

Reducing Risk
The school will address the following area to reduce risk in school
<ul style="list-style-type: none"> • Managing people who are ill • robust hand and respiratory hygiene in place • Avoid large group of people • Enhance cleaning throughout school • Risk reduction measures in school
School will also
<p>Actively engage with the NHS track and trace. Follow DfE guidance for managing suspected cases of COVID-19.</p> <p>Telephone numbers</p> <p>DFE Covid 19 helpline. Phone: 0800 046 8687</p> <p>Emergency planning 07773334999</p> <p>Kirklees Infection Prevention Control 01484 221000 and take advice from there.</p> <p>This risk assessment should be read alongside https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>

Managing people who are ill	
<p>All people who are ill must stay at home. Parents/staff must notify school.</p> <p>Below is the information from school from the DFE.</p> <p>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</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>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 7 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.</p>	<p>Any instances of negative tests results school will follow the Kirklees School Isolation guide. Any confirmed test results school will contact emergency planning 07773334999 OR Kirklees Infection Prevention Control 01484 221000 and take advice from there. We feel that with ever changing advice we will ensure that we have the most up-to-date information. * see below August guidance.</p> <p>Any children/member of staff displaying symptoms in school see information on flowchart. * & guidance below</p> <p>Any child/member of staff showing symptoms at home must not enter school. See flow chart. And use the school covid-19 for symptomatic pupils displayed in school office & HT office (LA)</p> <ul style="list-style-type: none"> • Inform parents of any protocols etc. Send out flow charts regarding infections (sent to parents 13.07.2020) • Letter stored in office files – re. Confirmed case or suspected case. This will be sent immediately to parents with a text message. • PPE to be disposed of by following flowchart displayed by PPE equipment. Donning and doffing of PPE instructions next to first aid point and in disabled toilets.

If a child is awaiting collection, they should be moved, if possible, to a room 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 bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE 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.

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 have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

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)

- Children will be first moved to an outside space or the hall. If at lunch time. All other children will eat in classrooms. Parents will be contacted and will pick up children immediately. Then follow guidance.
- Check all emergency contacts are up to date (office staff)..
- Regular check of PPE (office staff).
- Flowchart displayed in office and HT office.
- All staff know protocol – report to office or HT who will seek advice or contact parents to collect child.

What to do if someone becomes ill *August 2020 update If anyone in an education or childcare setting 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 the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and 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 meters away from other people.

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

PPE should be worn by staff caring for the child while they await collection if a distance of 2 meters cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care center or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of COVID-19 in setting* August 2020 update When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](#) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

	<p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary</p>
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Robust hand and respiratory hygiene in place

<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with 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. Points to consider and implement:</p> <ul style="list-style-type: none"> • whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them 	<ul style="list-style-type: none"> • Hand sanitiser in every classroom. Administration should be supervised. (SEND pupils) • All pupils/staff to wash hands on entry of school (mornings, lunch and playtimes). Before & after eating or using the toilet. Gel used as additional cleanliness. Support provided by class teachers and ETA for pupils to promote 'Good handwashing' and help those who may struggle. Gel can be used to support these pupils. • Tissues are available in for each pupil in school and should be used to catch coughs and sneezes followed by gel or hand washing. • Large bins in classroom. Empty when full. • Hygiene part of weekly curriculum. • Paper towels increase order. SL check dispenser order. • Snack and milk to be eaten outside throw in external bin. (Wet play at tables). • Possibility of increasing external washing facilities. • For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the "If You Use It – Wipe It" principle with anti-viral wipes
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Enhanced cleaning including frequently touched surfaces

<p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<ul style="list-style-type: none"> • All cleaning equipment supplied in classrooms. This should be kept in a safe place away from pupils. Classroom lunchtime clean with spray anti-bacterial or disinfectant and cloths carried out by classroom staff. All classroom tables and chairs, high touch areas, doors, door handles etc. to have regular cleaning at lunchtimes. High touched shared equipment (in bubble) should be cleaned daily (or left 72 hours). Computers/iPad to be cleaned with wipes only. • Additional guidance re. Cleaning proposed in summer term by PHE. • Staff to re-order supplies through the office. • JW to follow KCS guidelines for cleaning school. • Shared areas such as hall at lunch time cleaned by dinner time staff (JM) • KS2 toilets due to sharing across bubbles – toilets to be cleaned at lunchtimes EB. Banister rails etc. • Cleaning due to a suspected case school will phone PHE LA guidance and will follow guidance.
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	<ul style="list-style-type: none"> Regular daily cleaning as directed by Kirklees cleaning services (JW)
<p>Avoid large groups of people both inside and outside of school</p>	
<p>Other ways which reduce larger groups of pupils</p>	<ul style="list-style-type: none"> No whole school Collective Worships in hall. Whole school – will be virtual and individual class ones in hall or classroom. Reduce amount of children in dinner hall at any one time. Lunches will be staggered for bubbles. Avoid overcrowding in corridors etc. keeping to staggered break times. Where overcrowding could occur due to handwashing pupils must use gel to clean hands. Staggered drop off and pick up times – parents to drop off and leave promptly
<p>Risk reduction measures in school</p>	
<p>Staggered break times / lunch times/ starting and pick up times.</p> <p>Limit things from home</p> <p>Measures within the classroom</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other, 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. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some</p>	<ul style="list-style-type: none"> See class rota. ETA to stay with class at break time or LTS at lunchtimes. See rota above. Avoid overcrowding in corridors Organise toilets. Lunch time – zones per class – LTS assigned to each group. Hot packed lunch served to all pupils. (layout confirmed with JM) no pupils can sit opposite. Remain in classroom pairs. Facing the same way. Ensure distance between tables. In dry weather use field where possible (ensure adequate supervision) Children to come dressed for PE on allocated day. No water bottles –schools only Sun hats etc to be brought from home or allocated to one child only Sun cream/hand cream can be kept in school. SEND children or younger pupils- risk of digesting. Access near washing facilities. Organise rota for sending home reading books home leaving 72 hours between reuse. Homework etc. Consistent approach in school no need to return. No home reading logs needed. Increase use of emailing. Lower school bubble and upper school bubble. Upper school bubble must keep to social distancing where possible. Staff to social distance where possible. Bubbles not to mix. If any shared spaces eg staffroom (see timetable) this should be cleaned down between use. Clean hands after using any shared resources in school. 2m distance taped for teachers in classroom PPE available if working with EHCP Staff remain separate in allocated bubbles as much as possible. Apple Class bubble Upper school bubble (social distance where ever possible)

schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.

When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space

Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources

Breakfast Club & ASC

Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. We recognise that schools may need to respond flexibly and build this up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.

We recognise that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils. Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.

Travelling to work/school

Office staff

First Aid

- Year 5 pupils to be taught in Branching Out Room in mornings.
- Change tables all children facing forward.

- Each class designated playtime equipment box. Any equipment to be cleaned frequently by LTS before end of dinner time.
- Children's lunch boxes wiped and stored in hall.
- School bags not needed at this time.
- Own pencil cases no sharing of equipment where possible – ensure good hand hygiene if not and cleaning schedule.
- Staff must have their own equipment and must not share.
- Computers/smart board pens etc should be wiped between use.
- School shared resources cleaned regularly or left on a rotation.

- ASC and Breakfast Club in hall.
- Zones and designated tables for different bubbles.
- No shared resources across bubbles – games can be played with different bubbles.
- Breakfast served at table.
- Zone for staff marked out.
- Parents to drop at main entrance in a morning.
- Hall to be cleaned down after use.

- Pupils/staff to remove any masks etc before entering school and given to parents/carer.

- Office staff to organise weekly timetable to ensure 1 person in office at any one time.
- Use of office at other times e.g. answer phone call use wipes before sharing.
- Staff can enter office when unmanned but must wipe down touched areas. When office staff in – staff must not enter and use hatch to communicate.

- Ensure class first aid kits are to hand and available. First Aider designated to each class in charge of ensuring restocked.
- Walkie talkies designated to FA and office staff.

<p><u>Carry out an employee risk assessment</u></p> <p><u>Carry out a Health and Safety audit before September re-opening with H&S Governor.</u></p> <p><u>Visitors</u></p> <p><u>Accessing school grounds</u></p> <p><u>Education visits</u></p> <p><u>Staff room use</u></p> <p><u>Library can be used but 48 hours between use.</u></p> <p><u>Staff risk assessment carried out</u></p> <p><u>Masks</u></p>	<ul style="list-style-type: none"> • To work with members of staff who fall into a high risk group to carry out an individual risk assessment. • H&S audit to be completed by EB & RM. • Carry out individual risk assessment for staff coming out of shielding • No visitors to access school or school grounds including parents without prior arrangement. • Deliveries etc to be arranged around pick up and drop off times. • School carpark closed at drop off and pick up times 8:30 am – 9.15 am and 3.00 – 3:40 pm. Signage and cones at bottom of drive. Liaise with nursery. • No educational trips are planned however, school we follow the most up-to-date guidance to plan the visit whilst adhering to covid-19 advice and protocol • Apple class staff 11.45-12.25pm • Sycamore/Elder class 12.25pm onwards. <p>Please clean down after use. Ensure socially distancing in staff room max 3 people at a time.</p> <p>In September Elder and Sycamore class only. Elder class Thursday/Sycamore Class Monday.</p> <ul style="list-style-type: none"> • Risk assessment carried out on shielding staff & BAME community. Discussions with HR 10.7.2020 • If pupils arrive at school wearing masks, they must be handed back to parents. • Staff must be at gate prior to opening times to ensure safe arrival of all.
<p>School will also engage with the track and trace (NHS)</p>	
<p>Engage with the NHS Test and Trace process</p> <p>All staff to engage with the NHS track and trace process and should read the information in section 7 and 8 of the https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Liase with parents following guidelines</p> <ul style="list-style-type: none"> • Ensure names of individuals who have a confirmed case are kept confidential. • Communicate to parents actions school will take. • Save copy of prepared Government letter to be sent out to parents when needed. • Local health protection team telephone number –see above for infection control number.
<p>Music</p> <p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even</p>	<ul style="list-style-type: none"> • Music lessons delivered with pupils sitting side-by-side. • Where possible make use of outdoor spaces.

if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.

Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.

Physical activity in schools

Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

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. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

Schools should refer to the following advice:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)

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 within their wider protective measures.

Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.

- No singing other than in small groups (15 or less pupils) or outside. (new guidance published)

- Outdoor learning sessions each week
- PE outside external coaches allowed but delivered in playground or school field.
- Cleaning of equipment between sessions or left on a rotation. This must be clearly labelled with closing and opening date. If unsure reset date from the present days date.
- ASC to commence from the week beginning 28th September 2020.
- Use of hall mats should be thoroughly cleaned after sessions.
- Only children in small groups max 10 can use the hall for physical activities.
- Any high impact activities should be undertaken in externally.