

East Stour Primary School Reopening: Risk Assessment for May 2021

The measures we list are based on current government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)

This document is to be read alongside:

- In school protocols
- Return to school parent protocols
- Lunchtime rota
- PPA/Cover plans
- Visitor protocols
- Fire evacuation protocols
- Behaviour policy
- Recovery curriculum documents

These documents (and this risk assessment) are updated regularly in accordance with the latest government guidance so please reread regularly and be aware of email updates. **Pink** = May (may be the same as previous)

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Parents /Carers • Contractors • Visitors <p>These groups are relevant to every section</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this. This includes following this advice if a staff member has been contacted by the NHS Track and Trace app.</p> <p>Asymptomatic Testing-Staff will test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p> <p>Where mobile phones are required to be left in lockers or bags in communal areas at all times, we advise that staff pause contact tracing whilst on the premises, to avoid the app misidentifying close contacts. When someone switches it off, the app will give the user the option to set a reminder for 4, 8 or 12 hours, after which they will receive a notification to remind them to switch contact tracing back on.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process and notify the school of the outcome when received.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Anyone showing symptoms should wait in the foyer next the open front door or in the community room near the open fire exit door. 999 will be called if they are seriously ill or injured or their life is at risk.</p>	<p>HT oversees</p> <p>All Staff for their own health</p> <p>All staff to notify SLT of any symptoms identified in pupils</p>	<p>All staff and parents aware by 3rd March 2021</p> <p>Ongoing reviews and reminders throughout Terms 4 & 5</p>	<p>High</p> <p>Asymptomatic tests by staff are opt-in and records of these kept</p> <p>To minimise this high risk we are maintaining bubbles of 30 (class bubbles) wherever possible. (BF club and AS club will be using as small a bubbles as possible)</p> <p>Staff will stay within one bubble wherever possible or consider the appropriate use of PPE where this is not possible.</p> <p>Staff will try to maintain the 2 metre distancing rules where possible.</p>

	<p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> ● If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask ● If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron ● If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> ● Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or ● The driver and passenger will maintain a distance of 2m from each other; or ● The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance and the donning and doffing of PPE guidance and video.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact</p>		<p>Change to staff room/lunch arrangements updated by 5th March 2021</p>	<p>Staff to make themselves aware of where the PPE and sanitising equipment is around the school.</p> <p>Staff will have visors available for any close contact with children for an extended time.</p> <p>Staff will travel safely and appropriately to and from school and will encourage parents and families to do the same</p> <p>Contact has been reviewed in November Guidance. This has a knock on impact to staff rooms.</p> <p>- Staff will spend less than 15 minutes in the staff rooms at break-time.</p>
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	<p>the local health protection team. The team will carry out a rapid risk assessment to confirm who would be classed as a 'contact' and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Interactions that takes place between children and staff in different groups including breakfast and after school clubs- to ensure we can establish who is a 'contact' in the case of a positive test. <p>A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms:</p> <ul style="list-style-type: none"> •people who spend significant time in the same household as a person who has tested positive for COVID-19 •sexual partners •a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including: being coughed on, having a face-to-face conversation within one metre, having skin-to-skin physical contact, or •contact within one metre for one minute or longer without face-to-face contact •a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes •a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19 <p>Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would</p>			<p>-Each year group is being allocated an area of school to have lunch so they are only with their year group staff members.</p> <p>-Extra facilities(kettle, microwave, fridge) will be available in some of these areas. Staff will be allocated time slots if they are a year group that needs to use the staff room.</p> <p>-There will be a one-way system for fridge/kettle use in the staff room.</p> <p>-The use of perspex screens is being reviewed for in the staff room/community room.</p> <p>SLT are ensuring that the deputy headteachers are not in on the same days. SLT also continues to review working from home rotas for the office and SLT to minimise contact in shared offices.</p>
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not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

Contacts of a person who has tested positive for COVID-19 need to self-isolate at home because they are at risk of developing symptoms themselves in the next 10 days and could spread the virus to others before the symptoms begin.

If there is a confirmed case in school, or an overall rise in sickness absence where coronavirus is suspected, the school will contact the Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 and select option 1 to report a positive test. They will also log it with the Local Authority via the front door. Any advice given by the team will be followed.

Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they are. A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.

SLT and office staff have a rota system when cases are high.

Face coverings will be encouraged to be worn by all staff and visitors when moving around in corridors and communal areas.

Hands will be washed before and after touching face coverings. Coverings will be stored in a sealable plastic bag when not being used.

Staff may choose to use a face covering or Perspex visor when in lunch/break allocated space.

Guidance for Visitors to Early Year Settings to be clarified with Kent admissions

SLT rota system in place from WB 30-11-2020

If staff would like to wear a face covering and will be having interactions with children, it would be advisable to consider a transparent face covering.

	<p>Gate duty- Perspex visors must be worn and face coverings if social distancing cannot be maintained.</p> <p>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (Bronze/Silver/Gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local Directors of Public Health to advise on.</p> <p>We will encourage parents to wear face coverings for drop off and collection. Parents will be expected to wear face coverings when interacting with members of staff such as entering the main foyer - unless exempt. Staff members will be wearing face coverings when having close interaction with visitors or parents (unless exempt).</p> <p>We will be operating a 1 in 1 out system for visitors into the foyer.</p>			
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Bike storage is available at the front of the school.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> ● Follow hygiene rules 	<p>Parents and carers will be responsible for their child/ren</p> <p>Staff will be responsible for their safety when travelling to and from school</p>	<p>By March 5th to be shared with parents</p>	<p>Medium</p> <p>Risk can be minimised by taking appropriate steps to avoid public transport and maintaining good hygiene when arriving at school if public transport is required.</p>

		<p>disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>			
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be provided. Sinks are available in all toilets and in or outside the classrooms. Sanitiser will be available for each class in the PPE box.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Children will be explicitly taught the 'catch it, kill it, bin it' motto and encouraged to follow this procedure.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p>	<p>Cathy Chambers is responsible for stock ordering</p> <p>Named Hygiene monitor needs to be identified within each bubble.</p> <p>Hygiene monitor will be responsible for stock checking the PPE and sanitiser</p> <p>Staff in class will regularly re-iterate the hygiene messages</p>	<p>Ongoing from 02/09/20</p>	<p>High</p> <p>The Hygiene monitor will need to ensure that the PPE, soap and sanitiser is regularly checked for stock within their bubble and that Cathy Chambers is informed of any low stock in a timely manner so that stocks can be replenished.</p> <p>Sally Knight is also checking stock around the school daily. A list is in the caretakers office to update this</p>

		<p>Staff who work with pupils that may struggle with good hygiene due to an SEND need will be provided with appropriate PPE.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be available in all areas and emptied regularly</p>	<p>SEND team will discuss any concerns with individual staff working with children who may experience challenges</p>		
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> ● Classroom desks and tables ● Bathroom facilities (including taps and flush buttons) ● Door and window handles ● Furniture ● Light switches ● Reception desks ● Teaching and learning aids ● Books and games and other classroom-based resources ● Computer equipment (including keyboards and mouse) ● Sports equipment ● Hard toys ● Telephones ● Outdoor play equipment <p>Wipes will be available for staff to wipe down certain surfaces such as keyboards during the day.</p> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting.</p>	<p>Cathy Chambers will oversee cleaning schedule alongside the two caretakers and the cleaning company</p> <p>Staff will be responsible for the rota'ing of certain items</p> <p>EYFS team to use the available</p>	<p>March 2021</p> <p>Then ongoing</p>	<p>Medium</p> <p>Cleaning spray and wipes will be available in each bubble area for staff to use between cleaning times.</p> <p>In order for this to be green we need to start the practices in September to ensure they are effective.</p> <p>These practices will be reviewed regularly (minimum fortnightly) and require feedback form staff on how effective and manageable they are. They will be refined in accordance with that.</p>

	<p>These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationary and mobile phones (only if essential).</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. A specific cleaning schedule has been drawn up.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals 	<p>washing machine to wash appropriate non-wipe items</p> <p>Parents will be responsible for limiting what their child brings in to avoid excessive items</p> <p>Cleaners will deep clean shared areas on a Wednesday afternoon when they will be fewer pupils on site</p> <p>PTLs and staff will ensure that they have enough equipment to avoid sharing. They will let Cathy Chambers know if the stock needs replenishing</p>	<p>Fogging will be used to decontaminate rooms which have been exposed to a positive case</p>	
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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>When deciding how to form group sizes or 'bubbles' we have taken into account:</p> <ul style="list-style-type: none"> • The pupils' ability to distance • The layout of the school • The feasibility of keeping distinct groups separate while offering a broad curriculum <p>The emphasis for younger children will be on separating groups, and for older children it will be on distancing.</p> <p>Children in the EYFS and Year 1 will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios. At East Stour the children are in a Nursery bubble, Reception bubble and a Y1 bubble. Staff in Nursery and Reception are in a staff bubble meaning they can work across Nursery and Reception.</p> <p>In Years 2 – 6 Pupils will be kept within their classes but staff are across the Year group.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p>	<p>SLT</p>	<p>Decisions have been made as to how this will work across every class and year group dependent on age and the pupils' ability to socially distance</p> <p>March 2021</p>	<p>Medium</p> <p>Possibility of Year Group bubbles across the school as contingency if broad curriculum can't be achieved under current plans.</p> <p>Staff in Nursery and Reception can cross as can staff across year groups</p> <p>Staff will be allocated lunchtime areas with other members of staff from their year group only.</p> <p>CTs to ensure their classes are aware of consequences for not following behaviour</p>

	<p>Pupils will be seated side-by-side in rows or horseshoe arrangements and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than a class of pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated and in small groups- not whole class). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Team sports only to be carried out in guidance with the governing body association for that sport i.e Football association guidance.</p> <p>Government guidance states that: staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. At East Stour to minimise risk we have allocated all staff to bubbles from September. We are asking staff to avoid moving between bubbles unless essential and for unavoidable circumstances.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p>	<p>Teaching staff will monitor and put into place</p> <p>SLT</p> <p>SENCo/Office</p>	<p>March 2021</p>	<p>expectations. Behaviour related to Covid to be clearly logged and flagged on arbor and followed up by SLT/PTLs</p> <p>Slip to be sent home identifying issues and sharing concerns.</p> <p>Where staff are required to cross bubbles PPE and distancing is strongly advised and where possible a break following a weekend or holiday is preferred.</p>
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		<p>All parents may access wraparound and extra-curricular provision for their children, without any restrictions on the reasons for which they may attend. However, until 17 May (in line with Step 3 of the roadmap) if the provision is taking place indoors, and it is not possible to group children in the same bubble as they are in during the school day, providers should keep children in consistent groups of no more than 15 children and at least one staff member. From 17 May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extracurricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. They will be encouraged to stay within a bubble or be based in an area that has good external ventilation and that is thoroughly cleaned between pupils.</p>			<p>PPA is planned for a Wednesday afternoon for all staff to avoid cross contamination.</p> <p>SEND pupils will have individual RAs where required</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and</p>		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p>	<p>SLT Teaching staff SENCo</p>	<p>March 2021 shared with parents/staff</p> <p>March 2021 in practice</p>	<p>Medium</p> <p>In school guidance outlines these areas in detail</p>

outside of the school		<p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. Please see the 'In School Protocols' for details on how this works in practice alongside the 'Recovery Curriculum' documentation.</p> <p>Pupils with SEND or other highlighted needs will be offered a phased return. If they remain on a phased return at the start of Term 5 this will need to be logged via the KCC front door.</p> <p>Movement around the school site will be kept to a minimum and use of external doors and outside movement will be encouraged.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors which need to be used will</p> <p>All shared rooms, such as dining areas, will be rota'd to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, where this wouldn't be possible, lunch will be brought to pupils in their classrooms. Lunch trolleys will be provided and plates will have cloches. Younger pupils will have food trays so their food can be brought to them.</p> <p>Toilet use will be managed to avoid crowding. Each bubble will have a designated toilet block. Where possible this will be limited to the bubble or will have a limited number of bubbles which access them. Staff will need to manage toilet usage carefully and avoid cross contamination of bubbles where possible. Additional cleaning throughout the day will maintain increased cleanliness levels.</p>	<p>SLT</p> <p>All school staff</p> <p>Teaching staff</p> <p>SLT</p> <p>SLT</p> <p>Cleaning staff / Contract Cleaning company</p> <p>SLT</p> <p>Office Staff</p>		<p>Staff are clearly rota'd to designated lunch areas throughout the school which ensure they stay in their bubbles.</p> <p>Perspex bought to designate the staff room prep area from rest of seating to alleviate the 1 min 1 metre rule</p> <p>Toilets have been redesignated to one per cubicle in KS2</p> <p>Office area is high risk due to the person traffic in and out.</p> <p>Staff requested not to enter area unless emergency.</p> <p>First Aiders requested to attend bubble rather than brought to office.</p> <p>Staff using photocopier for more than 1 minute to</p>
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		<p>Staff use of the staff rooms and offices will be staggered to limit occupancy and the community room will be an extension of the staffroom. Please see the lunchtime rota alongside this risk assessment</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors, which include contact details for the purposes or track and trace.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. We are not currently planning educational visits until after Term 1, this will be reviewed at that point.</p> <p>Breakfast club will be running and children will be grouped into 3 larger bubbles. Within each larger bubble will be 4 class bubbles. These will be spaced out into the 4 corners of the hall to eat and when not eating they will be accessing the outside area and rota'd to come in and have breakfast. After school provision is run by Kent Play Clubs and they will have their own risk assessments. They are planning to run Key Stage bubbles and keep children as distanced as possible within these bubbles.</p>	<p>SLT</p> <p>Cathy Chambers BF Club Staff</p> <p>Kent Play Clubs</p>		<p>start it and wait outside the office door</p> <p>Perspex screens in place between members of staff and a rota considered if cases increase</p> <p>Front door is locked to minimise traffic in and out. Fire exit to the left to be used for staff to exit and front door redesignated as non fire exit.</p> <p>Office to investigate front door buzzer system/intercom to aid communication</p>
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p>	<p>Site Staff</p> <p>HT/Cathy Chambers</p> <p>Bubble Staff</p>	<p>March 2021</p> <p>Review April 2021 - beginning of Term 5</p>	<p>Low</p> <p>Protocols to be drawn up for September to identify fire evacuation drills</p> <p>Will remain Amber until September and policy has</p>

		<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds • 2.3m² per child for children aged 3 to 5 years old 	In Place		<p>been put into practice and can be reviewed.</p> <p>Staff will use dynamic risk assessments to review temperature and safety of children with regard to ventilation.</p>
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. Through cleaning of any rooms after use will be carried out.</p> <p>Face coverings must be worn in any meetings inside.</p>	SLT Meeting schedulers	March 2021	<p>Low</p> <p>Zoom is in place. Staff are confident with its use.</p>
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>Risk assessments for pupils with SEND or highlighted needs will be carried out.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically extremely vulnerable, will work from home. Staff who are clinically vulnerable and/or who may be</p>		<p>March 2021</p> <p>March 2021</p>	<p>Low</p> <p>Regular contact with staff and pupils in any vulnerable category is to be maintained.</p> <p>All CEV staff work from home from 8/3/21</p> <p>Current shielding ends 31/03/21</p>

	<p>in a potentially more vulnerable category (such as BAME) will be offered an individual risk assessment.</p> <p>Breastfeeding women will also have an individual risk assessment. Pregnant women will work from home from 28 weeks gestation.</p> <p>Staff who are isolating due to track or trace but who are not unwell will lead zoom lessons to their class throughout the school day. Another member of staff must always be present in these circumstances.</p> <p>Where staff and pupils are not unwell but isolating the teacher will record a number of lessons per day to share via seesaw. These will be in line with the safeguarding procedures and ES self isolating procedures. No personal calls to be made to individual children. If calling parents always call from a withheld number using 141.</p>			<p>Increasingly likely as more T&T notifications come through</p> <p>See ES self isolating procedure doc</p>
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