In accordance with Health &amp; Safety advice, the school car park will be closed to pedestrians during arrival and departure times.</p> <p>Pupils must be accompanied to school by <b>one adult per family</b>.</p> <p><b>All parents and carers in Wirral should wear face coverings when collecting and dropping off their children at school.</b></p> <p>Whilst certain individuals are exempt from wearing face coverings (for example those with particular medical conditions), they are expected to maintain social distance. <u>Wearing a face covering does not replace the need for social distancing.</u></p> <p>Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.</p> <p>Adults should be vigilant to social distancing and maintain 2m distance from each other where possible. Where 2m is not viable, for example on pedestrian paths at peak times,</p>				<p>The Local Authority Health &amp; Safety advisors have visited Dawpool to assess the arrivals and departures arrangements. They advise against using the school car park as an alternative exit. The system of staggered drop off and collection times is the safest option because the chance of transmission during the period of passage along the pedestrian path is very slight as it is momentary and is outdoors.</p>
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		<p>adults should reduce the risk to themselves and others by taking suitable precautions:</p> <ul style="list-style-type: none"> <li>• Wear a face covering</li> <li>• Keep moving</li> <li>• Keep to the left (single file)</li> <li>• Keep interactions brief</li> <li>• Avoid face-to-face conversations</li> </ul> <p><b>Note: You must not attend school if you are symptomatic, or a member of your household is symptomatic.</b></p> <p>See: <a href="#">Review of 2m social distancing guidance.</a></p> <p>Staff cannot apply sun cream to pupils so this must be applied by parents before the child arrives at school.</p> <p>Parents and carers will not be able to enter the school building unless an appointment has been made by prior arrangement. If you need to contact school, such as to arrange dropping off medicine, please email or phone the school office. In emergency situations, where face to face appointments are the only option, this will be arranged by appointment only so that adequate social distancing arrangements can be made.</p> <p><b><i>Arrivals</i></b></p> <p>The wooden gate on the small playground will open between 08:30-09:00 for pupils to enter school. Pupils should arrive as follows:</p> <p><b>08:30-08:40:</b> Pupils in Years 4, 5 and 6 (including their siblings in younger year groups)</p> <p><b>08:40-08:50:</b> Pupils in Years 1, 2 and 3 (including their siblings in F1 &amp; F2)</p> <p><b>08:50-09:00:</b> Pupils in F1 and F2 without siblings.</p> <p>Any pupils arriving in school after 09:00 should enter through the main school entrance. Parents and carers should not enter the school building under any circumstances and should leave the school premises as soon as possible to prevent overcrowding.</p>				<p>Used disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the <a href="#">guidance on cleaning for non-healthcare settings</a>.</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p>
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		<p><b><i>Departures</i></b></p> <p>To enable adequate social distancing, parents and carers should walk through the wooden gate onto the larger main playground and wait for pupils to be dismissed. Parents and carers are asked to observe social distancing whilst waiting. Pupils will depart from the larger playground as follows:</p> <p><b>15:00:</b> Pupils in F1 and F2 (without siblings in other year groups)  <b>15:10-15:20:</b> All pupils in Years 4, 5 and 6 (and siblings in other year groups)  <b>15:20-15:30:</b> All pupils in Years 1, 2 and 3 (and siblings in F1 &amp; F2)</p> <p>Parents and carers should arrive at their allocated time to reduce overcrowding.</p> <p>Childminders, who need to collect pupils from different year groups, may collect all children at the dismissal time of the oldest child.</p> <p>Staff and parents should use mandatory face coverings (not medical masks) if travelling by public transport.</p> <p>Parents, staff and pupils may wear face coverings during arrivals and departures if preferred.</p> <p>For proposed timetables of arrivals, departures, playtimes and lunchtimes see <a href="#">Appendix 2</a></p>				
<p><b>2.</b> Lack of social distancing of children during classes</p>	<p>Staff and pupils</p>	<p>As far as possible, we will maintain distinct groups or 'bubbles' that do not mix as this makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>Pupils will work in their usual year groups of around 30 pupils. In order to protect pupils' mental health and ensure they access the full curriculum, pupils within a year group will interact with each other normally. As far as possible,</p>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>6</b></p>	<p>At the start of term, each year group should establish a clearly understood protocol about how to behave and keep others' safe. Posters and classroom displays should be established as reminders. The protocol should cover:</p> <ul style="list-style-type: none"> <li>- Hand hygiene</li> <li>- Social distancing</li> <li>- Movement around school</li> <li>- Use of toilets</li> <li>- Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands</li> </ul>

		<p>year groups will not be permitted to mix during the school day.</p> <p>A site map shows locations of rooms and play areas used by individual bubbles. (See <a href="#">Appendix 1</a>)</p> <p>Where possible, older children will be encouraged to keep their distance within year groups, however it is recognised that classroom sizes will make this difficult to achieve which is why year groups should not mix where possible.</p> <p>See: <a href="#">Guidance for full opening</a>.</p> <p>Each pupil will be allocated a regular desk space to reduce them touching surfaces others have touched.</p> <p>Ideally, adults should maintain 2 metre distance from each other (including within the staff room), and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>We will keep classroom doors and windows open if possible, for air flow. Internal corridor doors will be held open using the installed mag locks to ensure compliance with the fire risk assessment.</p> <p>We will consider which lessons or classroom activities can take place outdoors, if possible.</p> <p>We will ensure that all pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <p>We will reduce the use of shared resources by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently.</p>				<ul style="list-style-type: none"> <li>- What to do if you're unwell</li> <li>- Rules for using and sharing equipment</li> <li>- Adjusted routines</li> </ul> <ul style="list-style-type: none"> <li>• Staff must report to senior leadership any children who persistently flout the strict rules on social distancing and or hygiene routines. The issue will be discussed with parents and that pupil may be sent home.</li> <li>• Where necessary, in advance of pupils returning to school, staff should identify pupils with more challenging behaviour and plan for reasonable adjustments that might be made.</li> </ul>
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		<p>Classroom staff will have access to their own supply of disinfectant cleaning products for cleaning classroom surfaces during the school day, if required.</p> <p>Each classroom will have its own supply of hand sanitiser.</p> <p>Pupils within a year group will be dismissed at playtimes in smaller groups to avoid overcrowding in cloakroom areas and corridors.</p> <p>All pupils should return to school in September wearing school uniform. See the <a href="#">School Uniform</a> section of the school website for details. School uniforms do not need to be washed any more differently or regularly than usual.</p> <p>On PE days, pupils should arrive at school wearing their PE kit to reduce belongings and to avoid changing clothing in confined spaces. A dark plain tracksuit may be worn when the weather gets cooler:</p> <p><b>Foundation 1:</b> Wednesday  <b>Foundation 2:</b> Friday  <b>Year 1:</b> Thursday (PE) &amp; Friday (Forest Schools)  <b>Year 2:</b> Thursday  <b>Year 3:</b> Thursday  <b>Year 4:</b> Wednesday  <b>Year 5:</b> Tuesday  <b>Year 6:</b> Thursday</p> <p>Collective Worship will take place within year groups. Large gatherings such as Collective Worship, with more than one year group, are not permitted. This will be reviewed at the end of each half term.</p>				
<b>3.</b> Toileting of younger pupils	Staff and pupils	<p>We will ensure hand washing facilities are available and encourage children to wash hands after visiting the toilet using liquid soap or hand sanitiser.</p> <p>We will ensure the children know to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.</p> <p>We will ensure that help is available for children and young people who have trouble cleaning their hands independently.</p>	2	2	4	See <a href="#">section 4 (cleaning)</a> above.

		<p>In accordance with government guidance, different groups don't need to be allocated their own toilet facilities.</p> <p>Where toilet facilities are shared amongst bubbles, we will limit the number of bubbles that use each block to minimise lots of children from many bubbles using the same toilet facilities if possible.</p> <p>Toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>A cleaning record will be affixed to the door of all toilet facilities and signed to demonstrate regularity of cleaning and to check availability of soap and paper towels.</p>																
<p><b>4.</b> Lack of social distancing during lunch time and lunch time provisions.</p>	Staff and pupils	<p>Each year group will also have a 30-minute indoor session for eating their lunch.</p> <p>The school kitchen will resume normal service in September and will offer the usual 3-week menu. Please refer to the <a href="#">school meals</a> section of the school website for all the details.</p> <p>Pupils with a packed lunch will eat in a classroom and be seated in year groups.</p> <p>Pupils may bring a small named lunchbox which can be washed at the end of the school day.</p> <p>Pupils' water bottles should be clearly named to avoid them being mistakenly used by someone else.</p> <p>Pupils purchasing a lunch from the school kitchen will eat in the school hall and will queue and sit in year groups.</p> <p>Lunchtimes will be staggered so that year groups do not mix inside or outside.</p> <p><b>Staggered timings of lunch</b></p> <table><tr><td></td><td>Dining Hall and/or Classrooms</td><td>Secret Garden / Field</td><td>Small Playground</td><td>Main Playground A</td><td>Main Playground B</td></tr><tr><td>11.45 am – 12.15 pm</td><td>F1 &amp; F2</td><td></td><td></td><td></td><td></td></tr></table>		Dining Hall and/or Classrooms	Secret Garden / Field	Small Playground	Main Playground A	Main Playground B	11.45 am – 12.15 pm	F1 & F2					3	2	6	<p>Face coverings for kitchen staff just needs to cover mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers.</p>
	Dining Hall and/or Classrooms	Secret Garden / Field	Small Playground	Main Playground A	Main Playground B													
11.45 am – 12.15 pm	F1 & F2																	







		<table><tr><td>12.15 pm – 12.45 pm</td><td>Years 1, 2, 3</td><td>F1 &amp; F2</td><td>Y4</td><td>Y5</td><td>Y6</td></tr><tr><td>12.45 pm – 1.15 pm</td><td>Years 4, 5, 6</td><td></td><td>Y1</td><td>Y2</td><td>Y3</td></tr></table> <p>We will ensure pupils wash their hands before eating their lunch.</p> <p>A site map shows locations of rooms and play areas used by individual bubbles. (See <a href="#">Appendix 1</a>)</p> <p>For proposed timetables of arrivals, departures, playtimes and lunchtimes see <a href="#">Appendix 2</a></p> <p>Kitchen staff should work side to side rather than face to face where possible.</p> <p>Kitchen staff may wear a face covering in enclosed spaces where social distancing isn't possible if preferred.</p>	12.15 pm – 12.45 pm	Years 1, 2, 3	F1 & F2	Y4	Y5	Y6	12.45 pm – 1.15 pm	Years 4, 5, 6		Y1	Y2	Y3				<p>Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:</p> <ul style="list-style-type: none"><li>to wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it</li><li>when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</li><li>change your face covering if it becomes damp or if you've touched it</li><li>continue to wash your hands regularly</li><li>change and wash your face covering daily</li><li>if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste</li><li>practice social distancing wherever possible</li></ul> <p>See <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></p>
12.15 pm – 12.45 pm	Years 1, 2, 3	F1 & F2	Y4	Y5	Y6													
12.45 pm – 1.15 pm	Years 4, 5, 6		Y1	Y2	Y3													
<b>5.</b> Lack of social distancing during break times	Staff and pupils	<p>It is not yet clear if the government's free fruit and vegetable scheme will resume in September, so pupils may wish to bring a snack until further notice. Alternatively, the school kitchen will be providing toast at morning break time for those pupils who have signed up for it.</p> <p>Year groups will be allocated a designated space within the school grounds for a 20-minute playtime during the morning and the afternoon.</p> <p>Playtimes will be staggered so that year groups do not mix.</p> <p><b>Staggered timings of breaks</b></p> <table><tr><td>10.00 am – 10.20 am</td><td>Years 4, 5, 6</td><td>Main Playground A Main Playground B Small Yard C</td></tr><tr><td>10.25 am – 10.45 am</td><td>Years 1, 2, 3</td><td>Main Playground A Main Playground B Small Yard C</td></tr></table>	10.00 am – 10.20 am	Years 4, 5, 6	Main Playground A Main Playground B Small Yard C	10.25 am – 10.45 am	Years 1, 2, 3	Main Playground A Main Playground B Small Yard C	<b>3</b>	<b>2</b>	<b>6</b>	<p>Where children may ordinarily play with siblings that are in different groups consider discussing the need to be apart during the school day. This is to ensure all children understand the importance of staying in their groups as those without siblings may be confused.</p>						
10.00 am – 10.20 am	Years 4, 5, 6	Main Playground A Main Playground B Small Yard C																
10.25 am – 10.45 am	Years 1, 2, 3	Main Playground A Main Playground B Small Yard C																


		<p>EYFS – to take a break either side of these times (or utilise their own outdoor areas)</p> <p>Additional areas to play include:</p> <ul style="list-style-type: none"> <li>• Trim Trail</li> <li>• Field</li> </ul> <p>We will use tape, markers, or cones to show clear segregation of play areas to children where necessary.</p> <p>We will discuss measures with children so they understand the need to keep to their bubbles apart.</p> <p>For proposed timetables of arrivals, departures, playtimes and lunchtimes see <a href="#">Appendix 2</a></p>				
<b>6.</b> Lack of safe distancing in staff areas.	Staff and pupils	<p>Physical contact such as handshakes and hugs should be avoided between school staff.</p> <p>Staff should endeavour to stay as far apart from each other as possible at all times.</p> <p>Staff will be encouraged to bring their own refreshments and prepared lunches to avoid congregating in kitchen areas.</p> <p>We will spread out seating in the staff room to ensure social distancing is maintained</p> <p>We will ensure that staff do not share cups, and will appropriately clean eating utensils.</p> <p>We will encourage staff to take fresh air at break times where possible.</p> <p>Provision of hand washing supplies such as sanitiser will be available and regularly monitored to ensure supplies are always available.</p>	<b>2</b>	<b>3</b>	<b>6</b>	
<b>7.</b> Inadequate cleaning of areas following displays of suspected	Staff and pupils	<p>If a child becomes unwell and is awaiting collection, they should be moved, if possible, to Mr Burrows' office where they can be isolated behind a closed door if appropriate. Ideally, a window should be opened for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate toilet if possible.</p>	<b>2</b>	<b>3</b>	<b>6</b>	Settings should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision.

COVID symptoms		<p>The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In most cases, closure of the educational setting will not be needed but this will be a local decision with Public Health England based on various factors such as establishment size and risk of further spread.</p> <p>We will discuss with cleaning staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>See <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>				Additional cleaning of toilet facilities after lunchtime.
8. Unsafe disposal of PPE and face coverings		<p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the <a href="#">guidance on cleaning for non-healthcare settings</a>.</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <p>To dispose of waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> <li>• put it in a suitable and secure place marked for storage for 72 hours</li> </ul> <p>This waste will be stored safely and securely kept away from children.</p>	1	3	3	<p>The following PPE is available to staff and is stored in the medical room.</p> <ul style="list-style-type: none"> <li>- Face Masks</li> <li>- Eye Shields</li> <li>- Full-face visors</li> <li>- Disposable gloves</li> <li>- Disposable long-sleeved coats</li> </ul>

		<p>Waste will not be stored in communal waste areas until the waste has been stored for at least 72 hours.</p> <p>See: <a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a></p>				<p>Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</p>
<p><b>9.</b> Inadequate cleaning of premises (general)</p>	<p>Staff and pupils</p>	<p>We will liaise closely with our Cleaning Consultants, Peninsular Cleaning Solutions.</p> <p>We will use cleaning products that offer disinfecting qualities.</p> <p>We will communicate early with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.</p> <p>We will discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>We will decide what an enhanced cleaning schedule looks like and how it will be implemented.</p> <p>See <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Rooms in regular use, including staff toilets, have been allocated their own supply of cleaning materials</p> <ul style="list-style-type: none"> <li>- Disinfectant spray (for all surfaces)</li> <li>- Disinfectant wipes (for tablets, laptops and equipment)</li> <li>- Cloths</li> <li>- Hand sanitizer</li> </ul> <p>Where necessary, tables and contact points will be cleaned during the day by classroom staff using the allocated cleaning materials.</p> <p>Pupils should not bring toys or other belongings from home.</p> <p>Tablets and laptops should be wiped before and after use.</p>	2	3	6	

		<p>A cleaning schedule has been established for each room in consultation with Peninsular Cleaning Solutions. A copy of the cleaning schedule will be attached to each door and signed by staff when completed.</p> <p><b>10 hours cleaning per day</b></p> <p>C. Thomas: 06:30-08:30 16:00-18:00</p> <p>T. Stanley: 06:30-08:30 15:45-17:45</p> <p>V. Newbold: 15:45-17:45</p>				Additional cleaning of toilets following lunchtime each day.
<b>10.</b> Unsafe crossing of roads near school	Staff and pupils	<p>The crossing patrol is advised to have no physical contact with pupils.</p> <p>We will stagger start and finish times to reduce overcrowding in School Lane playgrounds/collection areas and other areas of congestion on the school premises.</p>	2	3	6	<p>If additional support is required from road traffic division we will contact David Rees at <a href="mailto:roadsafety@wirral.gov.uk">roadsafety@wirral.gov.uk</a></p> <p> Restarting Schools June 2020 - Highways</p>
<b>11.</b> Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and pushpads	Staff and pupils	<p>We will liaise closely with our Health &amp; Safety consultants in the local authority.</p> <p>We will review our school fire risk assessment to reflect any changes that have been made.</p> <p>We will make sure that the fire log book is up to date and all checks have been made, including the fire marshal inspection checklist.</p> <p>To prevent touching door handles and push pads, and to improve ventilation in rooms, we will prop internal doors open. Internal corridor doors will be held open using the installed mag locks.</p> <p>In the case of the fire alarm being activated, Mr Burrows will ensure all internal doors are closed before leaving the building, if safe to do so.</p>	2	3	6	<p> MF - Fire Risk Assessment Activity - Assessment Model &amp;  RA - Fire Risk Assessment Model &amp;  RA - Fire Risk Assessment Model &amp;</p> <p>Gov.uk has provided relevant guidance to the query of wedging open fire doors at the following link: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-</a></p>

<p><b>12.</b> Changes to emergency fire procedures – uncertainty of staff and pupils due to working at different locations to normal and changes in evacuation routes.</p>		<p>Internal doors will be closed by the school caretaker before the school is locked each evening.</p> <p>A fire drill will be undertaken at the start of each half term or more frequently if deemed necessary.</p> <p>It is not a requirement to maintain 2 metres social distancing in the event of an emergency or unplanned sounding of the fire alarm, however it should be maintained at the muster point, if possible.</p> <p>We will communicate with staff any changes to emergency procedures that have been made and make sure that they have understood them.</p> <p>We will remind all staff of their responsibility not to increase the risk of fire in the workplace: to minimise combustible materials and turning off electrical equipment when not in use at the end of the day.</p>				<p><a href="#">measures-in-an-education-setting-before-wider-opening-from-1-june</a>. The guidance states prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>
<p><b>13.</b> Risk of transmission through contact with school resources</p>	<p>Staff and pupils</p>	<p>We will limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources.</p> <p>Pupils do not need to bring a pencil case as everything will be provided for them to do their school work.</p> <p>Pupils must not bring into school any toys or other unnecessary items from home, e.g. 'show &amp; tell.'</p> <p>Where possible, staff should not take marking/schoolwork home to limit any potential contamination spread.</p> <p>Teachers and staff should make sure they wash or sanitise their hands before and after handling pupils' books.</p> <p>Homework will be delivered through online resources. This will be reviewed each half term.</p> <p>Pupils will take home school reading books from week commencing 28<sup>th</sup> September. All books that have been returned to school will be stored for at least 3 days (72 hours) before being reissued.</p>	<p>2</p>	<p>3</p>	<p>6</p>	

		<p>When using reading books in school, for example during an individual or group reading session, pupils must wash or sanitise their hands before and after using the books.</p> <p>Each class teacher will choose a wide selection of fiction and non-fiction books from the school library at the start of each half term and keep them within their classroom environment for use by their year group. All library books should only be returned to the library when they have been untouched for 3-days (72 hours).</p> <p>Teaching staff will share remote home reading activities on the home learning pages of the school website which may include digital reading books through 'Serial Mash'.</p> <p>Where possible, all correspondence to parents will be shared through the school website, twitter feed or email. Paper correspondence will be avoided. This will be reviewed each half term.</p>				
<b>14.</b> Risk of transmission through first aid procedures	Staff and pupils	<p>Pupils who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <p>See <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe--does-coronavirus-covid-19-mean-that-ppe-is-needed-for-administering-first-aid">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe--does-coronavirus-covid-19-mean-that-ppe-is-needed-for-administering-first-aid</a></p> <p><b>After delivering any first aid</b></p> <p>We will ensure we safely discard disposable items and clean reusable ones thoroughly.</p> <p>We will wash hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible</p>	<b>2</b>	<b>3</b>	<b>6</b>	 <p>FINAL_VERSION 9 INFECTION CONTROL</p>
<b>15.</b> Inadequate assessment of transmission	Staff and pupils	<p>We recognise that young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction</p>	<b>1</b>	<b>3</b>	<b>3</b>	<p>Cleaning of any special equipment needed for SEND pupils also needs to be included in the cleaning regime.</p>





<p>risk between SEND pupils and staff.</p>		<p>with their peers or adults to provide reassurance at a period of disruption to their routines.</p> <p>As far as possible, year groups will be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</p> <p>As far as possible, we will maintain distinct groups or 'bubbles' that do not mix as this makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>Pupils will work in their usual year groups of around 30 pupils. In order to protect pupils' mental health and ensure they access the full curriculum, pupils within a year group will interact with each other normally. As far as possible, year groups will not be permitted to mix during the school day.</p> <p>Where possible, older children will be encouraged to keep their distance within year groups, however it is recognised that classroom sizes will make this difficult to achieve.</p> <p>See: <a href="#">Guidance for full opening</a>.</p> <p>See: <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a></p> <p>If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.</p> <p>In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary as these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning</p>				<p>See <a href="#">section 8 on use and disposal of PPE</a></p> <p>The Whole School SEND consortium will be delivering some training and how-tos for mainstream school teachers (including free insets and webinars) on supporting pupils with SEND to return to their mainstream school after the long absence, and on transition to other settings. Details of future training sessions are held on the <a href="#">events page</a> of the SEND Gateway.</p>
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		arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot.				
<b>16.</b> Stress and mental health issues for staff	Staff and pupils	<p>Staff should be vigilant to the health and wellbeing of colleagues and share any concerns immediately. Staff should refer to the schools' Mental Health &amp; Wellbeing Policy (Folder 38 of the school handbook)</p> <p>All staff should complete the following EduCare training courses before school resumes:</p> <ul style="list-style-type: none"> <li>• <b><i>Mental Wellbeing in Children &amp; Young People</i></b></li> <li>• <b><i>Supporting Staff Wellbeing in Schools</i></b></li> <li>• <b><i>Dealing with Bereavement &amp; Loss</i></b></li> </ul> <p>The school subscribes to the <a href="#">SAS Wellbeing Service</a> and all staff are encouraged to use the services available to support health &amp; wellbeing.</p> <p>It is recognised that changes to policy, procedure and routine as a result of COVID-19 causes anxiety.</p> <p>In addition to formal appraisal, we will ensure that 1 to 1 wellbeing meetings are held with all staff, enabling staff to talk to about their personal situation:</p> <ul style="list-style-type: none"> <li>• Thoughts on returning, fears, concerns about returning.</li> <li>• what will be easy to accomplish, what will be hard,</li> <li>• fatigue (staff have continued to work).</li> <li>• changes in circumstance, retirement, pregnancy, bereavement.</li> <li>• additional worries about members of their family and friends.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	<p>Staff should refer to Folder 38 of the school handbook for</p> <ul style="list-style-type: none"> <li>- <b>Mental Health &amp; Well Being Policy</b></li> <li>- <b>Mental Health &amp; Well Being Guidance (Church of England)</b></li> <li>- <b>Stress Management Guidance</b></li> <li>- <b>Employee Guidance for Managing Stress</b></li> </ul> <p><b>SAS wellbeing services can be contacted entirely free and confidentially, 01773 814400 or visit <a href="https://schooladvice.co.uk/staff-wellbeing/">https://schooladvice.co.uk/staff-wellbeing/</a></b></p> <p>Staff may also request referral to our occupational health provider.</p>
<b>17.</b> Inadequate building management and routine inspections.	Staff and pupils	<p>Total Property Management continue to manage the school's routine premises checks and inspections according to the annual schedule.</p> <p>All routine or annual checks will be carried out in their usual time frames.</p>	<b>1</b>	<b>3</b>	<b>3</b>	<p><b>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</b></p> <ul style="list-style-type: none"> <li>▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.</li> </ul>

		<p>Contractors that have been expected, but did not attend due to school closures, will be arranged to attend if required.</p> <p>Social distancing and hand hygiene should be observed by all contactors.</p>				<p><b>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers</b></p> <ul style="list-style-type: none"> <li>Hot water generation servicing to continue in line with manufacturers' criteria.</li> <li>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.</li> <li>Regularly check hot water generation for functionality and if required, temperature recording</li> <li>If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.</li> </ul> <p><b>Kitchen equipment that holds water, for example dishwashers and combination ovens</b></p> <ul style="list-style-type: none"> <li>Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>All areas of the school should be kept secure.</li> <li>Access control and lockdown systems are operational.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>Where possible, occupied room windows should be open.</li> </ul> <p><b>Other points to consider</b></p> <ul style="list-style-type: none"> <li>Core building-related electrical systems, including internal and external lighting, small power, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode.</li> <li>Keyholder information has been updated with Wirral Community Patrol</li> </ul>
<b>18.</b> Restraining pupils.	Staff and pupils.	<p>Individual assessment needs will be made for pupils who have known behaviours that would pose risk, such as spitting and biting where social distancing is not possible. Provision of PPE should be considered on a case by case basis.</p> <p>For pupils that have individual risk assessments, and it is identified that restraint is required, PPE would only be indicated in the circumstances indicated previously, i.e. if a</p>	<b>1</b>	<b>3</b>	<b>3</b>	

		pupil has suspected/confirmed coronavirus; or if they normally require the use of PPE for their care.				
<b>19.</b> Dispensing medicines to children.	Pupils and staff.	<p>Parents should seek medical advice regarding a child's symptoms before they attend school.</p> <p>If parents and carers wish to administer non-prescription medicines to their child during school time, school staff should ascertain that the child does not have <a href="#">coronavirus (COVID-19) symptoms</a>, (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste). If the symptoms are consistent with coronavirus, the child should self-isolate for at least 7 days and household members (including siblings in school) should self-isolate for 14-days. See <a href="#">section 1 (minimising contact)</a> above.</p> <p>According to school policy, non-prescription medicines are administered by parents and carers at a time agreed by the school. Parents and carers should telephone or email the school office to arrange this.</p> <p>Where necessary, prescription medicines will continue to be administered by school staff.</p> <p>As with administering first aid, no additional PPE is needed for administering medicines (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p>	<b>2</b>	<b>3</b>	<b>6</b>	<p>See <a href="#">section 1 (minimising contact)</a> above.</p> <p>Consider planning to train more staff in medicine administration to cover for any absence of trained staff.</p>
<b>20.</b> Vulnerable groups	Staff and pupils.	<p>All staff should be expected back to school from 1<sup>st</sup> August 2020, unless they are:</p> <ul style="list-style-type: none"> <li>• off sick - due to non covid related illness</li> <li>• self-isolating due to Covid 19 symptoms *</li> <li>• living with someone who has the Covid-19 symptoms*</li> </ul> <p><i>*In these cases, staff, and other household members, should seek to get tested ASAP, and can return to work if the test(s) are confirmed as negative for Covid-19.</i></p> <p>Most employees will be covered by this generic Covid-19 secure risk assessment.</p>	<b>2</b>	<b>3</b>	<b>6</b>	<p>Staff and pupils who are identified as clinically extremely vulnerable may be at high risk of serious illness if they catch coronavirus (COVID-19). The government is currently advising clinically extremely vulnerable people to shield until 31 July and is regularly monitoring this position.</p> <p>Key points to support shielding staff and pupils:</p> <p><b>Clinically Extremely Vulnerable (shielding)</b> - It is recommended that schools discuss an individual risk assessment with the employee to discuss any residual risks attached to COVID-19.</p>

		<p>However, we will consider individual risk assessments for staff who have been previously designated:</p> <ul style="list-style-type: none"> <li>• clinically vulnerable</li> <li>• clinically extremely vulnerable (shielding)</li> </ul> <p>A clinical discussion with paediatric specialist or GP will be needed before any child or young person is removed from the shielded patient list. Health services will be in touch with children and their families over the summer, ahead of the new school term, to discuss what the new evidence means for them personally in the longer term.</p> <p>See <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></p> <p>For staff members or pupils who may be vulnerable to COVID for other reasons, e.g. people from the BAME community, individual risk assessments will be used.</p>				<p><b>Clinically Vulnerable</b> - It advisable to discuss an individual risk assessment with the employee to discuss any residual risks attached to COVID-19.</p> <p><b>Living with a person defined as Clinically Extremely Vulnerable)</b> - In most cases this generic COVID-19 secure risk assessment will be sufficient, however a school may wish to consider an individual risk assessment, where appropriate.</p> <p><b>Living with a person who is ‘Clinically Vulnerable’</b> - There is no requirement to undertake an individual risk assessment for this group of staff, as this generic risk assessment should cover any general COVID-19 risks.</p> <p>The assessment tool attached below can be used to support schools with risk assessment for staff and pupils.</p> <p> Covid 19 staff risk assessment tool 0207</p> <p> HR related FAQs 3 July 2020 (1).docx</p> <p>School may wish to consider the following measures for staff who are clinically extremely vulnerable:</p> <ul style="list-style-type: none"> <li>• Strict social distancing should be observed</li> <li>• Consider amending job role to enable the employee to maintain social distancing more easily</li> <li>• Consider access to rest areas, toilets etc to minimise contact with others where possible</li> <li>• Consider if the role can be done at different times when there are less or no children on the premises.</li> <li>• Consider the working location. Can the employee be placed in a different office or area that is allocated just to them?</li> </ul>
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						<ul style="list-style-type: none"> <li>Ensure cleaning and sanitation plans are in place to ensure shared areas are kept clean.</li> </ul>
<b>21.</b> Visitors to schools such as speech and language, peripatetic music, etc.	Visitors staff and pupils.	<p>We will ensure that all visitors make an appointment prior to visiting the school. We will direct the visitor to read this risk assessment before arriving for their appointment.</p> <p>Social distancing and hand hygiene will be observed by all visitors.</p> <p>Where group sessions are requested, bubbles should not be broken and only children from the same bubble should attend sessions if at all possible.</p> <p>We will ensure that provision of hand washing supplies will be available and regularly monitored.</p> <p>Ensure all visitors sign in and are encouraged to wash or sanitise hands upon entering the building.</p> <p>Visitors should only bring resources that are absolutely necessary for the purposes of their visit.</p> <p>Peripatetic music lessons will be permitted. Bubbles should not be broken and only children from the same bubble should attend sessions. Peripatetic music staff should wear full face visors when visiting school.</p> <p>All musical instruments and music stands will be thoroughly cleaned using disinfectant at the end of each use. Pupils will wash their hands before and after music lessons.</p>	2	3	6	<p>An additional risk assessment has been completed specifically for music lessons in consultation with Edsential.</p>
<b>22.</b> Contingency planning for outbreaks		<p>We will familiarise ourselves with the latest public health guidance on what to do if a member of staff or a pupil informs us that they have tested positive (or the test is inconclusive).</p> <p>1. We will confirm that the individual must isolate for 10 days from symptom onset. After that, they can return to school if they feel better and as long as they have not had a fever without medication for 48 hours.</p>	2	3	6	<p><b>Key Contacts</b></p> <p>Tests can be booked through the following routes:</p> <p><b>Wirral Bidston Satellite Testing Site</b> by completing the online referral form via <a href="http://www.wirral.gov.uk/testing">www.wirral.gov.uk/testing</a>. This is a drive-through and walk-in facility.</p> <p><b>Regional Testing Sites</b> via Gov.uk (Manchester/Haydock)</p> <p>Requesting a <b>home test kit</b> via Gov.uk</p>

		<p>2. If the individual (pupil or teacher) has been in attendance at the school in the period of 48 hours prior to symptom onset, the rest of their class ONLY should be sent home and advised to self-isolate for 14 days (and to book a test immediately if they develop symptoms). Household members of the wider class do not need to self-isolate unless the pupil/staff member they live with develops symptoms.</p> <p>3. Individuals testing positive will be contacted by the NHS Test and Trace team who will identify and communicate with any other contacts who need to take action.</p> <p>4. After confirmation of a positive test, the school should arrange for cleaning of the setting as per <a href="#">guidance for cleaning non-healthcare settings</a></p> <p><b>If more than ONE person tests positive, a suspected outbreak will be reported through the Wirral Outbreak Hub (0151 666 5050), who will advise us on the most appropriate action to take. This will very rarely involve closure of an entire school.</b></p> <p>For individuals or groups of self-isolating pupils, remote education plans will be in place.</p> <p>More information can be found at section 5, planning for outbreaks within the guidance here: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p> ACTIONS TO TAKE FOR SCHOOLS updat</p>				<p><b>Covid19 Helpline</b> 0151 666 5050 (Mon-Fri, 9am -5pm) Calling <b>119</b> if they have no internet access</p> <p><b>Covid19testing.gov.uk</b> for the Community Home Swabbing Service.</p> <p><b>nhs.uk/coronavirus</b> or ring <b>NHS 111</b> for advice on managing difficult symptoms</p> <p>NHS Test &amp; Trace Service <b>119</b></p>
<b>23.</b> Legionella Risk		<p>Employers have a duty to protect people by identifying and controlling risks associated with legionella.</p> <p>Monthly testing and a 6-month inspection of the school's water supply is undertaken by Integrated Water Services and are up to date.</p>	<b>1</b>	<b>3</b>	<b>3</b>	



		See <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a>				
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**Outdoor Spaces:**

- F2 Outdoor Space
- F1 Outdoor Space (2014 Mobile)
- Main Playground A
- Main Playground B
- Small Playground C
- Field
- Trim Trail

**Bubbles (Classrooms):**

- Year 1 Bubble
- Year 2 Bubble
- Year 3 Bubble
- Year 4 Bubble
- Year 5 Bubble
- Year 6 Bubble
- F1 Bubble

**Specialized Rooms:**

- Library/Resource Area
- SEN Room
- Staff Room
- Reception
- Assembly Hall

**Administrative & Support Rooms:**

- Admin
- Secretary
- Headteacher
- W/C
- Store
- Corridor
- Lobby
- Glazed Link
- Access
- WC
- Boys W/C
- Girls W/C
- Clean
- Staff W/C
- Caretaker

**Other Areas:**

- Lunchtime Meals / Wrap Around Care
- Kitchen
- 2007 Lobby Extension

**Total GIA: 1121.0 m sq (inc Extensions)**

## Appendix 2: Timetables for Arrivals / Departures / Playtimes / Lunches

### Arrivals:

All staff required to be in classrooms from 8.30am (as siblings may arrive from this time even if their year group is not timetabled until later)

8.30 am – 8.40 am	Years 4, 5, 6 (and siblings)
8.40 am – 8.50 am	Years 3, 2, 1 (and siblings)
8.50 am – 9.00 am	Foundation 1 and Foundation 2

### Morning Playtime:

10.00 am – 10.20 am	Years 4, 5, 6	Main Playground A Main Playground B Small Playground C
10.25 am – 10.45 am	Years 1, 2, 3	Main Playground A Main Playground B Small Playground C
EYFS – to take a break either side of these times (or utilise their own outdoor areas)		

Additional areas to play include:

- Trim Trail
- Field

### Lunch Arrangements:

	Dining Hall and/or Classrooms	Secret Garden / Field	Small Playground	Main Playground A	Main Playground B
11.45 am – 12.15 pm	F1 & F2				
12.15 pm – 12.45 pm	Years 1, 2, 3	F1 & F2	Y4	Y5	Y6
12.45 pm – 1.15 pm	Years 4, 5, 6		Y1	Y2	Y3

**Afternoon Playtime:**

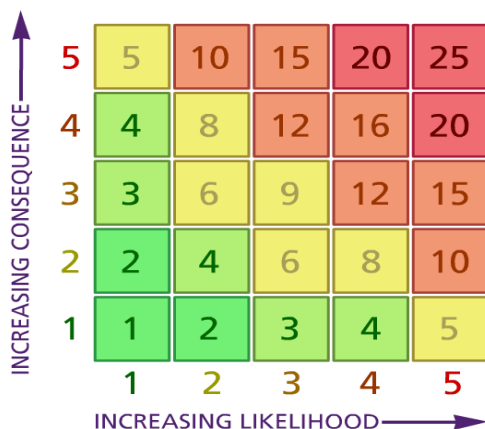
2.00 pm – 2.20 pm	Years 1, 2, 3	Main Playground A Main Playground B Small Playground C
2.20 pm – 2.40 pm	Years 4, 5, 6	Main Playground A Main Playground B Small Playground C
EYFS – to take a break either side of these times (or utilise their own outdoor areas)		

Additional areas to play include:

- Trim Trail
- Field

**Departures:**

3.00 pm	EYFS pupils without siblings
3.10 pm – 3.20 pm	Years 4, 5, 6 and siblings
3.20 pm – 3.30 pm	Years 3, 2, 1



#### Likelihood:

5 – Very likely  
 4 – Likely  
 3 – Fairly likely  
 2 – Unlikely  
 1 – Very unlikely

#### Consequence:

5 – Catastrophic  
 4 – Major  
 3 – Moderate  
 2 – Minor  
 1 – Insignificant

Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

- (1) List hazards ***something with the potential to cause harm*** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk ***the likelihood of harm arising*** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

### **Key contacts**

	Link/Lead for schools
<b>Risk Assessment/Health and Safety</b>	Lorraine Adamson ( <a href="mailto:Lorraineadamson@wirral.gov.uk">Lorraineadamson@wirral.gov.uk</a> )
<b>PPE</b>	Anna Jones ( <a href="mailto:annajones@wirral.gov.uk">annajones@wirral.gov.uk</a> )
<b>Workforce implications</b>	Sue Blevins ( <a href="mailto:sueblevins@wirral.gov.uk">sueblevins@wirral.gov.uk</a> )
<b>Public Health/Infection Control considerations and guidance</b>	Jane Harvey ( <a href="mailto:janeharvey@wirral.gov.uk">janeharvey@wirral.gov.uk</a> )
<b>Asset Management considerations (buildings)</b>	Simon Geddes ( <a href="mailto:simon.geddes@chester.anglican.org">simon.geddes@chester.anglican.org</a> )
<b>Road Safety</b>	<a href="mailto:roadsafety@wirral.gov.uk">roadsafety@wirral.gov.uk</a>
<b>Communications Plan (workforce/Public)</b>	Sam Jenkins ( <a href="mailto:samjenkins@wirral.gov.uk">samjenkins@wirral.gov.uk</a> )
<b>Emotional support for pupils</b>	Health and schools Team