

HOYLAND SPRINGWOOD PRIMARY SCHOOL

JANUARY 2021. SCHOOL OPEN TO KEY WORKER AND VULNERABLE CHILDREN AND PUPILS

PLAN WRITTEN BY	DATE	SHARED WITH GOVERNING BODY	SHARED WITH CEO ECMAT	SHARED WITH STAFF	SHARED WITH PARENTS / CARERS
J Hunt, R Parker, L Waugh and T Fear	11.1.2021	14.1.2021	15.1.2021	14.1.2021	15.1.2021

Action/s	Hazards	Who is at risk of harm	Level of Risk (Low Medium High)	Actions to minimise risk	Level of risk after actions in place
Prevention of COVID-19	COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes	Pupils Staff	High	<ul style="list-style-type: none"> • Clean hands thoroughly more often than usual • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents. Spray and cleaning products available for use in class through the day 	Medium (people will choose to ignore / not follow guidance)
Entry to the building at the start of the school day and exit from the building at the end of the day.	Contact with and between additional adults as a result of social distancing guidelines not being implemented and followed.	Parents Staff	High	<ul style="list-style-type: none"> • A one way system implemented around the school grounds which all parents / carers will be expected to follow. • Arrows will be painted around the school grounds and on the playground both as a directional instruction but also to advise where the 2m social distancing guidelines state that you should stand. • There will be entry and exit points assigned for each group • Signs placed around the school grounds will serve as a constant reminder to all about the need to follow / adhere to social distancing guidance. • Registration will remain open for twenty minutes to allow more time for drop offs and collection around school • Parents and carers will not be permitted access to the building without prior appointment. Only one 	Low (Risk will be increased by people choosing to ignore / not follow guidance)

				<p>parent / carer will be admitted to reception at any one time when absolutely necessary.</p> <ul style="list-style-type: none"> Parents will be instructed not to gather at the school entrance (Clough Fields Road) by staff outside on meet and greet. 	
<p>Organisation of class sizes and groups in accordance with all relevant guidance</p>	<p>That social distancing measures will not be maintained and that there will be “cross contamination” between children and adults working with different groups</p> <p><i>DFE: Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.</i></p>	<p>Staff Children</p>	<p>High</p>	<ul style="list-style-type: none"> Children will be allocated a “bubble”. The size of each class depends on the number of children needing place and space available. Desks will be spaced appropriately and front facing where possible within these rooms to ensure that social distancing can be maintained wherever feasibly possible. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. Staff will avoid close face to face contact and minimise time spent within 1m of anyone Staff will be responsible for ensuring that children adhere to social distancing guidelines whilst in the classroom “bubble” and during movement around school as part of the directed school day. RP pupils in classroom and use of the hall to allow for further space, social distancing and staffing As it is not feasible for children with complex needs to socially distance from one another, their educational and care support should be provided as normal but school staff reduce risk by spacing. The Hub pupils and staff are split across the space to reduce the number of adults and children in each areas and adaptations to the classroom made to support distancing 	<p>Low (Risk will be increased by people choosing to ignore / not follow guidance)</p>
<p>Organisation of groups where transport is used</p>	<p>That social distancing measures will not be maintained and that there</p>	<p>Staff Children</p>	<p>High</p>	<ul style="list-style-type: none"> For children in our resource provision, the decision will be made on an individual basis where their needs would be best met 	<p>Low (Risk will be increased by people choosing to ignore /</p>

	will be “cross contamination” between children and adults working with different groups			<ul style="list-style-type: none"> • Transport of Resource Provision and The Hub children to be planned to ensure effective grouping in school • There is a separate risk assessment from Transport. Following the latest guidelines (see school website). 	not follow guidance and risk assessment in place)
Suitability of classroom spaces	That the potential spread of COVID-19 could be enhanced through resources that are present in classrooms	Staff Children	High	<ul style="list-style-type: none"> • All soft furnishings and hard to clean items should be cleared from classrooms and stored in a suitable place until the time dictates that they can be reinstated. • At the end of every session / day all surfaces in classrooms should be free from clutter to allow them to be cleaned effectively in preparation for the next session / day. • To maintain classroom cleanliness frequent hand cleaning and good respiratory hygiene practices should be practised and maintained by all children and staff. • Cleaning plans have been shared with the premises manager. Cleaning on a daily basis with particular focus on surfaces that are touched by multiple people such as photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly, to ensure that all spaces are cleaned thoroughly and effectively. • For cleaning staff who can guarantee 2m social distancing at all times can be confirmed, masks do not need to be worn. • The cleaning staff will check that soap dispenser are full and operational each day • All staff partaking in cleaning during school opening times will wear PPE. This is limited to 1 member of staff. 	Low

				<ul style="list-style-type: none"> • All spaces should be well ventilated using natural ventilation (opening windows – low or high and at various time of the day) • Prop internal doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation if windows cannot be open permanently. Use of windows and door if preferred but as long as one is open this necessary • Suitable indoor clothing and rearrange furniture where possible to avoid direct drafts 	
Contact between groups of children and adults during break times and lunch times	<p>That social distancing measures will not be maintained and that there will be “cross contamination” between children and adults working with different groups</p> <p><i>DFE: All teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work</i></p>	Staff Children	High	<ul style="list-style-type: none"> • PPE will be worn by staff member. Additional PPE available for staff teaching younger children and for SMSA’s (gloves and aprons) • SMSAs and staff covering break duty can wear masks and apron but also take gloves with the first aid kits situated in each classroom to ensure care can be provided safely when outside. • All “bubbles” will be allocated a ‘zone’ on the playground which is there space for recreational time. • Morning break time will be staggered so that all “bubbles” are not out together and therefore not accessing toilets at the same time. Children will be taken to the toilets by staff at allocated break times to attempt to minimise use and therefore movement during other times. • Lunch will be eaten in class with a designated SMSA who will work with that class only, again to minimise the amount of contact between children and adults in school. • Additional social spaces outside the classrooms are to be used for staff at break and lunchtime and stay within their bubbles to reduce the number for staff in the staffroom. Tables to be cleaned after use. 	Medium (Could be moved to low after initial days when procedures have been tested and embedded)

	<i>across groups if that is needed.</i>			<ul style="list-style-type: none"> • If people eat or work in the staffroom, all staff must sit 2m away from anyone not in their bubble. • RP staff and Hub staff to use own breakout spaces and toilets to reduce the number of staff around the rest of school. When the Hub staff are working across school to reduce the number of staff in the Hub, all are to work around the library areas. Tables to be cleaned after use. • Lunch times will be staggered to allow again for access to toilets where contact between groups will be minimised. 	
Delivery of the curriculum	That cross contamination could occur between groups of children / adults and children through the use of resources in the classroom	Staff Children	High	<ul style="list-style-type: none"> • The library will be out of use to pupils • The ICT equipment will be assigned as much as possible • Outdoor learning will be considered wherever possible but the reality is that this will not be option all of the time. • Timetables for the day will be carefully designed to ensure that there will be minimum contact / crossover between groups and their movement between spaces. Staff to coordinate with each other about when using outside spaces. • No assemblies will be completed during this time. • Break times and lunch times will be staggered. These timetables will be shared with staff and parents / carers to ensure transparency in all aspects of the return to school. • For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, will be used and shared within the bubble. These will be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them 	Medium (Could be moved to low after initial days when procedures have been tested and embedded)

				<p>to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • PE is to be taught and staff should have access to their own equipment for their 'bubble' that can be easily cleaned before and after use. Each bubble to have own PE equipment to be used for lessons and outside during playtime. • Temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. • Music to be taught to Year 3/4. Barnsley Music Service opting to teach virtually currently. 	
Staff or children showing signs of COVID 19 / Confirmed case of COVID 19 and testing	<p>That infection will be spread between more adults and children</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces</p>	Staff Children Parents	High	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p> <p>Follow guidance as stated in "Coronavirus (COVID-19) : implementing protective measures in education and childcare settings"</p> <p>SEE ANNEX 1 FOR RELEVANT SECTION</p>	

ANNEXE 1

All school staff and pupils can access The NHS Test and Trace testing system, used to test symptomatic people (using a 'polymerase chain reaction (PCR) test'). If a pupil who has attended school, or a staff member, receives a positive PCR test having developed symptoms. Schools must ensure they understand the NHS Test and Trace process.

Schools must also ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a PCR test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries. Secondary schools participating in the rapid asymptomatic testing should follow the Mass asymptomatic testing: schools and colleges guidance for handling any positive tests as a result of that programme. Where consent is not given for a secondary-age pupil who has been a close contact of the positive case to participate in asymptomatic testing, the pupil must self-isolate.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. PCR tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new PCR testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test.

The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.

These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these test kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance [Coronavirus\(COVID-19\):testkitsforschoolsandFEproviders](#).

Schools should ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow this guidance.

1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.
2. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.