

**RISK ASSESSMENT FOR:** autumn 2021 For Roe Green Infant School

## School activities during COVID 19 outbreak.

**During this evolving situation please monitor and follow government guidance given in the web links provided**

All pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

RGI will thoroughly review its health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below.

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- grouping children together
- avoiding contact between groups

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

As part of planning for full return in the autumn term, it is a legal requirement that RGI should revisit and update its risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

RGI will regularly review and update the RA:

to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Having assessed their risk, RGI will work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

Key for abbreviations:

Local Health Protection Team: LHPT

Senior Leadership Team: SLT

Headteacher: HT

Head of School: HOS

Deputy Head teacher: DH

Assistant Head teacher: AH Premises Manager: PM Class Teachers: CT Support staff: SS Learning Support Assistants: LSAs Year Group Leaders: YGLs Teaching Assistants: TAs SMSAs School Meal Time Assistants: SMSAs Roe Green Junior School: RGJ Local Authority: LA Educational Visits Coordinator: EVCo Virtual Lead: VL Virtual Team: VT *Public Health England: PHE <a href="#">From 18<sup>th</sup> August this body has been replaced by the National Institute for Health Protection: NIHP</a>		
<b>Establishment:</b> Roe Green Infant School	<b>Assessment by:</b> <b>Nicole Lobo (HT)</b> <b>Hema Dahale (Union Rep.)</b> <b>Dee Simpson (PSHE Lead)</b> <b>Cossor Javaid (HR)</b>	<b>Date: beginning</b> February 23 <sup>rd</sup> 2021
<b>Risk assessment number/ref:</b> <b>24/08/21</b> <b>Updated 16/09/21/</b> <b>20/09/21</b> <b>7/10/21</b> <b>11/11/21</b> <b>23/11/21</b> <b>2/12/21</b> 6/01/22 <b>31/01/22</b> <b>28/02/22</b>	<b>Headteacher Approval:</b>  <b>Chair of Governors Approval:</b>	<b>Date: 24/08/21</b>  <b>Date:</b>
	<b>All employers have a duty to consult employees on health and safety.</b> <b>Have staff been consulted in production of this risk assessment? Y/N</b>	

**Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances.**

- Actions determined as required but not yet in place should be moved from the 'What are you already doing'? column to the 'What further action is necessary?' column.
- Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions

What are the hazards?	Checklist/Control Measure
<p><b>Prevention</b></p> <p>1) <b>Minimise</b> contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms or who have someone in their household who does or have been advised by NHS test and trace to self-isolate, do not attend settings</p>	<p>From February 24<sup>th</sup> 2022 we are now following the guidance as set out in the government document: Living with Covid-19.</p> <p><b>Pupils</b>, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days, and anyone developing these symptoms during the school day will be sent home and told to take the test. Staff have been offered the rapid testing(LFTs) they can opt in/out at any time.</p> <p>If the individual with symptoms has not been able to get a test, they need to isolate for 10 days.</p> <p>If a close contact is positive, pupils (5 and over) and adults need to do a LFT every day for 7 days before coming into school.</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 '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). If the test is positive continue to isolate for ten days; if it is negative they can return to school when feeling better.</p> <p>If a child is awaiting collection, they will be moved to the medical room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally a window needs to be open for ventilation. Therefore, in the medical room the back door would need to be opened and the window opened that leads to the toilet. If it is not possible to isolate them in the medical room, then they will be moved to the small hall. If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>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). See <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u> guidance.</p> <p>.GDPR: RGI will NOT share the names or details of people with coronavirus, unless it is essential to protect others.</p> <p>it is recommended that face coverings be worn by adults on site for both staff and visitors (including parents) if feeling vulnerable.</p> <p>People who have health conditions are exempt.</p> <p>Keep staffrooms ventilated and be aware of time spent in face to face conversations. This needs to be especially noted in the conservatory staffroom on CC days.</p> <p>As we return to more face to face contact with our parents, visitors to the school we need to observe the following:</p> <p>Any Visitors into the school (for example looking at the EYFS contractors):</p> <p>Before coming into school recommend that they take a LFT</p> <p>Numbers to be limited to two families at a time or three individuals.</p> <p>Face coverings to be offered and the staff member to wear a covering</p> <p>Hand gel to be offered.</p> <p>Workshops:</p>

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<p>2) <b>Where</b> recommended, the use of face coverings</p>	<p>Depending on the room used within school will determine the capacity of numbers:  Evergreen: this is used for parents only with contact with staff.  Need to maintain a distance of 1 metres, all windows and doors open. Masks / gel to be offered.  Workshops in classes would need to take place over a week with a limit of one parent and a maximum of five in at any one time. No babies /toddlers etc. masks/gel to be offered. Use outside spaces where available  Assemblies:  Two classes in at a time, so that both parents can come.  Trips:  These have now started, they will be local and workshops into school for the autumn term. This will be reviewed for the spring term.  We have had a few positive cases of Covid -19 in school from 22/11/21. So in light of this at the moment it is deemed sensible to not have an assembly in school for parents at Christmas for the EYFS. The two concerts will be filmed and put onto both Tapestry and the Website.  Parent meetings for Year 1 will take place during the first week of December and will take place virtually. Unlike the Year 2 meetings the parents will not be offered the opportunity to come into Evergreen to look at books.  Music concert to KS1 no audience but filmed  As above at the moment no change. No large gatherings of the whole staff together and no visitors coming in unless for specific purposes.  Regarding vulnerable adults (pregnancy for example,) the HT will advise the individual to speak to the school's HR so that a risk assessment can be done.  Will continue with Covid procedures as stated within this RA, until the end of the spring 1 half term and then review.  Numbers of cases within the school are rising. Following on from latest advice from NHS Test and Track, a letter (from the NHS T&amp;T) giving advice will be pinged out to parents of classes with positive cases.  According to government guidance Feb 2022, if you have Covid like symptoms, please test (tests are available in school for staff) and isolate for five days if positive. Follow the guidance until you have received two negative tests on consecutive days.  As a result of the success of the government's strategy to invest in scientific and medical innovation, the government has relied more on vaccines and medical treatment and have gradually removed restrictive guidance for those at an increased risk.  Individual RAs need to be still in place for specific circumstances such as pregnancy.</p> <p><b>Pupils</b> or staff arriving in school wearing face coverings need to remove them safely, (all staff have had PPE training in June 2020) and pupils will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands</p>

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<p>The staff will wear face coverings as detailed below.</p> <p>Additional face masks will be provided; in case a mask becomes soiled or broken. Plastic sealable bags will be provided for storage of masks</p>	<p>immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before sitting at their table. Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice. If children bring hand gels in leave this in their book bags.</p> <p><a href="#">In light of the rising cases, staff have been advised to start to wear face masks in corridors and public spaces.</a></p> <p>More face coverings have been ordered for use in school.</p> <p>With 37% of educators more likely to catch Covid due to the high transmissions, it is strongly recommended that the wearing of masks in corridors etc. continues.</p>

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<p>3) <b>Clean</b> hands thoroughly and more often than usual Including when putting on and removing face masks.</p>	<p><b>As</b> with hand cleaning, RGI will continue to ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. Individual Risk Assessments will be in place in order to support these pupils and the staff working with them.</p> <p>RGI has installed four handwashing 'stations' in the playground areas so that all pupils can clean their hands regularly when they are outside.</p> <ul style="list-style-type: none"> <li>• Hand sanitisers are stationed all around the outside of the school building for staff, parents and visitors to use. These may be used by children with supervision.</li> <li>• The use of hand sanitiser, given risks around ingestion, will continue to be supervised. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>• Signage is inside and outside of the classrooms to remind children to wash their hands regularly.</li> <li>• Children must clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> </ul>

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<p>4) <b>Ensure</b> good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<ul style="list-style-type: none"> <li>• Staff members who are working with children who may spit, need more opportunities to wash their hands. Before removing/ putting on face masks, clean hands before and after touching. Store them in an individual sealable plastic bag between use. If face covering becomes damp the cover should not be worn and removed carefully. It is advised to have a replacement to hand.</li> </ul> <p>The 'catch it, bin it, kill it' approach continues to be very important. So staff can access the e-Bug coronavirus (COVID-19) website. <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p> <p>RGI will continue to ensure that there are enough tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>The yearly letter will go out to all parents, in the first week of children's return to school, to request for a tissue box for each child in every class to be sent in. Staff to replenish as needed.</p> <p>Children to continue to be encouraged to sneeze or cough into their elbows.</p> <p>Some pupils with complex needs will struggle to maintain a good respiratory hygiene but they will be supported.</p>

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<p>5) <b>Maintain</b> enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents</p>	<p>Closed bins are in every classroom and in every other room used within the school. Ensure bins are provided for tissues in every classroom. Catch it, bin it, kill it messages to be displayed in and out of classrooms and discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Closed bins need to be put in shared office areas and in the small hall/ library/ICT suite (bring from RGS). Action completed.</p> <p><b>RG</b> has put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal.</li> <li>• Additional cleaner is in place working 4 hours daily. Timetable of cleaning is in place and will be regularly reviewed.</li> <li>• Half termly 'fogging' to take place. Initial fogging to take place 3/09/21.completed on 4/09/21</li> <li>• It is expected that staff working in the classrooms will continue to wipe down surface areas and equipment when needed.</li> <li>• Year groups to continue to use their own toilets, but toilets will continue to be cleaned regularly and pupils will continue to be encouraged to clean their hands thoroughly after using the toilet</li> </ul>

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<p>6) <b>Consider</b> how to minimise contact across the site.</p>	<ul style="list-style-type: none"> <li>Lunchtimes and playtimes will be staggered for Year group 'bubbles', this will also enable cleaning to take place throughout the day.</li> </ul> <p>RGI will continue to ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will need to be supported and be toileted on a regular basis throughout the day. Individual Risk Assessments will be in place in order to support these pupils and the staff working with them. See: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></p> <p>In the event that the current full time cleaner is absent, teachers to clean their rooms during the day. Toilets and the common areas to be cleaned by the premises team.</p> <p>Fogging continues to take place every half term and will take place just before we return in the new year 2022 (not applicable for the Christmas break as the school was closed) Fogging to take place end of the February half-term break 2022</p> <p>From 31/01/22, a rota of enhanced cleaning of every door within the school has been put in place.</p> <p>Enhanced cleaning will continue until end of the spring term 2022 and then be reviewed.</p> <p><b>Some</b> of the measures put in place during the academic year 2020-2021 will remain in place as 'Covid keepers'.  Playtimes will remain staggered for reception, Year 1 and year 2.  Lunchtimes will remain staggered</p>

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	<p><b>Measures in the Classroom:</b>  Assemblies will take place both physically and virtually. Assemblies will be year groups (small hall) and Key Stages (large hall). RE and PSHE assemblies to remain virtual. This will be reviewed for the <b>autumn 2</b>  From week beginning 20/09/21  <b>Reception to be given their weekly certificates in their classes on a Friday from 12:20 (starting with BJs)</b>  Lunchtimes and playtimes will be staggered and the dining hall will be cleaned between use.  The door into the year 4 corridor, opposite the reception corridor should remain closed. Children are not to go to the main office or medical room unless with an adult. Lunch registers should be placed on a table by the classroom door for a member of the admin staff to collect in the morning.  If a child falls unwell or hurts themselves either in the classroom or in the playground a member of staff will need to take them to the first aid room, via the main reception foyer. During lunchtime or break times unless wet days, the medical officer will stay in the first aid room. YGLs to collect the register and lunch registers to go into class.  Children will be doing monitored jobs, recycling etc... will need to be done by staff. School Council can take place.</p> <p><b>ICT suite</b>  Each year group to use on the same day and to clean down after each class has been in. Ensure cleaning materials are stored in the room for access.</p> <p><b>Evergreen Building</b>  The building is shared with the junior school. The infants have the use of the building every Wednesday and then alternate weeks but not a Thursday.</p> <p><b>Creative Curriculum</b>  Wednesday's Creative curriculum will remain for KS1 as the previous academic year, All of Year 1 on PPA on the same Wednesday, followed by Year 2 on the alternative Wednesday.  Timetable for autumn term:  AV Computing  RP PE</p>

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	<p>MA <a href="#">Rights Respecting (linked to art)</a>  <a href="#">KV/TN library and music</a>  Reception creative will be taken on a Wednesday by C L and DD.</p> <p>KS1  <a href="#">The year group on CC uses the conservatory for the day</a>  <a href="#">Everyone else to use the main staffroom area, for breaks etc..</a></p> <p><b>PE</b>  Each year group will use the small hall on the same day. The local secondary school has agreed the use of the field. PE coordinator to agree days and times.  Children to come in their PE kit on their allocated PE day, wearing a tracksuit of any colour on cold days. A PE timetable is in place outside the school for parents to see when their child is doing PE.  Nothing to be put in the small hall or left in the storage area at the back.  A box of tissues and closed bin should be in the small hall at all times.  Cleaning equipment needs to be kept in the storage area.  Children to go to the toilet before going to the small hall and clean hands thoroughly when leaving the hall.</p> <p><b>Kids Kitchen</b>  <a href="#">From 20/09/21 this area is out of staff use. Team to sort out ready for use from 27/09/21</a></p> <p><b>Break times during the school day</b></p> <p><b>Morning break:</b></p> <table border="1" data-bbox="533 1219 1464 1366"> <thead> <tr> <th>Year group</th> <th>Reception</th> <th>Year 1</th> <th>Year 2</th> </tr> </thead> <tbody> <tr> <td>Time</td> <td>10:15 -10:30 <a href="#">Fridays 10:00 - 10:15</a></td> <td>10:30 -10:45 <a href="#">10:15 -10:30</a></td> <td>10:45 -11:00 <a href="#">10:30 -10:45</a></td> </tr> </tbody> </table>	Year group	Reception	Year 1	Year 2	Time	10:15 -10:30 <a href="#">Fridays 10:00 - 10:15</a>	10:30 -10:45 <a href="#">10:15 -10:30</a>	10:45 -11:00 <a href="#">10:30 -10:45</a>
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	<p>Access to the toilets for Reception is via the reception foyer as usual, Year 1 to go through Owl Class. Year 2 via the Reception Foyer. Corridor duty timetable will need to be covered by the TAs in their specific Year groups.</p> <p><b>Lunch break:</b></p> <table border="1" data-bbox="533 403 1464 480"> <thead> <tr> <th>Year group</th> <th>Reception</th> <th>Year 1</th> <th>Year 2</th> </tr> </thead> <tbody> <tr> <td>Time</td> <td>11:20 -12:20</td> <td>12:00 -1:00</td> <td>12:20 -1:20</td> </tr> </tbody> </table> <p>Lunchtime hall is used by both the Infant and Junior school; The windows are open. The children do not use the toilets in the main hall but are escorted to toilets in the main building if needed.</p> <p>Reception TAs and SMSAs to go into class at 11:20 to get them ready for lunch and take them over to the lunch hall for 11:30</p> <p>Yr. 1 SMSAs to come into class for 12:00 to get children toileted etc. and take them into the hall for 12:10.</p> <p><b>Lunchtime Hall times:</b></p> <table border="1" data-bbox="533 692 1464 943"> <thead> <tr> <th>Year group</th> <th>Reception</th> <th>Year 1</th> <th>Year 2</th> </tr> </thead> <tbody> <tr> <td>Time</td> <td>11:30 -12:00 (handwashing to take place in the classroom)</td> <td>12:05 -12 :35 (handwashing to take place in the classroom)</td> <td>12:40 -1:10 (hand gel wash in the corridor) Go back into class along the main corridor.</td> </tr> </tbody> </table> <p><b>Lunch Playground Times:</b></p> <table border="1" data-bbox="533 1016 1464 1125"> <thead> <tr> <th>Year group</th> <th>Reception</th> <th>Year 1</th> <th>Year 2</th> </tr> </thead> <tbody> <tr> <td>Time</td> <td>12:00 -12:20</td> <td>12:35 -1:00</td> <td>12:20 -12:40</td> </tr> </tbody> </table> <p>Year 1 SMSAs to be at the class doors in Year 1 for 12:00.</p> <p>Year 1 teachers to take their children into the hall until they are settled.</p> <p>Year 1 will access toilets via Owl Class and the Welfare officer will be in Stag Class.</p> <p>Year 2 SMSAs to be outside in the playground for 12:10 to help reception get into the playground</p> <p>Year 2 will access the toilets via the Reception Foyer and the welfare officer will sit in the Reception Foyer.</p> <p><b>All Classes: Please go over the menu choice at the beginning of the day to help speed up the collection of the food.</b></p> <p><b>Rainy lunchtimes:</b></p> <p>Additional cleaner to go into the dining hall, CTs, TAs, to clean the classrooms.</p> <p>Reception: 1 SMSA in GPs, BJs, RRS and YCs to double up in RRs. 1 SMSA to clean and remove trays.</p>	Year group	Reception	Year 1	Year 2	Time	11:20 -12:20	12:00 -1:00	12:20 -1:20	Year group	Reception	Year 1	Year 2	Time	11:30 -12:00 (handwashing to take place in the classroom)	12:05 -12 :35 (handwashing to take place in the classroom)	12:40 -1:10 (hand gel wash in the corridor) Go back into class along the main corridor.	Year group	Reception	Year 1	Year 2	Time	12:00 -12:20	12:35 -1:00	12:20 -12:40
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	<p>Year 1: SMSA to stay in Eagle class, SMSA to stay in Owls, Rabbits and Stags to go into the small hall with an SMSA and The Welfare officer, 1 SMSA and additional cleaner to the dining hall with members of SLT.</p> <p>Year 2: SMSA to stay in Squirrels, SMSA to stay in Fox Class and Badgers and Hedgehogs to go into the small hall with an SMSA and the Welfare Officer, 1 SMSA and additional cleaner into the dining room with members of the SLT.</p> <p>KS1 If there are any first aid issues, the child will be sent with a friend to the small hall to see the welfare officer.</p> <p><b>Afternoon play:</b> Reception and Year 1 teachers can use the designated areas in the afternoon as timetabled by YGLs. No afternoon play for Year 2</p> <p><b>Staff:</b> Dry food can now be shared in the individual staff rooms but must be placed in lidded containers and is the responsibility of the year group to keep it covered and removed when needed.</p> <p>Twilights, INSET and Staff meetings will continue to take place virtually for most sessions apart from practical sessions.</p> <table border="1" data-bbox="533 866 1697 1045"> <thead> <tr> <th></th> <th>Planning</th> <th>Staff meetings</th> <th>Twilights</th> <th>SLT</th> </tr> </thead> <tbody> <tr> <td>Time</td> <td>Nursery:Wed Recep: Thurs Year 1: Wed Year 2: Wed</td> <td>Fridays : 8:00 - 8:30</td> <td>Tuesday :3:45 - 4:45</td> <td>Mondays 3:45 - 4:45</td> </tr> </tbody> </table> <p>Break times and lunch times: Reception to use the main staff room from 11:30 -12:00 and then go into the conservatory until 12:20. Year 1 use the Kid's Kitchen to prepare food and use the main staff room 12:00 -1:00. Year 2 to use the main staff kitchen and the conservatory from 12:20 -1:00 and then can use the main staff room from 1;00.</p> <p><b>Measures for arriving at and leaving school</b> Each Year group will send out a year group newsletter at the end of each week that will be put on the website and school pinged out to parents. Other contact will continue through emails with the class teacher or via the admin and through Microsoft Team meetings. It is essential that new parents coming into school set up their school Ping contact onto their phones. IT manager to send out a how to guide to setting up school ping for parents and send this to YGLs for new parents. <b>EYFS school ping set up for parents needs to be looked at if JV out of school.</b> AV/KG setting up SP for the eyfs through Sept</p>						Planning	Staff meetings	Twilights	SLT	Time	Nursery:Wed Recep: Thurs Year 1: Wed Year 2: Wed	Fridays : 8:00 - 8:30	Tuesday :3:45 - 4:45	Mondays 3:45 - 4:45
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Time	Nursery:Wed Recep: Thurs Year 1: Wed Year 2: Wed	Fridays : 8:00 - 8:30	Tuesday :3:45 - 4:45	Mondays 3:45 - 4:45											

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	<p><b>Nursery:</b> Enter via Nursery entrance gate.</p> <p><b>Reception:</b> Enter via Black Gate and drop off / pick up at Reception classroom doors.</p> <p><b>Year 1:</b> Enter via Black Gate, walk round via back playground and drop off/pick up at Y1 classroom doors.</p> <p><b>Year 2:</b> Enter via Black Gate and drop off at the entrance near Blue Jays classroom (TAs on duty). For dismissal: -  <a href="#">Fox class dismiss from small hall</a>, <a href="#">Hedgehogs from swimming pool door exit</a>, <a href="#">Badgers from green door by BJs</a> and <a href="#">Squirrels from main entrance</a>.</p> <p>SLT members to be at the Black Gate, the Nursery Entrance, the entrance near Blue Jays and the blue gate playground morning and afternoon.</p> <p>Timetable is in place for duties at the beginning, mid-day and end of days.  For the main office: parents may come into the foyer between 8:45 - 9:00 and 3:10 but during the school day queries will be dealt with at the gate.</p> <p><b>Assemblies</b>  <a href="#">Continue to keep assemblies separate within Year groups. Friday assemblies to go back to virtual assemblies. Reception to come in @ 11:00 -11:20 and KS1 to join @ 11:20 ( all sing the school song) and finish at 11:50</a></p> <p><b>Attendance</b>  <i>Attendance expectations</i>  It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.  Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance is again mandatory and the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> <li>• parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</li> <li>• schools’ responsibilities to record attendance and follow up absence</li> <li>• the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct</li> </ul> <p><i>Pupils who are self-isolating</i>  The majority of pupils will be able to return to school. However, it needs to be noted that:</p>

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<p>7) <b>Keep occupied</b> spaces well ventilated.</p> <p>8) <b>Where</b> necessary, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> <li>a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves. Home learning will be provided on an individual basis when/if the child is well enough to access it.</li> </ul> <p><b>Good ventilation</b> reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. RGI will achieve this by opening all the windows in the classrooms and where possible in the staff rooms and other areas. If necessary external opening doors will be used.</p> <p>All <b>upper</b> windows should be opened as this enables a better flow of air. Leave these open at the end of the school day, for the cleaners and RN will close them. All other windows should be closed by the teacher at the end of the day.</p> <p><b>On 23 August 2021 the government agreed to provide CO2 monitors to schools.</b></p> <p>The 15 CO2 monitors have arrived in school; we need to purchase a usb plug for the 15 units. The places that have been identified are as follows: the main staffroom, the welfare room, Hedgehog Class, Badger Class, AH room in the new wing, SENDco office, sensory room, intervention room, ICT manager's office, Kid's Kitchen and head of Nursery office. In addition to this, when there are meetings in a small room we need to be aware of the ventilation needs.</p> <p>We need to keep the CO2 monitor reading at 800 ppm. If above this open a few windows. Do not want it to rise to 1,000 ppm. If this happens we need to open all windows and doors for fifteen minutes.</p> <p><b>Of the 8 CO2 monitors that have been installed only one is currently working. This has been investigated with the supplier. They have said that we have to go back to the manufacturer but as they have been supplied by the DFE, this is not so easy. Will investigate make that other schools have been given and then decide on the course of action..</b></p> <p><b>The</b> majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> </ul>



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<p>11) <b>Manage</b> confirmed cases of Covid -19 amongst the school community.</p> <p>12) <b>contain any outbreak</b> by following PHE local health protection team advice.</p> <p><b>Part 2.</b></p>	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p><b>Close</b> contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. RGI may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Further guidance is available on <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a>  <a href="#">Teachers to check their dinner registers for blue slips to check for updates. Keep the blue slips in the dinner register so it a clear record of communication.</a></p> <p><b>Schools will</b> continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p><b>School workforce</b></p> <p>The head meets regularly with the HR lead who has carried out individual RAs for all staff, which will be updated on an individual basis if required. In certain circumstances the HT in agreement with the Governing Board will look at whether the staff member can work from home when required.</p>

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	<p>Teachers will continue to be able to work from home for PPA in the afternoon from October 2021 onwards.</p> <p><i>Employer health and safety and equalities duties</i>            Schools have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in this guidance will mitigate the risks of coronavirus (COVID-19) to pupils and staff and help schools to meet their legal duties to protect employees and others from harm.</p> <p><i>Supporting staff</i>            Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</p> <p>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p><b>Recruitment</b>            Not applicable at the present time.</p> <p><b>Supply teachers and other temporary or peripatetic teachers</b>            Schools can continue to engage supply teachers and other supply staff during this period. RGI uses the one agency Protocol. RGI currently has three supply teachers/ TA, 1 teacher working one day a week, the other two TAs working daily. Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with RGI's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This advice for supply teachers also applies to other temporary staff working in schools such as</p>

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	<p>support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs.</p> <p><b>Safeguarding</b>  Schools must have regard to the statutory safeguarding guidance, and should refer to:  <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a>  RGI's Designated Safeguarding Lead is non class based for 2/3 days of the week.  Communication with social workers, school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.</p> <p><b>Catering</b></p> <p><b>Send Caterlink updated RAs.1/09/21</b></p> <p><b>Extra-curricular provision</b>  RGI will resume breakfast and after-school provision, where possible, during the autumn term.</p> <p>In light of the current Covid surge, if at any point there is a considerable staff shortage (20-25%) the following strategies will be put in place.</p> <ol style="list-style-type: none"> <li>1. To find cover internally using level 3-4 TAs and SLT</li> <li>2. To find supply cover</li> <li>3. To divide the class into three groups (according to the size of the classroom) and move the affected class into the other three rooms.</li> <li>4. If more than 2 teachers are off in one-year group, will need to move to remote learning. The senior TA/SLT person to take the class and the teacher in school to run remote lessons for three classes.</li> </ol> <p><b>Curriculum</b></p>

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<p><b>Part 3</b></p>	<ul style="list-style-type: none"> <li>• RGI will look to concentrate on closing gaps in the core subjects for children throughout the school. Initially, the focus will be on phonics, vocabulary development, reading, writing and maths. Assessment will be done through formative assessment not using 'formal' tests.</li> <li>• A phonic baseline will be completed for all children in KS1 in September, in order to address any gaps to ensure that the target Of 80%+ of Year 1/2 children to meet the phonic check in June 2022.</li> <li>• Plan on the basis of the educational needs of pupils: Curriculum planning should be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) while avoiding the introduction of unnecessary tracking systems.</li> <li>• RGI currently uses formative assessment as exemplified above and has been doing similar assessment work through the 'virtual' school.</li> </ul> <p><b>Catch-up support</b>  You will decide how the catch-up premium provided by Government is spent in your school. To help schools make the best use of this funding, the Education Endowment Foundation (EEF) has published a support guide for schools with evidence-based approaches to catch up and a further school planning guide: 2020 to 2021. The National Tutoring Programme will continue to offer tuition as normal and schools should continue to sign up and engage with the programme.</p>