





Sacred Heart RC Primary RISK ASSESSMENT January 2021

Area/task: Re-opening of school during Covid-19 Pandemic - Effective Infection Protection and Control		School: Sacred Heart RC Primary Rochdale
C / V = Critical Worker or Vulnerable Pupils		
People who might be harmed: staff, pupils, visitors		Assessment Date 6 th January 2021
<p>Are there any special considerations needed for new & expectant mothers or persons under 18, etc. Yes / No</p> <p>If yes, specify:</p> <p>Pregnant women are listed under the 'vulnerable' category by the government with regards to the Covid-19 pandemic. A separate risk assessment is required for pregnant staff members.</p> <p>Adults with underlying health conditions who form part of the shielded group or are classed as vulnerable require an individual risk assessment.</p> <p>Adults who live with a person(s) with underlying health conditions who form part of the shielded group or are classed as vulnerable require an individual risk assessment.</p> <p>Under 18s with specific medical / health conditions who form part of the shielded group or are classed as vulnerable require an individual risk assessment.</p> <p>Pupils with EHC Plans require individual risk assessments.</p>		Review date: July 2020 or as identified through on-going dynamic risk assessment
Names of all involved in assessment process: Mrs P Dungworth, Head teacher, Mrs L Price Deputy Head teacher, Mr R Golding Assistant Head teacher, Mrs Ruth Taylor, Chair of Governors, Miss Lyndsay Sutcliffe Vice Chair of governors, Mrs C Westerman, School Business Manager.		Head teacher authentication: Y
Hazard / risk identified	Current precautions in place	Improvement action needed
		Following incidents, changes, etc. Place these on an action plan.
Social distancing measures		

<p>Preparation of the building before school re-opens to more pupils</p>	<ul style="list-style-type: none"> • School have followed all guidance and statutory documents from DfE, PHE, and local authority. • SLT have communicated all changes to staff in briefings and copies of documents have been sent via email to all staff and made available on school's staff shared drive for reference. Training where needed has been provided in-house by SLT or via video links to prepare staff in advance. See below for further details. • School have managed the building since closure as per DfE guidance Managing School Premises in COVID19 and completed all usual building checks including Legionella/water checks, gas, electrical, fire and building safety. All statutory checks are in date. • School has considered if they have sufficient support staff and have found to have more than sufficient. • Fire safety checks have taken place and continue to take place often with the rearrangement of furniture etc and redeployment of rooms. • Heating system that circulates air will be turned off. Staff will be told not to use fans or heaters. • School does not have air conditioning. • Anything that cannot be easily disinfected will be removed BEFORE opening including books, soft toys, fabrics, excess furniture. • Classrooms will be re-arranged to ensure social distancing can take place between staff and pupils • Signs will be erected reminding staff and children that only pupils and staff from that 'bubble' are allowed to enter that room. • During school opening hours a key holder will always be on site. Out of hours key holders can be contacted by phone as per normal working procedures. 	 <p>Enhanced Cleaning Schedule.docx</p> <p>Training will be given to school's caretaker and cleaner on new cleaning regimes required at this time.</p>  <p>S Heart COVID Cleaning Caretaking</p>  <p>COVID Cleaning SWP Schools 20.05.</p>
<p>Staffing ratios</p>	<ul style="list-style-type: none"> • During school closure from 5th January 2021 until further notice: • Teachers have the option to teach remotely from home or in school according to their personal circumstances and preference. If teaching in school, they will be provided with their own space in which to work and will minimise all contacts. • The EYFS Teachers will make sure that one of them is on site supporting the EYFS CW/V Pupils Bubble. • Teaching assistants will provide supervision and support for Critical Worker / Vulnerable Pupils in school. 	


	<ul style="list-style-type: none"> • Teaching Assistants will work within allocated ‘bubbles’ and minimise all other contacts. • There will be a maximum of 15 pupils in each bubble allowing for a space between each child. • One mid-day supervisor will work over the lunch time period to support with cleaning and serving meals. • School opens at 8.00am for C/V children who choose to attend breakfast club and at 8.50am for all other pupils. • HT (DSL) and HLTA will also be on site during school hours. • Office staff including the business manager will work their normal hours. • Caretaker and Cleaner will work their normal school hours though times are adjusted to meet need. • The Chair and Vice Chair of Governors will be contactable as normal via email and phone. 	
<p>Staff employed by school</p>	<p>We will endeavour to take all reasonable steps to protect staff and assess each individual for any of the underlying health conditions that may make them more vulnerable. This will be done as part of a joint assessment with the individual.</p> <ul style="list-style-type: none"> • We will Identify all staff who are clinically extremely vulnerable (as advised by clinician/letter) • We will identify all staff who are clinically vulnerable and those who have household members in a shielded group. <p>A risk assessment – will be carried out for identified members of staff in conjunction with them considering the impact should they contact COVID-19 and reasonable measures that will be put in place.</p> <p>Where there are identified members of staff who are clinically vulnerable and do not wish to work from home an assessment will be made of the risks and a discussion will take place about whether this presents an acceptable level of risk.</p> <p>We will recommend to staff with a health condition to contact their GP for a review of their condition and to access support to stop smoking if deemed necessary.</p> <p>We will regularly consider overall staff wellbeing and offer support as appropriate. Regular staff surveys will take place to monitor and address staff stress levels and actions will be identified and</p>	<p>Two members of staff have advised school that they are extremely clinically vulnerable and they are not attending work. One of the members of staff is able to complete some work at home supporting remote learning for EYFS pupils.</p> <p>Review of underlying medical conditions and a risk assessment have been completed for each individual where required and points actioned.</p>

	put in place to minimise stress. Where needed staff will be supported by the school's support worker and members of the SLT.	These will be reviewed regularly by SLT and the member of staff.
FM Staff (Catering & Cleaning)	Staff will be made aware of risk assessments put in place at this time and will continue to be monitored by the SLT. Office staff will ask supply staff for ID before entry to school premises as per normal procedures. DBS numbers to be sent in advance to Business Manager by FM in advance of arriving on site.	 PG COVID19 Catering Risk Assess
Other staff on site (except kitchen staff)	Other staff on site will be kept to a minimum and will only be on site for essential services e.g. emergency repairs. When on site they will be asked to observe all measures put in place at this time and they will be made aware of these measures by office staff before working on site. All visitors to school are required to complete a Track and Trace form. In addition, IT support will be accessed remotely wherever possible with the exception of weekly IT visits when deemed safe to do so. When on site IT technician will work in isolation as far as possible observing all measures put into place at this time and they will be made aware of these measures by office staff before entering the building.	Remedial IT support worker to be informed of school's procedures at this time, on his first visit to school by CW. – completed 11 th June 2020
Recruitment of Staff	School to follow new procedures given by LA and adhere to Safer Recruitment guidance.	
Social distancing arrangements inside and outside the building	Provision is currently for 60 C/V pupils. All children will enter school by the Kingsway Pedestrian Gate and then via the two hall fire doors. Whilst waiting for the gates to open, there are socially distancing markers along the pathway. Parents are regularly reminded via the school social media platforms as well as by text and e-mail of the need to socially distance and to wear a face covering at all-times whilst on site. Children will assemble in their bubbles at a distance of at least two metres from other bubbles before going to their classroom. There are one way systems and markers in place around school.	Governors informed Staff informed Staff induction in implementing new ways of working Staff training on social distancing, hygiene and infection control Training for Staff on putting on/taking off PPE.

	<p>The playground has been divided into zones to be used by individual bubbles.</p> <p>Break times and dinner times are staggered so that pupils and staff do not mix across bubbles: EYFS 11.30 – 12.00pm KS1 12.00 – 12.30pm KS2 12.30 – 1.00pm</p>	<p>Parent information letters to be circulated</p>
<p>Beginning of the school day</p>	<p>Staggered start times for pupils: 8.00am Breakfast Club via hall doors 8.50am all other pupils via hall doors Finish 2.50pm EYFS Finish 3.00pm All other Pupils</p> <p>Obvious signage/markings for social distancing for parents and children will be in place. One parent drop off rule (per child/ren) will be in place. Parents drop the children at the designated door and do not enter into the school building. Main Yard staffed by Headteacher No stop rule for parents at gate (any communication via telephone or pre-arranged appointment) Children to enter through designated door Children immediately go to their classroom and wash their hands (teachers in classroom)</p>	<p>Staff will wear high visibility vests when guiding pupils into school and actively promote social distancing. Signs/cones/markers will be in place to facilitate social distancing.</p> <p>SLT will monitor drop-off and pick-up times to ensure social distancing is being adhered to.</p>
<p>Classrooms</p>	<ul style="list-style-type: none"> • Maximum of 15 children per classroom • Children and staff from one bubble will not come into contact with children and staff from other bubbles. • Remain in their own classroom for all lessons with the exception of P.E. and outdoor learning • Children provided with their own labelled/colour coded equipment packs for use throughout the day • All unnecessary equipment to be removed and stored elsewhere • All individual pupils to have labelled water bottle which is kept on their desk • Social distancing posters to be displayed on doors (entry side) and exit side, also at the front of each classroom 	<p>Time to rearrange classrooms and source appropriate furniture for each</p> <p>Time to organise pupil packs</p> <p>Posters for displaying around school</p>

	<ul style="list-style-type: none"> • No soft furnishings, materials, excess furniture within classrooms. • Outside learning will take place as much as possible • Each bubble will have its own designated outside zone to use and will not enter another bubbles zone. • Each bubble will have a designated door for accessing outside. • Children will be reminded daily of social distancing measures and staff within the bubble will monitor to ensure this occurs as far as possible. • Children will wash their hands on entering and throughout the day at regular points including after using the toilet, before and after eating, blowing their noses. • Children will be reminded daily of respiratory hygiene. • The classroom will be well ventilated as far as possible balancing the risk of infection with the risk of compromising safety at any given time • Children will be notified and reminded regularly of changes to the school’s fire drill, lockdown and invacuation procedures. A fire drill and invacuation/lockdown will take place within the first few days of the children starting back in school. <table border="1" data-bbox="633 794 1709 1093"> <thead> <tr> <th colspan="4">Critical Worker / Vulnerable Pupils Bubbles from Jan 2021</th> </tr> <tr> <th>Bubble</th> <th>Teaching Assistants</th> <th>Lunch Time</th> <th>Collection Time</th> </tr> </thead> <tbody> <tr> <td>EYFS</td> <td>SP Teacher HT or Teacher AK</td> <td>11.30 – 12.00pm</td> <td>2.50pm</td> </tr> <tr> <td>KS1</td> <td>DW / AMW / JC</td> <td>12.00 – 12.30pm</td> <td>3.00pm</td> </tr> <tr> <td>LKS2</td> <td>SB / YB / CM</td> <td>12.30 – 1.00pm</td> <td>3.00pm</td> </tr> <tr> <td>UKS2</td> <td>JCh / SH</td> <td>12.30 – 1.00pm</td> <td>3.00pm</td> </tr> </tbody> </table>	Critical Worker / Vulnerable Pupils Bubbles from Jan 2021				Bubble	Teaching Assistants	Lunch Time	Collection Time	EYFS	SP Teacher HT or Teacher AK	11.30 – 12.00pm	2.50pm	KS1	DW / AMW / JC	12.00 – 12.30pm	3.00pm	LKS2	SB / YB / CM	12.30 – 1.00pm	3.00pm	UKS2	JCh / SH	12.30 – 1.00pm	3.00pm	<p>Each class will have its own supply of cleaning equipment and PPE to be used throughout the day, ensuring appropriate bins are also available too.</p>
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Classrooms EYFS	<ul style="list-style-type: none"> • Maximum of 12 children per class group • Paediatric trained first aider will be within the bubble. • Remain within their own group at all times, whether accessing indoor or outdoor provision • When indoor remaining within their own designated area of provision • Provision areas will be limited to 2 children per area • Carpet time – 2 metres apart, and not facing each other, must be side by side and as far apart as possible, designated spots will be marked out for each child and labelled. • Staff to remain at the side of or behind children as much as possible 	As above																								

	<ul style="list-style-type: none"> • All unnecessary equipment to be removed and stored elsewhere • All individual pupils to have labelled water bottle • Social distancing posters to be displayed on doors (entry side) and exit side, also at the front of each classroom, discussed daily with the children • No soft furnishings within classrooms • No intricate toys / resources in the classroom • 2 pupils' maximum in the toilets at any time which will be monitored by staff • As much as possible, learning to take place outdoors. • No soft furnishings, materials, excess furniture within classrooms. • No water or sand play • Outside learning will take place as much as possible • Each bubble will have its own designated outside zone to use and will not enter another bubbles zone. • Each bubble will have a designated door for accessing outside. • Children will be reminded daily of social distancing measures and staff within the bubble will monitor to ensure this occurs as far as possible. • Children will wash their hands on entering and throughout the day at regular points including after using the toilet, before and after eating, blowing their noses. • Children will be reminded daily of respiratory hygiene. • The classroom will be well ventilated as far as possible balancing the risk of infection with the risk of compromising safety at any given time • Children will be notified and reminded regularly of changes to the school's fire drill, lockdown and invacuation procedures. A fire drill and invacuation/lockdown will take place within the first few days of the children starting back in school. 	
Playground	<ul style="list-style-type: none"> • Staggered play times and lunch times for bubbles • Zones will be set out across the whole of the playground areas, each bubble will have its own designated zone and will only use this zone • Access to outside will be on a rota basis to limit the number of bubbles outside at any one time to minimise contact between adults and children from different bubbles, this is timetabled and all staff will be made aware of the timetable. 	Temporary paint for creating zones




	<ul style="list-style-type: none"> • The allocated staff for each bubble, will be responsible for overseeing break times with their group of children. Staff from the bubble will take it in turns to facilitate staff having a break time. • TAs will supervise the children from their bubble in the hall at their designated time slot to minimise contact. 	
Corridors	<ul style="list-style-type: none"> • Staggered break times • Planned routes for accessing the hall from each classroom and for accessing the playground from each classroom • Movement to be in single file, on the left hand side and at a comfortable distance. 	<p>Posters on social distancing / hygiene</p> <p>Create planned routes for each class</p>
Hall for school meals	<ul style="list-style-type: none"> • Staggered lunch times • Full PPE to be worn by adults in the hall (Fluid replant mask / visor/ apron and gloves) • 30 minute slots allocated per group • Maximum 30 in the hall at any one time, in set areas of the hall to avoid cross contamination • Children seated as far apart as possible and away from other bubbles and not directly facing each other. • Children to remain seated until leaving the hall. • Adults to remain to the side or behind pupils where possible • Adults will collect pupil lunches from the hatch for their bubble only. <div style="text-align: center;">  <p>Lunch time procedureb.docx</p> </div> <ul style="list-style-type: none"> • Middays will clear away and clean the areas as per procedures, • Children will bring their own water bottles into the hall (these water bottles have been provided by school, remain in school, will be filled within the bubble during the day, are marked with the child's name and dish-washed at the end of the day. A procedure for this has been put in place. • Cutlery placed on trays for the children 	<p>Timetables for lunch slots and zones for playground use</p>

Staff room	<ul style="list-style-type: none"> • Staggered break times and lunchtimes to access necessary equipment e.g. fridge • One-way system in place • No more than five people at one time in the staffroom • Most staff members will take their break within their group space 	Posters for social distancing and hygiene
Pupil toilets	<ul style="list-style-type: none"> • No more than 1 pupil within the toilets at one time • Monitoring of toilet access during lesson time by designated TAs • Monitoring by staff of accessing of toilets during break times • Children informed that they must wait outside if 1 person are already inside the toilets • Soap and hot water are provided for handwashing. • There are no hand dryers in these toilets. Paper towels and a lidded bin is provided for the disposal of used towels. The bin bags from the bins are double bagged before disposal. 	Posters for social distancing and hygiene
School office and reception area	<ul style="list-style-type: none"> • Glass window to remain closed at all times • Hand sanitising station available inside the door • One person at a time allowed entry to the waiting area • All meetings to be pre-arranged • Parent access to school office in person only in exceptional circumstances • Parents informed that communication with school must be via telephone or email • Cash payments will not be accepted. • Only one member of staff working in each office and social distancing adhered to as per the rest of the school. 	<p>Posters for school entrance detailing rules</p> <p>Posters for visitors on social distancing, hygiene etc.</p>
Cloakrooms	<ul style="list-style-type: none"> • Pupils use the cloakroom allocated to their bubble • Pupils keep their belongings at their workstation. Children are asked to only bring their coats, no bags and if applicable, their lunch in a disposable bag. 	
Kitchen staff	<ul style="list-style-type: none"> • Following FM rules and are also aware of school procedures as per other members of staff. 	See FM Staff Risk Assessment

Staff toilets	<ul style="list-style-type: none"> No more than 2 people within the toilets at once Please leave and come back if two are already within No queuing directly outside the toilets Soap and hot water are provided for handwashing. There are no hand dryers in these toilets. Paper towels and a lidded bin is provided for the disposal of used towels. The bin bags from the bins are double bagged before disposal. 	<p>Posters for social distancing and hygiene</p> <p>Sanitising spray and roll for use by staff</p> <p>Sanitising wipes available for staff to use</p>
First aid	<ul style="list-style-type: none"> Where appropriate to do so e.g. for minor bumps and cuts, First Aid will be administered in the bubbles designated classroom. Two separate spaces for first aid are available if required one at each side of the building. First aid for adults will be done in the staffroom if required. Single use PPE supplied for first aiders in first aid area - gloves, face masks, aprons, small disposable bags, specialist bins Every first aider provided with their own face mask First aiders informed and advised about times for when they need PPE Handwashing to take place after administering any first aid Close contact to only occur if necessary A number of Paediatric first aiders are available and one is situated in the EYFS Bubble. A separate isolation room (designated for this use only and not used again until deep cleaned) has been identified and has access to a separate toilet in close proximity. This toilet is usually in use by other members of staff, however a procedure has been put in place so that if it needs to be used by a child/adult with suspected COVID19 then the toilet will be out of use until a deep clean has taken place see risk assessments below for suspected cases. 	<p>Regular order of PPE equipment needs to be established</p> <p>Training for staff on putting on and taking off PPE given.</p>
Stairways and lifts	<ul style="list-style-type: none"> The school does not have lift or stairway. 	
Movement between rooms	<ul style="list-style-type: none"> Signage including one way and priority exit/entrance signs at specific points in the building have been erected to allow for safe movement around the building. This has been communicated to staff by HT. 	
Shared spaces	<ul style="list-style-type: none"> The school does not share any part of the site with any other body. 	

	<ul style="list-style-type: none"> The school does have a separate building on site that is occasionally hired out to external bodies but during this time all bookings have been cancelled and no future bookings will be made until safe to do so ie. school is working normally as pre COVID19. 	
Car park	<ul style="list-style-type: none"> The school's car park is for staff only at this time and is large enough to social distance helped by the fact that all staff don't arrive and leave at the same time. Staff have been made aware that they need to adhere to all measures put in place even when outside and including in the car park area. 	
Cleaning and Hygiene		
Cleaning	<p>For those classrooms in use by the CW/V pupil bubbles</p> <ul style="list-style-type: none"> Daily cleaning of all classroom furniture Daily cleaning of all IT equipment Daily cleaning of all shared classroom learning equipment 3 x day cleaning of communal area door handles, light switches and commonly touched surfaces Where possible, in line with fire regulations and safeguarding procedures, doors will be propped open and this has been risk assessed. All classrooms will be provided with single use hygiene roll, sanitiser spray and cleaning wipes At regular intervals throughout the day, door handles, light switched, iPads, laptops (if used) and tables will be wiped down with sanitising spray and disposable cloths provided – see cleaning risk assessments above. Increased cleaning schedule in place as directed by Headteacher. Washing and cleaning products are monitored throughout the day and restocked where necessary by the caretaker and cleaner. 	<p>Schedule reviewed and distributed</p> <p>Additional rota for wider staff to support with cleaning - responsibilities for teachers and TAs within their own teaching and learning areas.</p>
Handwashing for adults	<ul style="list-style-type: none"> Staff have been instructed on using the 7 steps to handwashing and posters are displayed around the school. All staff must wash their hands immediately on entry to school with soap and water (not hand gel / sanitiser) All staff must wash their hands regularly throughout the day, including but not exclusively; before and after eating, before and after using P.E. equipment, before and after supporting a child in close contact (e.g. dressing for P.E. toileting support) All staff to wash hands immediately on returning home 	



	<ul style="list-style-type: none"> • All visitors will be asked to use the hand sanitiser provided before entering. Those remaining for more than an hour will be asked to wash their hands regularly. Those staying for the day will be informed of staff handwashing advice. • Visitors will be restricted to accessing only those areas essential to fulfil the purpose of their visit. 	
Handwashing for children	<ul style="list-style-type: none"> • Children have been instructed on using the 7 steps to handwashing and posters are displayed around the school. • Staff remind children of the hand washing procedure and monitor children's handwashing age appropriately. • Daily routine of handwashing - immediately on entry to school at the start of the day, after first play, before and after eating lunch, after playing out • Before and after P.E. lessons • Following any activity or event that has led to close contact with another pupil or adult 	
Visitors to school - hygiene	<ul style="list-style-type: none"> • All visitors will be asked to use the hand sanitizer provided • Parcels will be left outside if possible or in the entrance and not handed over • The glass window of the office will be closed at all times • Visitors remaining for more than an hour will be asked to wash their hands regularly, those staying for the day will be informed of staff handwashing advice • Visitors will be restricted to accessing only those areas essential to fulfil the purpose of their visit 	Posters for social distancing and hygiene and rules in place
Respiratory hygiene	<ul style="list-style-type: none"> • Posters will be displayed in communal areas and classrooms promoting the latest Public Health England advice (hands/ face/space) • Encouragement of all to avoid touching mouth, eyes and nose • Bins (containing tissues) will be emptied at least daily • Windows will be open in all areas where it is safe to do so 	Posters
Ventilation	<ul style="list-style-type: none"> • All areas will have windows open for prolonged periods throughout the day • Where possible, in line with fire regulations and safeguarding procedures, doors will be propped open 	Inform staff, clear direction around which windows and doors cannot be open.

School uniform	<ul style="list-style-type: none"> • Children are expected to wear full school uniform • Parents are instructed to send pupils in with fresh clean clothes every day. • Parents and children encouraged to remove uniform immediately upon returning home 	
Catering	<ul style="list-style-type: none"> • FM and their staff will remain responsible for the cleaning of the kitchen and all kitchen equipment • FM staff will follow the company's guidelines and procedures around daily cleaning and deep cleaning during the pandemic 	Liaise with FM
Infection Control		
Staff / Pupils / Parents presenting with symptoms	<ul style="list-style-type: none"> • Parent / Carer to collect immediately from school • Staff member leaves school site immediately • Follow all government guidance with regards to those with symptoms and to have a test for COVID-19. • Positive tests reported to SchoolsCOVID19@rochdale.gov.uk • The same website is used to report the number of pupils self-isolating. • First aiders to support in this instance, wearing full PPE, until the person(s) have left the site • Full deep clean of all areas used by the person(s) to be conducted that same day • No use of areas used by the person(s) until a deep clean has taken place • All those cleaning to wear gloves, face masks and plastic aprons • If a test is positive, then send home all children in the same bubble and all staff who have had close contact with this child (again following government guidelines around testing / tracing and self-isolation) • If you suspect a pupil has symptoms they are to be isolated in the Rainbow Room • Risk assessments and procedures for isolation of an adult or child with a suspected case of COVID19 have been written and communicated to staff. <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  Child Suspected case in school risk a </div> <div style="text-align: center;">  Adult Suspected case in school risk a </div> <div style="text-align: center;">  PG COVID Cleaning process to follow if </div> </div>	Copy of government guidance available in the staff room and also a copy in the office.

	<ul style="list-style-type: none"> • If a member of staff becomes ill, members of the SLT are available to step in as required as they are working in isolation from others within the school building. If needed FM would be contacted to provide additional staff. 	
Mixing of pupils	<ul style="list-style-type: none"> • Small classes 'bubbles' with the same named adults throughout the day each day. • Staggered break times • Staggered lunch times • Staggered start and end of day times • Allocated zones for when out playing, no mixing between classes • Use of allocated classroom only, with exception of P.E. and outdoor learning • Outdoor learning timetabled and staggered • Identified routes around school. 	Create routes to be shared with staff for their classes movement around school
Intimate care of pupils (supporting changing for P.E. / toileting)	<ul style="list-style-type: none"> • Staff supporting a child with toileting should wear gloves, apron and a face mask (found in the first aid area) • Staff supporting with dressing should wear gloves, apron and a face mask • All PPE must be disposed of in the medical waste bin. • Disposal of PPE must be in the yellow bin in the first aid area • Once PPE has been removed, hands must be washed • Staff have been trained on how to put on and take off PPE correctly. • The level of PPE required for each situation has been risk assessed and communicated to staff. • We currently have no children on site who require intimate care. If the situation changes then their care plans will be reviewed, amended and communicated to staff and parents before the child returns. • We have no caring interventions that are aerosol generating procedures. • The caretaker monitors the levels of PPE and reorders as needed ensuring we have a good supply at all times. 	A regular order of PPE equipment has been arranged

EDUCATIONAL PROVISION		
Teachers	<ul style="list-style-type: none"> • Teachers will maintain responsibility for setting work for the children in their class in line with the school's curriculum and remote learning policy. • Within school, Teaching Assistants will support CW/V children to access the work on Teams and to complete any follow up tasks. • In school TA's will also complete welfare checks via Teams for identified pupils. • In school, when possible, TA's will support teachers to with remote lessons. • PPA is given where teachers would have been directed by the Headteacher (no staff meetings or directed curriculum leader time during school closure). 	
Educational provision in school	<ul style="list-style-type: none"> • CW/V children will access in school the work planned and delivered on-line via Microsoft Teams by the class teacher. • Class TA's will work in school to support children to access the work delivered by the class teacher. • Two teaching assistants (at least one level 3) will work in each bubble with a maximum of 15 pupils. 	
Assemblies and Collective Worship	<ul style="list-style-type: none"> • Daily prayers will continue to take place both within the CW/V pupils bubbles and on-line at home. • Teachers will plan at least one act of worship per week to be shared with children via Teams. • Where appropriate, the Headteacher will lead individual class assemblies. 	
SEN pupils	<ul style="list-style-type: none"> • Regular telephone calls/emails home for all EHC Plan pupils will be completed by the allocated TA and the SENDCo will monitor the outcome from these and address any concerns. • Risk assessments for pupils with EHC will be completed to ensure all reasonable endeavours are used to meet statutory provision within the child's My Plan. This will be completed and shared with the child's parent/carer and outside agencies where applicable. • TA support for EHC pupils will be given and is as far as is possible in line with their My Plan. This is documented in their risk assessment. • SENCo to be available to advise and support staff on SEN pupils in classes within school on site. If socially distancing the SENCo will be available remotely during school opening hours. 	





SCHOOL POLICIES AND PROCEDURES

Behaviour policy	<p>The Behaviour policy was reviewed, changes were made and communicated to staff. School has a positive behaviour policy.</p> <p>No child currently on site or expected on site has potential behaviour issues that would pose a risk to others. If/when such a child is due to start back at school, a full risk assessment will be taken, communicated to staff and adhered to this may include directing staff to use PPE.</p> <p>All pupils and parents are aware of the school's Remote Learning Code of Conduct and this has been shared directly with theme during the practise remote home learning lessons.</p>	
Safeguarding Policy	<p>The Safeguarding Policy has been reviewed and a COVID-19 Addendum included</p> <p>The addendum has been shared with all staff and also published on the school's website.</p> <p>Vulnerable Children have been and will continue to be closely monitored by SLT and have each been risk assessed. Regular contact is made with these families by the Headteacher and schools CARITAS Social Worker.</p>	
Fire procedure/invacuation/lockdown policies	<p>Fire procedure/invacuation/lockdown policies have all been reviewed and communicated to staff. Staff have been informed about which doors cannot be open due to fire regulations.</p> <p>Within the first two weeks of school there will be a weekly evacuation and invacuation drill and the outcome from these will inform any remedial actions.</p> <p>PEEPs have been reviewed and will continue to be reviewed in light of developments at this time and communicated to staff.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Invacuation Lockdown and Evaci </div> <div style="text-align: center;">  GENERAL FIRE PROCEDURE adapte </div> </div>	<p>Fire drill and invacuation/lockdown drill are in the diary to be done within the bubbles.</p> <p>Staff have been instructed to walk through the drills with the children within their bubble beforehand on the first day into bubbles.</p>


Video Conferencing Policy	<p>A policy for video conferencing to other members of staff or outside professional agencies has been reviewed and circulated to staff.</p> <p>All staff have contributed to and are aware of the Remote Learning Policy and Procedures in place including those for safeguarding themselves and pupils.</p>	Remote Learning Policy and Procedures
First aid and Administrating medicines policy	<p>These policies have been reviewed with slight amendments which have been communicated to staff. No child currently on site require medication other than asthma inhalers which the child can self-administer under supervision.</p> <p>If the need arises for other medication to be administered at any time, then a specific risk assessment for this will be created, communicated to staff and followed.</p>	
Well-being		
Availability of Head teacher and Deputy Head teacher	<p>The Head teacher will be available in school during normal school hours and is able to be contacted by staff out of hours via email and via text. Staff have been given these contact details.</p> <p>Both the HT and DHT have an open-door policy which the staff have been made fully aware of.</p> <p>Accident and Incident reporting procedures remain the same as in normal times. Staff have been made aware of this.</p>	
DSL and DDSL	<p>The HT and DHT are the DSL and DDSL respectively and are contactable as above in regards to any safeguarding concerns.</p> <p>The school uses CPOMs which notifies the DSL and DDSL of any submissions.</p> <p>The DSL and DDSL use the Encompass and check this daily for emails.</p> <p>The DSL and DDSL are contactable via email and phone by any outside agencies in relation to safeguarding matters as per school's usual procedures.</p>	

Well-being of pupils	<ul style="list-style-type: none"> • School has endeavoured to ensure that pupils have access to suitable devices and will have face to face contact with their class teacher / TA every school day. Via Teams, the children will also have opportunity to see / socialise with each other. • Circle time – opportunities to discuss thoughts and feelings. Opportunities for time to reflect, share, understand changes to be built in to each day for at least a week and will continue when deemed necessary after this • Collective Worship – daily (planned and / or spontaneous) - see above for detail • RE curriculum RE based on liturgical year - see above • Access to support – pastoral support and where needed external referrals to counselling / family support • Safeguarding – arrangements for the safety and welfare of all pupils is unchanged and the shared responsibility to safeguard all children remains a priority • Weekly Teams calls to EHC Plan pupils at home will continue. Regular telephone calls to those at home who school class as vulnerable will continue and home visits will also continue to be made by pastoral and DSL staff to check on welfare of vulnerable children or those not contacted throughout the week 	
Staff well-being	<ul style="list-style-type: none"> • Break times – these will work on a rota basis with the staff with responsibility for each bubble of children. Staff rotation is to be kept to a minimum but staff need to be mindful of one another’s need for appropriate breaks and rest times • Staff meetings – to be kept to weekly briefing session. • Emotional well-being – staff well-being and safety is paramount. Support for staff who are feeling vulnerable or uncomfortable is available from the head teacher and it is vitally important that concerns and fears are shared so that reassurances can be sought • Staff sickness – Health Related Absence Policy still directs the process of any health related absence from school. Staff can access testing if they experience symptoms of Covid-19 and positive tests will result in immediate self-isolation for that class/year group team • Access to support – support can be sought from colleagues, Occupational Health referrals and by sharing concerns and anxieties • Workload will be reviewed and considered continuously both for those in classrooms at school and also those at home, all concerns about this must be reported immediately to the head teacher. PPA will be allocated for teachers. • Open door policy of the Headteacher and all SLT members will continue as it always has 	

	<ul style="list-style-type: none"> • Staff are strongly encouraged to report all concerns and anxieties immediately so that they can be supported effectively. • School leaders will again survey staff views on well-being w/b Monday 25th January 2021, outcomes to be shared with the Governing Board to identify any actions. • Staff Inset/training/guidance will be done mainly through emails and virtual meetings but sometimes, if deemed necessary, will be done via physical meetings applying social distancing measures. 	
Communication and Consultation with school partners		
Governors	<ul style="list-style-type: none"> • Governors have been kept informed of the ongoing situation and the Chair and Vice Chair have been involved with, and will continue to be involved with the risk assessment and other connected documentation. 	
Staff	<ul style="list-style-type: none"> • Staff have been kept informed of the ongoing situation their views have been surveyed and the results have been used to inform the risk assessment and other connected documentation. • Staff have been made fully aware of the risk assessment and recovery action plan. • Staff have been informed of any changes to school policies and procedures required at this time, including the Fire procedures and Behaviour policy. • Staff will continue to be informed of any further changes made to policies and procedures. • All normal school policies and procedures are still in place unless stated otherwise and this has been and will continue to be communicated to staff. 	
Parents	<ul style="list-style-type: none"> • Parents views have been surveyed and the results have been used to inform risk assessments and other connected documentation, as far as is reasonably possible. • Parents have been updated at regular intervals on the changing situation. • Parents have been informed via letter of the procedures and changes that have been made in school and what they and their child needs to do to comply whilst on site. 	Send any changes to information to parents and guidance to other groups before there return as in Cornerstone letter.

Monitoring of the risk assessment		
Monitoring	<p>This is a dynamic risk assessment and will be monitored daily by SLT and amendments made where deemed necessary as matters arise.</p> <p>These changes will be communicated to other staff/governors/parents as needed in a timely manner via email. Staff will be notified of their email via text and staff have been told to check their emails daily during the school week.</p> <p>Other staff are encouraged to bring up any issues/concerns with the HT/DHT that they come across so that the SLT can also act on these appropriately.</p>	
CONTROL MEASURES		
School has assessed the risk and put in place proportionate control measures. These will be actively monitored to ensure that controls are affective.		
Track and trace	<p>From 13th July 2020 school put in place track and trace procedure for all visitors to the school site. This is managed by the school's BM and in line with GDPR.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Rochdale Suspected case lette </div> <div style="text-align: center;">  Test & Trace Poster.docx </div> <div style="text-align: center;">  Test & Trace Update to WRA - 15 </div> <div style="text-align: center;">  Visitor Track and Trace Form 2020.do </div> </div>	
Reporting COVID cases	<p>The HT /DHT is responsible for notifying the local single point of contact to report symptoms/cases of COVID 19</p> <p>InfectionControlDutyDesk@Rochdale.Gov.uk Schoolscovid-19@rochdale.gov.uk</p>	

Face coverings/PPE	<p>All staff should wear a face covering or visor when moving around school / using communal areas. When working closely with pupil's staff should wear face coverings / visors.</p> <p>The use of PPE throughout the day is strongly encouraged and now established in the school's culture of mutual respect for all.</p>	
Supply staff	During this period of lockdown school will not use supply staff.	
School's social worker/Family councillor	<p>The school's CARITAS worker will in most cases work remotely but if needed to safeguarded families and pupils face to face sessions will take place.</p> <p>The Children's Family worker will not be working in school during this period of lockdown.</p>	
SEN RANs staff	The SEN RANs teachers will not be working in school during this period of lockdown.	
Peripatetic teachers	School will not be using any peripatetic teachers during this period of Lockdown.	
Children attending more than one site	Not applicable at present.	
Testing	<p>School has and will continue to brief staff and parents via email/ClassDojo message and text of the need to book a test if they display any symptoms.</p> <p>Staff and pupils are constantly reminded that they should not come into school if they have symptoms. If someone within the school community tests positive school leaders provide them with a copy of the PHE guidance.</p> <p>In all cases/suspected cases school has and will continue to take swift action including contacting Public Health infection control team and following any advice given.</p>	

Enhanced cleaning	<p>School will further increase the frequency of the cleaning of shared toilet facilities to reflect the increase in the number of people on site from September and hence the increase of use.</p> <p>The HT and BM are responsible for monitoring of the application of the enhanced schedule of cleaning.</p>  <p>Caretaking-cleaning schedule - September</p>	
Attendance	<p>Parents have been made aware of the expectation that pupils access daily remote learning lessons. School has endeavoured to ensure that all families have access to appropriate technology and continue to support families as much as is possible with this.</p> <p>It is expected that pupils communicate with their class teacher either by Teams or a Dojo message by 9.15am each day.</p> <p>If teachers working from home and TA's working in school have not had contact with a pupil by 9.15am then the office staff are informed to begin the school first day absence procedure. The school's attendance policy and procedure is then followed until contact has been made including if necessary a home visit or Police fit and well check.</p> <p>Off-rolling School staff are aware of all forms of off-rolling and this is never acceptable.</p>	
Walk or cycle to school	<p>School has storage for a number of bikes during the school day.</p> <p>Parents and children are encouraged to walk to school whenever possible.</p>	

Buildings maintenance	The school's Business Manager and Caretaker remain responsible for the day to day maintenance of the building. This is reviewed weekly via site checks which include reviewing the cleaning schedules in place.	
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Review									
Review Date	Actions								
Monday 11 th January	<p>Change to dismissal to reduce the risk of possible crowding in the hall.</p> <table border="1" data-bbox="506 619 2018 839"> <tr> <td data-bbox="506 619 848 655">EYFS Bubble</td> <td data-bbox="848 619 2018 655">Enter / Exit via Rainbow Gate</td> </tr> <tr> <td data-bbox="506 655 848 692">KS1 Bubble</td> <td data-bbox="848 655 2018 692">Enter Exit Via Hall Fire Doors</td> </tr> <tr> <td data-bbox="506 692 848 762">Lower KS2 Bubble</td> <td data-bbox="848 692 2018 762">Y3 Enter / Exit Via Classroom Door Y4 Enter Exit Via Hall Fire Doors</td> </tr> <tr> <td data-bbox="506 762 848 839">Upper KS2 Bubble</td> <td data-bbox="848 762 2018 839">Y5 Enter / Exit Via Hall Fire Doors Y6 Enter Exit Via Classroom Door</td> </tr> </table>	EYFS Bubble	Enter / Exit via Rainbow Gate	KS1 Bubble	Enter Exit Via Hall Fire Doors	Lower KS2 Bubble	Y3 Enter / Exit Via Classroom Door Y4 Enter Exit Via Hall Fire Doors	Upper KS2 Bubble	Y5 Enter / Exit Via Hall Fire Doors Y6 Enter Exit Via Classroom Door
EYFS Bubble	Enter / Exit via Rainbow Gate								
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Upper KS2 Bubble	Y5 Enter / Exit Via Hall Fire Doors Y6 Enter Exit Via Classroom Door								
Monday 18 th January	<p>Split duties on the playground before school (staff well-being) to enable staff to prepare classrooms for learning.</p> <p>Lunch Time FM Staff to serve dinners and collect empty trays. School staff to supervise the children eating maintaining a distance where possible – full PPE still to be worn in the hall.</p> <p>Other than for cover purposes for staff lunches / breaks, the bubbles have been made smaller with pupils working in year groups rather than phases and within their own classroom.</p>								
Monday 25 th January									
Monday 1 st February									

