



COVID-19

Risk Assessment
and Recovery Plan

Updated – January 22nd 2021

Introduction

Following on from the Risk Assessments that have been produced previously, and the Government announcement on 4.1.2021 this document aims to address how we plan to deliver provision for all pupils. This document aims to cover the first half of the Spring term 2021 but will be reviewed regularly during this period. It includes the following three sections:

1. Our aims
2. Our plans of how to mitigate risk
3. Appendix and recovery plan.

It is important to understand that Highfields Academy cannot 100% guarantee that no pupils or members of staff can be completely protected from Covid-19. This virus is one of many different viruses that are in circulation. Prior to Covid-19 we were not able to guarantee that no child or staff would pick up an illness in school and this remains the case. **What we can guarantee is that we will implement as many possible, reasonable and practical strategies to minimise this risk as much as we can.**

It is also important to understand that social distancing **cannot** be enforced in school. Again, we will do what we can regarding this (particularly social distancing between adults on site) and the risk assessment gives further details about how we plan to do this but the reality is that it is impossible to strictly adhere to social distancing in a primary school and before parents send their children into school it is important that they understand and accept this.

Background:

COVID-19 is spread through minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). There is evidence that a new strain of COVID-19 is more transmissible.

The main ways that we aim to mitigate risk of transmission are:

- Reducing social contacts as much as is practical
- Ensuring social distancing as much as is practical, particularly between adults.
- Ensuring that respiratory hygiene is as effective as possible.
- Increasing cleaning and improving general hygiene as much as possible
- Ensuring that any potential cases of Covid-19 are managed effectively, including isolation, Track and Trace and testing.

The risk assessment / action plan will fall into the following categories:

General
Hygiene
Health and Safety , including PPE
Mental Health/Wellbeing of staff, pupils and parents
School organisation and Daily routine
Communication and Visitors
Teaching, Learning and Curriculum, including remote learning

Aims:

This risk assessment came into place on Tuesday 5th January 2021, and will be reviewed regularly. The aim is to maintain high quality education (remotely or on site) for all pupils, whilst minimising the risk of pupils, staff and other stakeholders catching or transmitting Covid-19.

These aims are based on the current Government guidance.

(updated 18th December 2020)

The measures stated in this risk assessment **must** be adhered to by all members of staff, by pupils and parents. The risk assessment will be regularly reviewed and updated as further guidance is received.

Highfields Academy Risk Assessment – Return to Education (Covid-19)

This risk assessment details the actions that the Academy has put into place to reduce the risk of the spread of all infections, but particularly Covid-19. The risk assessment states what will be done, and who this is delegated to. The Principal and Board retain overall accountability that these actions are in place.

This has been produced in line with the latest Government guidance but still refers to previous guidance where relevant.

The main document that this risk assessment refers to is: Guidance for Schools: Coronavirus (updated 18.12.20)

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

GENERAL: Ensuring understanding of current situation Measures to Implement	By
<ul style="list-style-type: none"> Ensure Covid-19 risk assessment is in place and reviewed regularly. Ensure this is published to all stakeholders and is easily accessible via the website or in hard copy if requested. Risk assessments have been in place since March 2020. They are reviewed regularly and always after new guidance is received. Most recent review – January 2021 	Simon Dyson
<ul style="list-style-type: none"> Health and Safety advice for children and staff is in place and published on the school website. 	Julia Betteley
<ul style="list-style-type: none"> Posters are displayed in all parts of the school. 	Kate Richards
<ul style="list-style-type: none"> Review Home school agreement and Behaviour Policy and publish. 	Simon Dyson
<p>Individual risk assessments for all staff who:</p> <ul style="list-style-type: none"> have previously been categorised as extremely clinically vulnerable or clinically vulnerable. staff who are pregnant. any members of staff are potentially more vulnerable due to non-medical reasons, for example: BAME employees. staff who live with people that have been previously classified as extremely clinically vulnerable or clinically vulnerable. <p>Whilst each RA will be personalised mitigating measures are likely to include:</p> <ul style="list-style-type: none"> Member of staff not to enter into isolation with a person showing symptoms Member of staff not to carry out First Aid responsibilities Member of staff to socially distance from other members of staff as much as is possible. 	Simon Dyson

GENERAL: Classroom set-up Measures to Implement	By
<ul style="list-style-type: none"> Children in Years 1-6 to sit two at a table, forward facing. 	Class teachers
<ul style="list-style-type: none"> Ensure that distance between pupil tables is maximised as much as is possible, particularly ensuring that there is sufficient distance (2m) between teacher desk and pupil desks where possible. Where this is not possible Perspex screens will be placed between the teacher desk and the pupil desks. 	Class teachers
<ul style="list-style-type: none"> Remove any unnecessary furniture from classrooms to ensure maximum space is available. 	Class teachers / SMO
<ul style="list-style-type: none"> Teachers will ensure that all equipment that is not used regularly will be removed from the classroom. Equipment in classrooms to be kept to a minimum in order to aid cleaning. 	Class teachers
<ul style="list-style-type: none"> Soft toys and dressing up clothes to be removed from classrooms. Equipment such as sand trays and play dough will also be removed. 	Class teachers
<ul style="list-style-type: none"> Posters to be displayed to promote respiratory hygiene and hand-washing. 	Class teachers
<ul style="list-style-type: none"> All areas stocked with soap, hand sanitiser, blue roll and a water station. 	Class teachers

GENERAL: Stock Measures to Implement	By
<p>To ensure that the school is fully stocked with:</p> <ul style="list-style-type: none"> • Cleaning materials, including disposable cloths, blue roll, detergents, buckets, mops, bins, bin bags (medical waste/nappies), • PPE equipment, including full PPE, face shields, face coverings, gloves (longer than wrist length), eye protection, plastic aprons. • First aid equipment and UV thermometer • Tissues and paper towels • Soap, hand sanitiser (<70% alcohol). • Sanitiser for fogging machine. 	<p>Kerry Kolbuck (weekly check of stock)</p>

HYGIENE Measure to implement	By
<p>So far as is reasonably practical we will aim to promote exceptional hygiene:</p> <ul style="list-style-type: none"> • Handwashing facilities and hand sanitiser stations will be designated to each individual class group. Teachers to monitor stock levels and report to SMO if more is required. • Automated sanitiser stations are to be installed at identified locations in the school: Staff room, reception area, by staff toilets and at all entrances to the hall. SMO to check levels daily • Regular designated times during the day will provide pupils opportunity to wash their hands (arrival and departure, before and after eating and after sneezing and coughing, break times). These will be supervised for all pupils with the exception of Y5 and 6. • Regular reminders to all pupils about the importance of hygiene, including flushing of toilets and what to do if they have problems with this. • Tissues boxes will be readily available to all pupils on their desks, as will ways of disposing with these. (Catch it, bin in, kill it). Teachers to monitor stock levels and report to SMO if more is required. • Classroom spaces should be well ventilated as much as is possible. When possible windows should be opened first thing and kept open throughout the day. If temperature prevents this from happening then windows and doors should be opened for a minimum of 15 mins every two hours. (Break times and lunchtimes). • Cleaning to take place throughout the day, frequency as stated on the cleaning sheets. Staff to record on cleaning sheets when cleaning has taken place. SLT to monitor compliance. 	<p>Class teachers</p> <p>Kerry Kolbuck</p> <p>Class teachers</p> <p>Class teachers</p> <p>Class teachers</p> <p>SMO, class teachers.</p> <p>All staff, SLT</p>

HYGIENE Measure to implement	By
<p>Increased cleaning expectations remain and will include:</p> <ul style="list-style-type: none"> • Door handles and light switches to be wiped prior to school opening, and at several other specified times during the school day, eg: once children are in the room, after breaktimes, lunchtimes) • All surfaces to be thoroughly cleaned at the end of every day in all rooms that have been utilised that day. This includes all tables, sideboards, teacher desks, all smooth floors. • All equipment that needs to be shared must be cleaned in between different pupils / staff using them. • Teachers need to support cleaning staff by ensuring that all tables and desks are left clear at the end of the day. Resources that are not required regularly should be removed from the classroom and only taken out as needed. • Wherever possible cleaning should take place at least 30 minutes after teachers and pupils have vacated the area. All staff strongly encouraged to leave school site as soon as is practical at the end of the school day. • Cleaners should wear long gloves and use all specified cleaning materials. • Carpeted areas with be hoovered daily in rooms that have been used. • All areas of the school that have been used during that day will need to be thoroughly cleaned, with the exception of areas that have only been used by 1 member of staff and will not be used by a different member of staff the following day. These areas will be on rota appropriately (for eg: isolation room, head's office). • All rooms to be fogged twice a week as a minimum. 	<p>All staff</p> <p>Cleaning staff / SMO</p> <p>Teachers/TAs</p> <p>Teachers</p> <p>All staff</p> <p>Cleaning staff / SMO</p> <p>Cleaning staff</p> <p>Cleaning staff</p> <p>SMO</p>

HYGIENE Measure to implement	By
<ul style="list-style-type: none"> Regular monitoring of toilet areas is required. This will involve regular wiping of taps, sinks and toilet flushers throughout the day and more thorough cleaning at the end of the day T Cleaning staff hours will continue to be temporarily increased. <p>Cleaning sheets to be displayed in all classrooms, toilets, and communal areas. Staff to sign and record times when cleaning has taken place. These sheets to be monitored and signed by the Principal or Vice Principal and filed for 1 month</p>	<p>All staff</p> <p>Simon Dyson</p> <p>Kerry Kolbuck, Simon Dyson, Adam Strefford</p>

Health and Safety, including use of PPE Measures to Implement	By
<ul style="list-style-type: none"> • All usual health and safety daily, weekly and monthly checks to continue in the normal manner. • Full PPE outfits (mask, gloves, eye protection, apron), will be available to staff should a pupil display symptoms whilst in school. Staff are instructed to don PPE before entering into isolation with a pupil. • Staff are trained in how to correctly don and doff PPE outfits and posters are displayed as a reminder. • 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 (must for staff) arrange to have a test to see if they have coronavirus (COVID-19). Tests must be done within 8 days of developing symptoms – however, tests should be arranged as soon as is possible. Other members of their household (including any siblings) should self-isolate for 10 full days from when the symptomatic person first had symptoms. If they develop symptoms during this time the 10 days starts again from the onset of these symptoms. • If a child is awaiting collection, they should be moved to the isolation bay (Reading room) where they can be isolated behind a closed door, with appropriate adult supervision. A window should be opened for ventilation. • If it is not possible to isolate them (for eg: if more than one person develops symptoms at the same time), 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 the nearest bathroom. 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. • 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 and Trace. 	<p>Kerry Kolbuck</p> <p>Simon Dyson</p> <p>Simon Dyson</p> <p>All staff</p>

Health and Safety, including use of PPE Measures to Implement	By
<ul style="list-style-type: none"> • 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 bleach after they have left to reduce the risk of passing the infection on to other people. • Prior to entering the isolation room members of staff should consider removing items of clothing / jewellery such as watches, bracelets if possible. <p>Once the child has been picked up from school the member of staff should:</p> <ul style="list-style-type: none"> • Remove PPE as per guidance and place in a black plastic bin liner. This is to be left in the isolation room. • Wash hands (in staff toilets) • Ensure that they remain socially distanced from all other members of staff and pupils. <p>A member of the SLT will contact the member of staff before the end of the school day as a duty of care and will also debrief.</p> <ul style="list-style-type: none"> • PPE (face covering, gloves, apron, eye covering) will be available to any member of staff who is administering first aid. This will be worn as they see appropriate depending on what first aid is required. • Parents are to wear face coverings when entering the school site. • Members of staff must wear face coverings if they go onto the yard at times when parents are dropping off/collecting children. They must also wear face coverings in all parts of the school apart from their main base (eg: their own classroom). • Staff are permitted to wear face coverings in their own classroom if they choose to do so. For staff who are in close contact with pupils the wearing of face coverings / shields is encouraged (eg: staff who work in a 1:1 capacity). • Pupils may wear face coverings in school. This should be agreed by the Principal beforehand so that we can ensure that the child understands the guidance around wearing face coverings. 	

Health and Safety, including use of PPE Measures to Implement	By
<ul style="list-style-type: none"> • Water fountains will be removed from use. Water will be available in all teaching areas and children will be able to fill water bottles from jugs. • Testing for Covid-19 will be available for any staff and pupils who show symptoms. Normal procedures for booking a test should be followed. We do have a small number of test kits on site if needed. • School staff are encouraged to download the NHS app for Track and Trace. • The unique QR code for Track and Trace is displayed prominently in the Reception. All authorised visitors must use if visiting school if possible. <p><u>RESPONSE TO POSITIVE CASES:</u></p> <p>For all positive cases (staff, pupil, parent/carer) ring Cheshire East Covid Helpline on 01270 371 323</p> <p>There is also a DfE helpline available: 0800 046 8687.</p> <p>Staff:</p> <ul style="list-style-type: none"> • If a staff member tests positive then it is highly likely that all pupils in that class will be asked to isolate for 10 days. • Any person, who has been in close contact with the positive person will need to self-isolate for 10 days (for definition of close contact see Covid display in Principal's Office). <p>Pupil:</p> <ul style="list-style-type: none"> • If a pupil tests positive then it is highly likely that all pupils in that class will be asked to isolate for 10 days. • Any person, who has been in close contact with the positive person will need to self-isolate for 10 days (for definition of close contact see Covid display in Principal's Office). 	

Health and Safety, including use of PPE Measures to Implement	By
<p>Parent or Carer:</p> <ul style="list-style-type: none"> • If a parent/carer tests positive then their children <u>must</u> self-isolate for 10 days. • There is no requirement for other children in that class to self-isolate unless the child develops symptoms and then tests positive. If this happens then follow the steps above. <p>IF ANYONE IN YOUR HOUSEHOLD IS AWAITING A TEST RESULT YOU MUST ISOLATE UNTIL THE RESULT OF THE TEST IS KNOWN. THIS APPLIES TO PUPILS AND STAFF.</p> <p>LATERAL FLOW TESTING:</p> <ul style="list-style-type: none"> • All staff are eligible for LFD testing at home. This is optional but strongly encouraged. • Staff will test themselves on Sunday evenings and Wednesday evenings, with the exception of some part time staff. • Part time staff may test on other days depending on their shift patterns; this will be agreed by the Principal. • Any member of staff that tests positive must book a PCR test as soon as possible. <p>For further details about LFD testing of staff please refer to the separate risk assessment for LFD testing.</p>	<p>Simon Dyson</p>

Mental health and wellbeing Measures to implement:	By
<ul style="list-style-type: none"> • All staff are reminded of the Employee Assistance programme that is there to support individuals with concerns work related or otherwise. • All staff are reminded of the importance of work/life balance. Particularly regarding remote learning, staff must ensure that they discipline themselves regarding the hours that they engage with pupils remotely. Staff are strongly advised that communication with parents and pupils remotely should not take place outside of the hours 7.30am – 6.00pm, Monday to Friday. • Staff are encouraged to work off-site whenever this is possible (ie: the requirements of their role can be fully met). <p>Staff welfare</p> <ul style="list-style-type: none"> • The staff room will not be strictly closed but it is important that no more than 6 people are in there at any given time. • Staff need to socially distance from other members of staff and from pupils as much as is possible. Staff must ensure that strict 2m distancing is applied with adults who are not within their bubble. • Chairs to be plastic coated so that cleaning after use is easily manageable. 	

Organisation and daily routine. Measures to implement:	By
<p>MAIN SCHOOL:</p> <ul style="list-style-type: none"> • Currently only children of Critical Workers, pupils with EHC plans and those otherwise identified as vulnerable are being offered a place in school. • In order to reduce numbers as much as possible pupils are allowed to attend on a part time basis (mornings only or full days) and on days where parents require this. • Vulnerable pupils and children with EHC plans are expected to attend full time. However, this will be discussed with parents on an individual basis and where we are confident that pupil's needs can be fully met off-site we may agree to temporary part time placements. In these cases pupils will still be expected to be on-site for the majority of the time. • Classes as strictly treated as bubbles and wherever possible the bubbles will not mix. • Support staff are allocated to one class in the vast majority of cases, in order to support class teachers in delivering physical and remote teaching. • Where staff are not directly linked to a class they must ensure that measures are taken (eg: Perspex screens, face coverings, social distancing) when working with pupils. <p>Start and finish times: While numbers are restricted to key worker and vulnerable children only staggered start times and one-way systems have been removed. These will be introduced as the number of pupils onsite increases; this will be reviewed regularly.</p> <p>All pupils will start at 9.00am and finish at 3.30pm with the exception of Y1 who will start at 8.55am and finish at 3.25pm.</p> <p>Reception: Miss Garner, supported by Mrs Gardner Year 1: Mrs Bradley, supported by Mrs Walker Year 2: Miss Addis, supported by Mrs Davies Year 3: Mr Fowler, supported by supply teacher Year 4: Mrs Richards, supported by supply teacher Year 5 and 6: Mr Strefford and Miss Hermitt supporting each other, with additional support from Mrs Hayes.</p> <p>1:1 teaching assistants will remain with their contracted pupils and will support the pupil as normal while they are on site.</p>	<p>Simon Dyson, Natasha Newport, Adam Strefford.</p>

Organisation and daily routine. Measures to implement:	By
<p>Teachers are expected to be on site for approximately 50% of their contracted hours. For the remaining 50% support staff will cover classes under the direction of the teacher while teacher focuses on remote learning, off-site wherever possible. When teachers are in class support staff are encouraged to work off-site.</p> <p>Toilets</p> <ul style="list-style-type: none"> • All reception, year 1 and year 3 pupils to use toilets closest to their classroom. Y2, 4, 5 and 6 to use toilets by the music room. <p>Playgrounds, playtimes and lunchtimes:</p> <ul style="list-style-type: none"> • Teachers, support staff and MDAs must ensure that during break times and lunchtimes children from different bubbles do not mix on playgrounds. • All children to eat lunches in their own classroom areas • Adventure trails are to be out of use until further notice. <p>Before/After school provision:</p> <ul style="list-style-type: none"> • This will be from 7.30am – 9.00am and from 3.15pm – 6.00pm. Currently this is only available on a ‘no other alternative’ basis to workers of Critical Workers. • This will take place in the hall and drop off/collection will be the hall door on Key Stage 1 playground (by the shed). • Children from different bubbles <u>must</u> remain socially distanced from children in different bubbles. <p>Dropping off time and collection time:</p> <ul style="list-style-type: none"> • While numbers are reduced parents may enter and exit from either gate • All parents are asked not to arrive at school early, we do not want groups of parents waiting on the school grounds. • It is essential that children arrive promptly (but not early) for the start of their day. • Pupils should only be dropped off and collected by 1 adult. • Parents <u>must</u> adhere to social distancing of 2m when dropping off or collecting their child. 	<p>Simon Dyson, Helen Dobbie</p>

Organisation and daily routine. Measures to implement:	By
<ul style="list-style-type: none"> • Parents must wear face coverings when dropping off and collecting children unless they are medically exempt. • No cars will be permitted on the school grounds unless this has been agreed with the Principal (eg: disability badge, pupil with SEND, other very exceptional circumstances). <p>Uniform Our uniform policy was reintroduced in September. On the days that children have PE they are encouraged to come to school in their PE kit.</p> <p>LITTLE CRICKETS Little Crickets remains open. However, in order to try and reduce the numbers of pupils and staff on site at any time and therefore reduce risk we are encouraging that for the moment only children of Critical Workers, pupils with EHCs or pupils who are otherwise identified as vulnerable should attend sessions. This will be reviewed regularly and we are happy to discuss any concerns/queries with any other parents on an individual basis.</p> <ul style="list-style-type: none"> • The morning session will commence at 9.15am and end at 12.15pm. • The afternoon session will commence at 12.45pm and end at 3.45pm. • Parents will not be allowed to enter the building. Staff will meet the children outside by the main entrance. • Parents are expected to socially distance whilst waiting to drop off their children and also when collecting. Markings will be placed on the path to facilitate this • No cars to enter the site with the exception of parents who have disability badges, pupils with SEND, other very exceptional circumstances. • School meals will be available at the usual charge (see main school for further details) • Snacks will not be provided, pupils are welcome to bring their own snacks to school. 	

Communication and visitors. Measures to implement:	By
<ul style="list-style-type: none"> Regular communication will be maintained with all parents. Remote learning is fully embedded, and being developed further all the time. It is expected that children engage in remote learning when not attending school. Please see our Remote Learning Plan for further information. Communication with class teachers at the start and end of the school day will be very difficult and will need to be avoided unless absolutely essential. If parents need to speak to teachers they should email them directly so that this can be arranged at the earliest possible time. Home/school communication books will be reintroduced where necessary. <p>BOARD MEETINGS AND LAB MEETINGS:</p> <p>Until further notice all board and LAB meetings will take place virtually using Microsoft Teams.</p> <p>EXTERNAL PROFESSIONALS</p> <p>The school will allow external professionals such as Speech and Language Therapists or Educational Psychologists to come into school where necessary.</p> <ul style="list-style-type: none"> Social distancing of 2m must be adhered to. Track and Trace must be used. Protective face wear should be worn unless there is good reason not to. <p>PERIPATETIC TUTORS AND SPORTS COACHES:</p> <ul style="list-style-type: none"> Until further notice these are all postponed. 	<p>Simon Dyson</p> <p>Adam Strefford, Abbie Hermitt, all staff</p> <p>All teachers</p> <p>Chair of Trustees and LAB</p> <p>Simon Dyson</p> <p>Simon Dyson</p>

Teaching, Learning and Curriculum Measures to Implement	By
<ul style="list-style-type: none"> • The school will deliver a full, broad and balanced curriculum. Some short term changes will be made to curriculum plans for the 20/21 year. By Sept 2021 we aim to return to our full curriculum plans. • Children are expected to be fully engaged in education, whether they are on-site or learning remotely from home. For further details about Remote Learning please refer to the Remote Learning Plan. <p>Exceptions to full curricular entitlement: The following activities will not take place until further notice:</p> <ul style="list-style-type: none"> • Singing • Brass / wind instruments • PE involving contact activity • Swimming 	

Highfields Academy Recovery Plan

The Strategic School Development plan will be replaced for 12 months by the School Recovery Plan which will prioritise on getting the school back to the position we were in prior to 20th March 2020.

This section is only in skeleton form at the moment as our focus has been on preparing for re-opening. We expect that it will take many months for the school to return to the position it was in prior to March 20th 2020.

Key Areas of the School Recovery Plan:

Pupils	Priority one: ensure that all pupils feel happy, secure and safe (in school and at home)
Staff	Priority two: Staff to feel happy, secure and safe in school and to be supported in delivering quality remote education along with on-site learning.
Curriculum	Priority three: Establish gaps in learning in Reading, Writing and Mathematics. Priority four: Curriculum review to ascertain gaps in learning in all foundation subjects and how we will be able to fill these. Priority five: Ensure high quality remote education is available to and accessed by all pupils.
Financial	Priority six: To return the school to the sound financial position we were in prior to closure.

Principles for staff

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and risk assessment and know what role in it you're being asked to take.

Summary Risk Assessment

Identified risk	Mitigating measures	Person responsible
Direct transmission of Covid-19 from staff to staff (Prevention)	<ul style="list-style-type: none"> • Staff to ensure that social distancing between themselves and other members of staff is adhered to wherever possible. • Restrictions of the capacity of the staff room (max 6) • Staff meetings to continue to take place virtually • Maximum of 2 people to work in office at any time 	All staff SD SM
Direct transmission of Covid-19 from staff to pupils or visa versa and between pupils (Prevention)	<ul style="list-style-type: none"> • Wherever possible staff to remain consistent within teaching bubbles • Where not possible (eg PPA) staff must ensure as much as possible that social distancing between pupils is maintained • Class bubbles to be implemented, children not to mix with children from other bubbles as much as is possible • Where not possible social distancing should be adhered to as much as possible • Teachers / support staff should avoid working in close contact with a pupil for an extended period of time (15 mins) where possible. • No large gatherings such as assemblies until further notice • Dining hall not to be used at lunchtimes • 	SD/AS

Identified risk	Mitigating measures	Person responsible
Indirect transmission of Covid-19 (Prevention)	<ul style="list-style-type: none"> • Enhanced cleaning in place • Very regular handwashing for all pupils and staff • Ensure good respiratory hygiene through Catch it, Bin it, Kill it reinforced. • Staff to sign cleaning sheets and leadership to monitor • Computer suite not to be used (as a computer suite) until further notice • Avoid sharing equipment across classrooms as much as is possible. Where this is not possible all equipment must be thoroughly cleaned before another class uses it. • Children to have their own equipment (eg pencil, pen) 	SD, KK,
Pupils / staff displaying symptoms (Prevention)	<ul style="list-style-type: none"> • Pupils and staff to not come into school if they display any symptoms and to follow government guidance around self isolation. • If on-site Isolation as described above • Parent or staff to arrange for a Covid-19 test 	SD
Response	<ul style="list-style-type: none"> • Ensure that school adheres to Track and Trace and adheres to government and PHE guidance if any positive cases occur. 	SD