



Elmwood Infant School and Nursery

Covid -19 Risk Assessment and Action Plan

Article 28 - Children have the right to a good quality education and should be encouraged to go to school to the highest level they can.

Article 3 - All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children.

Article 24 - Children have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help them stay well.

Date of Review: 2nd September 2021
Next Review WB 18th October 2021

Context and Systems of Control

The government has announced that social distancing measures will no longer be necessary when children return to school. This action plan has been updated to reflect this position in readiness for the start of the new term. The measures and actions identified in this plan take effect from Thursday 2nd September (INSET Day). The plan will be reviewed during the WB 18th October to ensure that the measures below reflect the most up to date information.

Control measures

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Here are the links to the most recent guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

Key Area	Area of focus to minimise risk	Key Actions/Who
Managin & stakehol	Communication with staff and governors	<ul style="list-style-type: none"> - Updated Risk Assessments to be placed on the website. Ongoing - MD - Communication with staff – DfE email circulated to all staff (when relevant) via LGFL emails – Ongoing - Regular emails to staff to keep them informed – WC - Staff and governors to be informed if there is a positive test result directly affecting the school community, being mindful of the right to privacy – WC

	Managing the needs of vulnerable staff including BAME and those previously classified as Clinically Vulnerable (CV) and Clinically Extremely Vulnerable (CEV)	<ul style="list-style-type: none"> - All staff asked to share any concerns they might have - SLT - All staff to respect the fact that some staff may feel more vulnerable than others, especially as social distancing measure have ceased. All Staff - Further information to be added once government guidance (for September) is published. SLT - All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.
	Group size for pupils and staff.	<ul style="list-style-type: none"> - Split phonics will begin WB 20th September 2021 - Year group assemblies will start again from WB 6th September 2021. - Encourage children as much as possible to maintain distance and not touch staff and their peers. All Staff - Staff and leadership to take place on a face to face basis in the larger classrooms; Turtles, Dolphins and the Nursery. All Staff
	Managing the needs of SEND pupils and those with Complex Needs.	<ul style="list-style-type: none"> - Sit in a socially distanced way from pupils whenever possible when working in small groups/1:1. Side by side not face to face, where possible. All Staff
	Vulnerable families and children	<ul style="list-style-type: none"> - Food bags available for parents – as required - Inclusion Team - Vulnerable meetings – Fridays - Time to be confirmed – ongoing
	Managing risk	<ul style="list-style-type: none"> - Where the Leadership Team, (including Governors) believe that Covid-19 case numbers are increasing at a concerning rate (based on risk assessment, government information) the school may need to change the procedures at short notice.
Managing the curriculum	Curriculum	<p>Cookery activities may resume –Teaching Staff</p> <ul style="list-style-type: none"> - Free flow between classes for EYFS may resume from October half term - EYFS - Only display essential curriculum and health/ safety messages on classrooms doors and windows. All Staff - Use of the sandpit may resume from the start of the autumn term - EYFS staff - Classroom based resources, such as books and games, cannot be used and shared across the school unless they are used specifically to support a child with SEND - Resources more widely shared (PE equipment, for example) only to be shared within year groups. Half class PE sessions to continue - Children should sanitise their hands before using IT equipment, including desktops, laptops and ipads. Ensure children’s laptops and ipads are wiped clean using the wipes provided for this specific purpose after use. Ensure teaching laptops are wiped clean before and after use <u>and returned to the trolley</u> - Reading for Pleasure books can be sent home straight away. Learning to Read books to be sent home from WB 20th September - Local trips to may take place from the autumn term. Coach trips to be avoided until the spring term.
	PE	<ul style="list-style-type: none"> - Children to continue to wear their PE kit to school on PE day. Parents/Staff - Where possible, PE to take place outside (this can be with 30 children). Teaching Staff

		<ul style="list-style-type: none"> - PE in the hall limited to 15 max pupils. The only exception to this is for Tollo Academy. If indoor PE is needed for Tollo, up to 30 children can use the hall as long as the hall is well ventilated and the tables are removed so that more space is available. Teaching Staff/Tollo
	Phonics	<ul style="list-style-type: none"> - Split phonics to start from WB 20th September
	Singing/Music	<ul style="list-style-type: none"> - Choir and singing in the classroom can start as from WB 6 September. Recorders to start after consultation with music co-ordinator.
	Classrooms	<ul style="list-style-type: none"> - Large beanbags and material can be used in the classroom. Cushions can be re-introduced to classroom book areas. Soft toys to be avoided until more guidance provided in the autumn term. - Keep surfaces as clear as possible so that deep cleaning is easy and surfaces can be wiped down. Clutter on surfaces means cleaning can't take place. <u>Please avoid this at all costs.</u> ALL staff - Keep classrooms well ventilated – windows open/external doors open as much as possible.
	Assembly	<p>Year group assemblies in the hall may resume from September</p> <p>Whole school assemblies – to be considered by SLT in September x ref Guidance</p>
	Nurture provision and other support (friendship club, interventions, ELSA, drawing and talking.	<ul style="list-style-type: none"> - Nurture provision - groups to begin again in Sep - Friendship club – to begin again in September - Staff and children to wash hands before and after sessions and if/when changing rooms All staff/children involved
Managing larger groups/potential mixing of bubbles	Lunchtime	<ul style="list-style-type: none"> - 11.30am – 12.30pm lunchtime for Reception - LTS team - 12-15-1.15pm lunchtime for Year 1 – LTS team - 12.30- 1.30pm lunchtime for Year 2. LTS team - Playground will continue to be sectioned off before the Year 1 pupils start lunch unless this is better for Reception pupils who will be new to the school – LTS team - Year groups will continue to be separated in the lunch hall. Classes within a year group will continue to sit in separate class groups. - Children to come in from lunchtime 5 minutes earlier to complete handwashing in order to minimise impact on learning time - LTS - Capacity in the hall at any one time is 112. - Tables must be cleaned thoroughly during service LTS Team - Disposable gloves to be worn by Lunchtime Supervisors and all other staff who support at lunchtime LTS Team/All staff
	Playtimes	<ul style="list-style-type: none"> - Playground to be used by Year 1 and Year 2 at different times as children have not experienced the volume of pupils on the playground when both year groups are outside at the same time. Joint playtimes will increase accidents. YGL

	PPA	<ul style="list-style-type: none"> - PPA to take place as a year group.
	Meetings between staff/visitors and work station arrangements	<ul style="list-style-type: none"> - Continue to be mindful of your distance, keeping 1m apart as often as possible. - Maximum numbers for classrooms and areas around the school removed. - For sensible practice, ensure your working arrangement enables you to be distanced by at least 1 metre from other staff. All staff - Ensure rooms are ventilated as much as possible. All Staff - Friday briefing – to be conducted via MTeams – 8.20am. ZH - Whole staff meetings – to take place in a classroom/remotely, depending on need - Staff
Managing movement around the school	Use of the communal areas	<ul style="list-style-type: none"> - Max numbers for each area removed - SLT - Continue to be mindful of your distance, keeping 1m apart as often as possible. - Only two people at any one time in the Stock Room/Inner Sanctum – There is no ventilation in this area. - Always ensure dirty cups, cutlery etc are cleaned and put away (or placed in the dishwasher). Never leave these for others to clean/dry. - Avoid using the work room for lunch or as a break out area All staff
	The school entrance and visitors	<ul style="list-style-type: none"> - Visitors to be asked to sanitise their hands upon entry to the school. Office Staff - A thermometer will be available in the Anancy room for staff to take their temperature if they choose to - Parents allowed inside the classrooms/building for pre-arranged meetings, courses etc or to see SLT in exceptional circumstances. Larger scale attendance at events to be reviewed in the autumn term. - CALAT course – due to start in September in the Work room - Year group curriculum meetings will take place via Teams for this half term
	Parents Drop Off and Collection	<ul style="list-style-type: none"> - All external gates to be opened at start and end of day -pedestrian and vehicular - Barriers no longer need to be in place at the entrance to each classroom - Macaws to use the classroom door to enter/exit. <p>Nursery</p> <ul style="list-style-type: none"> - Nursery AM Drop off - 8.30-8.50am, collection 11.20– 11.30am - Nursery PM Drop off - 12.20-12.30pm, collection 3.10pm -3.20pm <p>Reception and KS1</p> <ul style="list-style-type: none"> - 8.50 - 9.00am - 3.10 - 3.20pm - IB will open gates at 8.45am and close them at 9.00am. SLT will open the gates at 3.05pm and close them at 3.20pm.
	Toilets for staff and children	<ul style="list-style-type: none"> - Toilets must be cleaned regularly. Cleaning Staff - Pupils must clean their hands thoroughly after using the toilet, using visuals/songs to help them remember this- All Staff
Managing cleaning	General Cleaning (x ref with other areas)	<ul style="list-style-type: none"> - Soap/hand towels/sanitisers checked and topped up -Daily IB - Additional cleaning each day - 11.30am – 3pm (cleaning classrooms, staffroom, toilets, handles, entrance area, chairs, equipment, touch points) Cleaning Team - Children’s toilets need to be checked regularly for cleanliness and soap etc. Cleaning Team/Site Staff

		<ul style="list-style-type: none"> - Clean surfaces that children are touching (equipment, books, desks, chairs, doors, sinks, light switches) daily. Cleaning Team/Site Staff - All staff to support, as much as possible, with keeping the classrooms/site clean All Staff - Lids to be kept on bins. Staff to inform IB if a new bin is needed. - Teaching staff to wipe down the IWB at the end of each day. All staff - All staff to take responsibility for helping with cleaning. This includes wiping down desk areas, phones, staff room tables, photocopiers etc after use. All staff - Outside drinking foundations and handwashing facilities to be wiped daily - Cleaning Team/Site Staff - Outside drinking fountains can be used to top up water bottles but not to drink from directly at this time. - Storage for packed lunches to be wiped down at the end of each day - Daily - Cleaners.
	General Hygiene (x ref with other areas)	<ul style="list-style-type: none"> - Remind children about hand washing and the need to do this regularly and especially upon entry to school and before/after meals (20 seconds/sing happy birthday). - Promote 'Catch it, Bin It, Kill It' across the school. All staff - Staff can choose to take their temperature upon arrival each day and to report to a member of SLT if a temperature of 37.8C or above is recorded. - Staff to avoid congregating in corridor areas in groups of three or more– All staff
	Personal Protective Equipment (PPE) and the use of face coverings	<ul style="list-style-type: none"> - Most staff in schools will not require PPE beyond what they would normally need for their work - Face coverings and visors should not be worn around school or in the classrooms unless there are exceptional circumstances, discussed and agreed with SLT
	Home Testing	<ul style="list-style-type: none"> - Home (lateral flow) test kits for staff to be used twice weekly site until the end of September, when this will be reviewed by the DfE. This is optional for staff to do but highly recommended. - Test kits available from Janet and from Zoe until the end of the summer term. - Please take a lateral flow test on Monday 26th July (the first Monday of the summer holidays) and on Thursday 2nd September (the first INSET day of the autumn term). - If opting in, tests must be taken on Monday and Thursday morning if you are working full time that week in the school building. Part time staff should take the tests on the most appropriate days of the week. - The result – if positive or void, must be text to SLT after completion and should then be reported to https://www.gov.uk/report-covid19-result. - If the home test reports a positive result, staff must immediately self-isolate, contact SLT and book a PCR test. - <u>If symptomatic, staff must book a PCR test and not rely on the home test even if you take it and it gives a negative result.</u>

<p style="text-align: center;">Managing medical situations</p>	<p>Dealing with a medical situation</p>	<ul style="list-style-type: none"> - Use medical rooms – Anancy Room for the main school and office area of Nursery. Medical situations take priority. Anyone using the rooms for other reasons will need to vacate the room immediately if it is needed for a medical situation. - Digital thermometers available in both medical areas, activity area, office and entrance area. Hands must be sanitised before use. - When a child or staff member develops symptoms compatible with coronavirus, they should be sent home. See guidance below. - First Aid boxes need to include hand sanitiser – All staff (KS to add in readiness for September) - Staff must not come into school if they have any symptom, however mild it may be unless this has been discussed with a member of SLT. Avoid coming into school building if feeling unwell as this can increase the risk of spreading the virus. (seek advice before leaving home).
	<p>Suspected cases of covid - pupils</p>	<ul style="list-style-type: none"> - If suspected case is a pupil, isolate them in a safe space until taken home by parent or carer. - The child should be moved to a room (Anancy Room, Nursery office) or outside area where they can be supervised whilst they wait for their parent/carer to collect them. Windows should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. - Appropriate PPE should also be used if close contact is necessary (face covering, for example). - Any rooms they use should be cleaned after they have left.
	<p>Suspected cases of covid</p>	<ul style="list-style-type: none"> - Pupils, staff and other adults should not come into school if they have symptoms (however mild), have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). Please call to discuss with SLT, <u>before arriving at work.</u> - Pupils – see section above - If suspected case is a member of staff (in the school day) they should go home immediately, minimising contacts and surfaces touched while still on the premises - The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. - In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school, we can refuse the pupil if, reasonable judgement suggests that it is necessary to protect other pupils and staff from possible infection with COVID-19. This decision would need to be carefully considered in light of all the circumstances and current public health advice. - SLT
	<p>Managing a confirmed case of Covid-19.</p>	<ul style="list-style-type: none"> - From September, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. - As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case 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. As the children at Elmwood are so young, it is likely that the school would be contacted to help with identifying close contacts.

		<ul style="list-style-type: none"> - Person with the confirmed (positive) case of Covid-19 must: Complete isolation at home for at least 10 days from the onset of their symptoms and then return to school/work only if they do not have symptoms other than cough or loss of sense of smell/taste. - If we have several confirmed cases within 14 days, we may have an outbreak. SLT should then call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required. The advice service can be contacted by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
Contingency Plan – Preparing for self-isolation of individuals, groups and whole school		
Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time possible.		
	Establishment of remote learning.	- See Covid Action Plan for guidance – Version Jan 021
	Self- isolation	- See Covid Action Plan for guidance – Version Jan 021
	Whole school closure	- See Covid Action Plan for guidance – Version Jan 021

