



COVID-19
Risk assessment for return to Education on Tuesday 1st
September 2020
and recovery plan

(also to include Holiday club – July/August 2020)

Adopted by the Board of Directors of
STAR ACADEMY TRUST on
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Introduction

Following on from the Risk Assessment that was produced in the Spring term 2020 this document aims to address how we plan to re-open Highfields Academy to all pupils from Tuesday 1st September. 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 hundreds of 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 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.

When creating a risk assessment we would normally take a 4 step process:

- Identify potential risks
- Identify the likelihood of this happening (and rate it low, medium, high)
- Identify the danger / impact if something does go wrong (and rate is as low, medium, severe)
- These ratings help prioritise risks and required actions.

We cannot take this approach with this risk assessment as we do not know the answers to these questions so we have to consider all risks equally.

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

Prior to opening
Hygiene
Health and Safety , including PPE
Mental Health/Wellbeing of staff, pupils and parents
School organisation and Daily routine
Communication
Teaching, Learning and Curriculum

Aims:

This risk assessment comes into place from Tuesday 1st September 2020, although the section relating to Holiday club will be applicable from Monday 20th July 2020. The aims of this risk assessment are:

- For all pupils to return to full time education from 1st September 2020.
- To maintain out of hours provision 7.30am-6.00pm.

whilst minimising the risk of catching or transmitting Covid-19.

These aims are based on the current Government guidance. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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. For reference the codes are as follows.

- **GFO** Guidance for full opening.
- **AE** Actions for education and childcare settings to prepare for wider opening from June 1st 2020 (published 11th May 2020)
- **OS** Opening Schools for more children and young people: initial planning framework for schools in England (Updated 12th May 2020)
- **CIPM** Coronavirus (COVID-19): implementing protective measures in education and childcare settings (updated 12th May 2020)
- **SWE** Safe Working in Education, childcare and children’s social care settings, including the use of personal protective equipment (published 14th May 2020) –
- **PGPS** Planning guide for Primary schools (published 14th May 2020)
- **ASC** Actions for Schools during the Coronavirus outbreak. (published 18th May 2020)

Aspect	Measures to Implement	By	DfE Guidance
Pre-Opening	<ul style="list-style-type: none"> • Ensure Covid-19 risk assessment for holiday provision and for full opening is place and reviewed regularly. • Health and Safety advice for children and staff is in place and published on the school website. • Posters are displayed in all parts of the school. • All building health and safety compliance checks are completed. • Review Home school agreement and Behaviour Policy and publish. 		

Aspect	Measures to Implement	By	
Pre-Opening (staff)	<ul style="list-style-type: none"> • Review individual risk assessments for all staff who have previously been categorised as extremely clinically vulnerable or clinically vulnerable. • Review risk assessments any members of staff are potentially more vulnerable due to non-medical reasons, for example: BAME employees. • Review risk assessments any members of 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 deployed with older pupils who are more likely to be able to socially distance (where possible) - Member of staff to socially distance from other members of staff as much as is possible. 		
Aspect	Measures to Implement	By	
Pre-opening (parents and pupils)	<ul style="list-style-type: none"> • Publish the risk assessment to parents prior to opening. 		

Aspect	Measures to Implement	By	
Pre opening (resources)	<p>Ensure that the school is <u>very</u> well stocked with:</p> <ul style="list-style-type: none"> • Cleaning materials, including disposable cloths, detergents, buckets, mops, bins, bin bags (medical waste/nappies), • PPE equipment, including full PPE, face masks, face coverings, gloves (longer than wrist length), eye protection • First aid equipment and UV thermometer • Tissues and paper towels • Soap, hand sanitiser. 		
Classroom set-up	<ul style="list-style-type: none"> • Ensure sufficient furniture in each classroom to enable all pupils to be seated in twos, facing the front of the classroom. • Ensure that distance between pupil tables is maximised as much as is possible, particularly ensuring that there is sufficient distance between teacher desk and pupil desks. • Remove any unnecessary furniture from classrooms to ensure maximum space is available. • 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. • Soft toys and dressing up clothes to be removed from classrooms. Equipment such as sand trays and play dough will also be removed. • Posters to be displayed • All areas stocked with soap, hand sanitiser and a water station. 	Classroom teachers	

Hygiene	Measures to Implement	By	
Pupils and teachers/TAs	<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. • Staff to incorporate lessons on handwashing on the first day back into school. This lesson will also include other aspects of hygiene such as encouraging children not to touch their eyes, noses and mouths, not to put things in their mouths, what to do after sneezes or coughs, why some pupils and staff may wear facemasks and how these can help to prevent the spread of viruses. These will be made age appropriate. This is particularly important for those year groups that are returning for the first time since March but even for those pupils that have already returned it will be a useful reminder. • 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 Y6. • 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) • Classroom spaces should be well ventilated as much as is possible. 		

Hygiene	Measures to Implement	By	
Site Maintenance	<p>Cleaning expectations will increase significantly 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 in this 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. • Cleaners should wear long gloves and use all specified cleaning materials. • Carpeted areas will 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. • 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. • Cleaning staff hours will continue to be temporarily increased so that at least one of the cleaners and/or site maintenance officer will be on site during all opening hours. <p>Daily checklists for cleaning will be revised and these will be monitored daily by senior leadership.</p>		

Health and Safety, including 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. • 4 full PPE outfits (mask, gloves, eye protection, apron, will be available to staff should a pupil display symptoms whilst in 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 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 • 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. • 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 		

	<p>infection on to other people.</p> <ul style="list-style-type: none"> • 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. • Leave the premises as soon as possible and go home. • Shower and wash clothes as soon as is possible. <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. • Pupils and staff are not to wear face coverings during the day. If pupils or staff choose to wear these before coming into school they must be disposed of as per guidance. • 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. <p>If we have a confirmed case of Covid-19 within the school we will follow all guidance (pts 7, 8 and 9) of the government document contact Public Health England immediately and follow their advice. All rooms where the child/member of staff have accessed will be closed until safe to reopen, based on PHE advice. Parents of pupils that may have been in contact with the infected person will be notified that day. Two or more cases would be classified as an outbreak – PHE and LA would be contacted immediately and an urgent risk assessment would be carried out to assess impact and plan accordingly. This could lead to closure for certain year groups.</p> <ul style="list-style-type: none"> • Ensure understanding of the requirements of Track and Trace. 		
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Mental health and wellbeing	Measures to Implement	By	
	<p>School has been closed to a large number of pupils since 20th March. We know that a few/some/many/all pupils will need a settling in period to get back into school life, especially as this will not be school as they know it. We know that all pupils will have a range of anxieties, as will staff.</p> <p>For pupils:</p> <ul style="list-style-type: none"> • Staff should be particularly aware of potential mental health issues with pupils. They will seek opportunities to talk to children on a 1:1 basis in the first couple of days to check that they are ok and any concerns must be reported to the SLT. The SLT will then aim to provide some additional support where it feels it is required. • Curriculum in the early days will predominantly focus on wellbeing. (more on curriculum later) <p>For staff:</p> <ul style="list-style-type: none"> • The Principal and SLT are very aware of the anxieties and also work life balance for all members of staff. Regular staff meetings will be held and staff well-being will be included on all agendas. • No lesson observations for monitoring purposes will take place until October 1st. After this date lesson observations for quality assurance purposes will be re-introduced. Any observations that do take place prior to October 1st will be purely to check on health and safety requirements. • Performance management reviews will take place in September 2020. These will be handled with a large degree of flexibility and no member of staff will be negatively impacted due to Covid-19 when pay recommendations are put forward. • Setting of PM targets will commence for all staff in September • The marking policy will be re-introduced from September 1st. Staff are permitted to take children's books home, although this is discouraged and should not happen frequently. • Weekly SLT meetings to take place with a standing agenda item of staff well-being. <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 8 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. 		

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Organisation and daily routine.	Measures to Implement	By	
	<p>MAIN SCHOOL:</p> <ul style="list-style-type: none"> • Classes will return to normal size. • Staggered start times and finish times will apply until further notice: <p>Reception – The class will be split into 2 halves to try and ease congestion at the start and end of the day. Group A will start at 8.45am and finish at 3.15pm. Group B will start at 9.00am and finish at 3.30pm. During the day the class will be taught as one group.</p> <p>Year 1: 8.45am – 3.15pm Year 2: 9.00am – 3.30pm Year 3: 8.45am – 3.15pm Year 4: 9.00am – 3.30pm Year 5: 8.45am – 3.15pm Year 6: 9.00am – 3.30pm</p> <p>Toilets</p> <ul style="list-style-type: none"> • All reception, year 1 and year 2 pupils to use toilets closest to their classroom. Y3-6 to use toilets by the music room. <p>Playgrounds, playtimes and lunchtimes: Playtimes and lunchtimes will be staggered to ensure that class bubbles do not mix with other class bubbles.</p> <p>Lunches will continue to be provided in classroom areas.</p> <p>Adventure trails are to be out of use until further notice.</p> <p>Reception: Break – 10.05 – 10.20 Lunch – 11.45 – 12.30 Break – 2.00 – 2.10 Key Stage 2 playground</p> <p>Year 1: Break – 10.05 – 10.20 Lunch – 11.45 – 12.30 Break – 2.00 – 2.10 Key Stage 1 playground</p> <p>Year 2: Break – 10.25 – 10.40 Lunch – 12.30 – 1.15 Break – 2.15 – 2.25 Key Stage 1 playground</p> <p>Year 3: Break – 10.05 – 10.20 Lunch – 11.45 – 12.30 Break – 2.00 – 2.10 Key Stage 2 playground</p> <p>Year 4: Break – 10.25 – 10.40 Lunch – 12.30 – 1.15 Break – 2.15 – 2.25 Key Stage 2 playground</p> <p>Year 5: Break – 10.25 – 10.35 Lunch – 12.30 – 1.15</p>		

	<p>Break – 2.15 – 2.25 Key Stage 2 playground</p> <p>Year 6: Break – 10.40 – 11.00 Lunch – 1.00 – 1.45 Key Stage 2 playground</p> <p>Before/After school provision: This will be from 7.30am – 9.00am and from 3.15pm – 6.00pm This will take place in the hall and drop off/collection will be the hall door on Key Stage 1 playground (by the shed). During Kidspace sessions children will be encouraged as much as is possible to follow social distancing guidelines of 1m+.</p> <p>Entry into school: We will be operating a one way system for dropping off, picking up and in any other agreed circumstances. We know that this will cause some inconvenience but this will be strictly enforced.</p> <ul style="list-style-type: none"> • Cumberland Avenue will be the entrance to the site. • Whitehouse Lane will be the exit to the site. • There will strictly be no cars allowed onto site (parents). The double gates will be closed and manned by staff. The exception will be parents that have a disability badge and these parents will need to discuss arrangements prior to June 1st with the Principal. <p>Dropping off time:</p> <ul style="list-style-type: none"> • 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 must adhere to social distancing of 1m when dropping off or collecting their child. <p>Reception pupils: Enter the school via the Cumberland Avenue entrance. Walk along the path and through the side gate by the notice board. Your children will be let in through the normal gate into the outdoor area and then into school in the usual way. Note, this is the most difficult area to socially distance parents and pupils and we will need your patience and support here. <u>Parents must keep 2m apart from other parents.</u> Parents must leave via Whitehouse Lane gate.</p> <p>All other pupils: Enter the school via the Cumberland Avenue entrance. You will walk through the car park and through the wooden gates by the sheds. Markings are on the playground to ensure 1m distancing for parents.. Parents must leave via Whitehouse Lane gate.</p> <p>Year 5 and 6: Parents will not be permitted on site at the start and end of the school day unless you have other</p>		<p>CIPM p7</p>
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children in Pre-school, Reception or year 1. Your children will enter via Cumberland Avenue, will walk through the car park, **around** the KS1 yard and will enter their classrooms through the fire doors for Year 5 or 6.

Collection times:

- **Again, it is important that parents do not arrive more than 5 minutes before their school day ends and that social distancing is adhered to.**
- All parents will arrive via Cumberland Avenue and will follow the same route as they did in the morning. Teachers will ensure that pupils are let out promptly.
- Markings will be drawn onto all waiting areas and social distancing must be adhered to.
- All parents will leave site via Whitehouse Lane gate.
- Year 5 and 6 parents are not permitted on site unless there are exceptional reasons.

The School Day

Lunchtime:

- All pupils will eat in their designated classroom spaces.
- School lunches will be provided but these will be of a picnic bag style. We are looking at ways of providing some hot options (sausage rolls, toasties, pizza slice, burger, hotdog etc) on some days but a hot meal is not guaranteed. Menus will be available.
- Pupils in Reception, year 1 and those who are entitled to a free school meal will be provided with a lunch. Other pupils will still be able to order a school lunch or are allowed to bring a packed lunch. If pupils do bring their own lunch we will assume that parents use good hygiene methods when making these.
- Lunches will be delivered to classroom areas; children will not use the canteen.
- There will be **no** provision for morning snack. Your children are welcome to bring in their own snacks. (no nuts)

Toilets

- All children will be strongly encouraged to use the toilet during all breaktimes. We want to try and reduce children using toilets at other times during the day but we know that this will have to be flexible. Children certainly will not be told they can't go at other times. Only 5 pupils at a time from the same bubble will be allowed to use the toilets. This will be monitored.

Uniform

Our uniform policy will be reintroduced in September. On the days that children have PE they are encouraged to come to school in their PE kit.

LITTLE CRICKETS

- 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.
- 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	Measures to Implement	By	
	<p>Regular communication will be maintained with all parents.</p> <p>Online Learning will be developed further to enhance normal provision and also to safeguard against any local lockdown that may occur or pupils that may need to self isolate. This will be facilitated through Tapestry (preschool up to and including year 2) and Microsoft Teams (Year 3 upwards)</p> <p>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.</p> <p>Home/school communication books will be reintroduced where necessary.</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 will return to our full curriculum plans. <p>Short term changes:</p> <ul style="list-style-type: none"> • A key focus on mental health and wellbeing in the first half of the Autumn term, particularly in Year groups that have not returned to school in the Summer term • A key focus on Phonics up to and including Y3 to ensure that any gaps in learning are filled. • Units of the Christopher Winter Project (RSE) that are usually taught in the summer term must be delivered in the first half of the Autumn term. • Teachers must ensure that informal assessments take place early in September to identify any gaps in learning, particularly in Mathematics and Literacy. These gaps must be addressed before considering the objectives for the year group. • Subject leaders of Foundation subjects to review curriculum and ‘slim down’ some units of work to focus on key skills and knowledge, therefore enabling all themes to be covered during the year. <ul style="list-style-type: none"> • PE will take place twice weekly but no activities that include close contact will be planned. Equipment that needs to be handled will not be used. • Wider opportunities music lessons to commence in September but social distancing of staff must be adhered to <p>Staffing:</p> <ul style="list-style-type: none"> • PPA to be in place for all teaching staff. This will be covered by usual arrangements. Staff working across multiple bubbles must ensure that social distancing measures are adhered to 		

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:

<p>Return of all pupils to school</p>	<p>Priority one: ensure that all pupils feel happy, secure and safe in school.</p>
<p>Curriculum</p>	<p>There will also be some significant gaps in pupils' learning related to the Year group objectives that they are currently in. This is in no way a reflection on the work that parents have done to promote home learning.</p> <p>Priority two: Establish gaps in learning in Reading, Writing and Mathematics.</p> <p>Gaps in knowledge may be even more obvious in the foundation subjects as many topics will not have been delivered.</p> <p>Priority three: Curriculum review to ascertain gaps in learning in all foundation subjects and how we will be able to fill these.</p> <p>All members of staff have had to very quickly adapt the way that they work. Some members of staff have worked off-site since the school closed. Like pupils, many staff will have anxieties and will need support in getting 'back to normal'</p>
<p>Staff</p>	<p>Priority four: Staff to feel happy, secure and safe in school and to return to normal expected levels of service (and also to build skills that have been developed during this time into normal expected service – eg: online learning, technology and engagement with parents)</p>
<p>Financial</p>	<p>Like many businesses, the finances of the school have been dramatically impacted by Covid-19.</p> <p>The Board will consider ways in which this can be addressed but expect that it may take 2 years to return to our previous position.</p> <p>Priority five: To return the school to the sound financial position we were in prior to closure.</p>

Principles for staff - (PGPS)

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 know what role in it you're being asked to take.

Summary Risk Assessment

Identified risk	Mitigating measures	Person responsible
<p>Direct transmission of Covid-19 from staff to staff</p> <p>(Prevention)</p>	<ul style="list-style-type: none"> • Staff to ensure that social distancing between themselves and other members of staff is adhered to • Restrictions of the capacity of the staff room (max 8) • Staff meetings to continue to take place virtually • Maximum of 2 people to work in office at any time 	<p>All staff</p> <p>SD SM</p>
<p>Direct transmission of Covid-19 from staff to pupils or visa versa and between pupils</p> <p>(Prevention)</p>	<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) • No large gatherings such as assemblies until further notice • Dining hall not to be used at lunchtimes 	<p>SD/AS</p>
<p>Direct transmission from other adults</p>	<ul style="list-style-type: none"> • Parents to adhere to social distancing when dropping off or collecting pupils. • No events to take place such as celebration assemblies until further 	<p>SD</p>

(Prevention)	<p>notice</p> <ul style="list-style-type: none"> • Parents evenings to be carried out virtually in the Autumn term 	
<p>Indirect transmission of Covid-19</p> <p>(Prevention)</p>	<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,
<p>Pupils / staff displaying symptoms</p> <p>(Prevention)</p>	<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