

COVID-19 Safe System of Work

	Potential Risk	Persons at Risk	Current Measures	Risk Level	Risk Reduction	Target Date
1	Parents gathering at school gate not social distancing	Parents Children Staff on duty	<p>2m markings at front and rear of school – use tape on wall at front of building and cones at rear of building that can be brought back in each session.</p> <p>Stagger drop-off and collection if more than 10 children in a group (upstairs and downstairs). Ensure parents are aware of social distancing expectations at drop-off and collection times. Only children are allowed to enter the building at the start of the day. They will be met at the appropriate door by a member of staff. Class 3 and 4 children must ONLY use the front entrance. Class 1 and 2 children must ONLY use the back entrance. The same rules apply at the end of the day. No parents will be allowed to access the building to collect their child. Instead, the children will be dismissed individually by their class teacher, and only when their adult can be seen at the appropriate entrance. Parents who have children in both the lower and upper school are advised to collect the child from the upper school first, take them to their car if they drove, and then collect the younger child from the back entrance. This will hopefully reduce the risk of mixing the groups we are keeping separate</p>	Medium	<p>Remind parents to distance if they are seen gathering. Only allow children in and out of the building once distancing can be seen to be observed.</p> <p>Children can now enter the building between 8:30am and 9:00am to allow for a more staggered entry.</p>	Ongoing

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			during the day. The expectation is that only ONE parent must come to drop-off or collect their child to further reduce risk of infection to other parents around.			
2	Overcrowding in classrooms and corridors	Children staff	For upper school, all tables to face the front of the classroom to minimise risk. Children in upper school to sit at the same desk each day. Limit number of children moving through corridors – one at a time if going to the toilet (have a marking in and out system so you know who is out of the classroom). Stagger break times so only one ‘bubble’ at a time is using the corridor to go out to the playground.	Low	Constant reminder to children to socially distance when moving around the school Class 2 and 3 to share main toilets and sinks. Class 4 to use loft toilets and sinks.	Ongoing
3	Increased numbers during breaks compromising social distancing	Children staff	Stagger break times so only one ‘bubble’ is out at a time. ‘Bubbles’ should never mix at any time of the school day, including break, lunch and assembly times.	Low	Remind children to socially distance when using the playground. No overlapping of breaktimes. Teachers to wipe banisters between classes going out for break times.	Ongoing
4	Increased numbers during lunchtime compromising social distancing	Children staff	Upon arrival at school and after observing hygiene routines, the children should put their lunchbox in a designated place to reduce the need for going to the cloakroom throughout the school day. At this point, they can also remove their breaktime snack and put it in the designated space. Children to eat in their own classrooms – no movement between classrooms. All adults on the dinner rota to ensure they keep a 2m distance from children, particularly if not part of their usual ‘bubble’. Stagger start of lunchtime	Medium	Remind children to socially distance when waiting to wash their hands – class teacher to supervise. Remind children to put their own waste and cutlery back in their lunchbox. Allow children to return their lunchboxes to their school bags in the cloakroom one at a time.	Ongoing

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			<p>for upper school to allow for increased time needed for handwashing. Children to eat at their designated tables in their classroom – Class 1 children to sit further apart at lunchtimes to reduce the chance of touching each other’s lunch – split tables up rather than having in groups at lunchtime.</p> <p>Children to take lunch rubbish home in their lunchboxes to reduce the need to move around the classroom or put potentially contaminated items in the school bins.</p> <p>Parents to provide any cutlery needed to reduce the need for washing up spoons, forks, etc.</p>			
5	Changes to building use being safe for pupils and staff – e.g. storage	Children staff	Carry out fire drill to ensure children can line up outside and still remain socially distanced from each other’s ‘bubbles’. Ensure staff wear appropriate PPE if dealing with first aid – gloves, aprons, masks as deemed necessary. Ensure all items put in storage are done so safely to avoid trips, falls from height, etc.	Medium	Staff ensure other staff keep themselves safe when dealing with first aid. Seek advice if unsure.	Ongoing
6	Staff rooms and offices to comply with social distancing and safe working practise	Staff	Staff are not to use the office to sit in. Only enter if they need to speak to secretary, maintaining a 2m distance, or to use the photocopier/laminator. Ensure that any devices used are wiped clean before and after use ready for the next user.	Low	Reminders to wipe down surfaces touched in office space.	
7	Ventilation to reduce spread	Children staff	Open windows and keep classroom doors open where safe to do so (bearing in mind fire safety and safeguarding). Class one door to be open	Medium	Reminders not to touch doors and door handles unnecessarily. Staff to remember to prop doors open where safe to do so at the	Ongoing

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			during drop-off and collection times in order for Class 2 children to enter their own room without the need to touch door handles. Class 1 staff to monitor closely the location of Class 1 children from a safeguarding perspective during these times.		start of each day and close doors as needed during and at the end of the day.	
8	Staff capacity with increased numbers of pupils – shortage of teachers to maintain staff to pupil ratio	Children staff	If there are shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.	Low	Headteacher to monitor staff levels daily. Staff to notify headteacher immediately if they think they will be unable to continue teaching in school. Staff now carry out twice-weekly asymptomatic testing on a rota basis so that a range of staff members are tested throughout the week. Results are obtained within half an hour and both the school office and the DfE are notified of the results. Any staff member testing positive must notify the Headteacher immediately so appropriate action can be taken.	Ongoing
9	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Children staff	Talk to staff about plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. Staff to monitor each other's wellbeing and bring any concerns directly to the headteacher. If a staff member is concerned about the wellbeing of the headteacher, they should notify the chair of governors for advice. Where needed, staff can access counselling through the South England Conference.	Medium	Staff to maintain the excellent levels of communication and support we already share with each other.	Ongoing

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10	Contaminated surfaces spreading virus	Children staff	<p>Remove any unnecessary items from classrooms and other learning environments where there is space to store it elsewhere, including soft toys/furnishings. Regular cleaning of high touch/traffic areas by staff members – upper-school teachers to be responsible for loft toilets (used by upper school staff and children) and railings/door handles, etc. down to the church level. Lower-school teachers to be responsible for ladies and gents’ toilets and railings/door handles from the basement up to the church level. Class 1 staff to be responsible for regular cleaning of Class 1 toilets and back door handle. All staff to wipe down playground door handles upon entering and leaving playground. Children not to open/close this door themselves. All staff to regularly wipe down tables/chairs/surfaces in classrooms throughout the day with a thorough clean at the end of the day once the children have been dismissed. Toilets to be wiped regularly throughout the day. Upper school children can use a disposable wipe to wipe sink taps, toilet flush and toilet seat in that order before disposing of wipe in lidded bin (training to be delivered by class teachers). Teachers to regularly monitor cleanliness of toilets throughout the day.</p>	High	<p>Teachers to monitor children’s movements and give regular reminders about not touching surfaces unnecessarily and remembering to wipe down surfaces regularly.</p> <p>When marking books, teachers to wash/sanitise their hands before and after marking each book.</p> <p>Staff to share responsibility of cleaning communal areas such as toilets/sinks/kitchen. Set up a rota at the start of each week so the same person is doing it each day.</p>	Ongoing
11	Using play equipment – multiple use	Children staff	<p>Appropriately clean between groups of children if resources need to be shared. Where possible, keep set resources for each individual class to</p>	High	<p>Regular monitoring that toys are not being shared between too many children (particularly in Class 1). Regular reminders</p>	Ongoing

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			limit the need to share. All equipment used to be cleaned thoroughly at the end of each day. Class 1 toys to be easy to clean toys only so they can be sterilised overnight in the water tray, ready to be used the next day. Reduce the number of toys available to ensure cleanliness can be maintained to a high standard.		from staff to children about washing hands before and after using equipment.	
12	Lessons or activities to take place outdoors in line with social distancing	Children staff	Decide which lessons or classroom activities can take place outdoors in the school playground. Keep 2m distance in playground for such activities where possible (particularly for upper school). Rota playground use to ensure all children get a fair amount of outdoor time.	Medium	Regular reminders for children to socially distance when outside.	Ongoing
13	Shared resources and equipment increasing spread	Children staff	Limit shared resources as much as possible. Each child to have their own tray for their own books and stationery. Children NOT to share stationery items. Handwashing to be done at the start and end of each session where equipment is used. Upper school children to wash hands then use antibacterial spray and tissue to clean stationery at the end of each day before returning it to their own tray which will then be wiped down. Dispose of tissue in lidded bin. Teachers to supervise to ensure thorough cleaning. Where thorough cleaning is not observed, teacher to complete to ensure safety for all children. Lower school equipment to be cleaned by class teachers at the end of each day.	Medium	Regular supervision by teacher of cleaning regimes, including handwashing and wiping equipment. Train children to ensure their equipment does not get mixed in with anyone else's.	Ongoing

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14	Cleaning staff and hygiene contractors	Staff children	Due to financial restraints, we are unable to continue to hire the cleaning company previously used. Before they finished their contract, they gave the school a thorough clean so that it is ready for children to return. From now on, the teachers will be responsible for ensuring their own areas of the school are kept clean throughout the day with thorough measures also being taken at the end of the day. These areas include their classrooms, kitchen areas and toilets used by their class. The Headteacher will assess the cleanliness level each evening before leaving the building and will redo any areas that need it, including any areas not specific to a certain class, such as the school hall.	Medium	Staff to notify Headteacher if they have any difficulty completing any cleaning tasks on any given day so that the Headteacher can make alternative arrangements to ensure the school is clean enough for the children to return the following day.	Ongoing
15	Sufficient handwashing facilities	Children staff	The children and staff are to use handwashing areas specific to their class – the upper school, including bursar, should use the washing facilities in the loft and upstairs kitchen area, making sure they wipe down any taps after finishing. Class 2 will use the ladies’ and gents’ toilet sinks and the sinks on the landing next to the playground, again wiping taps when finished. Class 1 will use their own sinks both in the toilet area and in the art area to ensure enough facilities for all. Staff of Class 1 will wipe the taps after use. Stagger the use of sinks when possible to reduce spread of infection from waiting in line. If, however, they need to wait their turn, children should observe the 2m distancing rule when lining up.	Medium	<p>Staff to train children to wash hands thoroughly – regular demonstration sessions and supervision where possible. If needed, hand sanitizer can be used, but hand washing is preferable.</p> <p>Upon entering the building upstairs at the start of the day, children from classes 3 and 4 should use hand sanitiser before hanging up their coats and bags and then go and wash their hands before entering the classroom – teachers to ensure this happens.</p> <p>Class 1 and 2 children should wash their hands in Class 1’s sinks (a set sink for Class 2 pupils with it being wiped between each child and</p>	Ongoing

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					after the final child) before entering their classrooms.	
16	Additional time for staff and pupils to carry out handwashing	Children staff	Frequent hand cleaning MUST become part of a normal routine. Liaise with classes who share facilities to ensure no overlap. Handwashing MUST be done upon entry of school by all staff and children, after going to the toilet, before and after starting a lesson, before and after eating snack/lunch, before and after playing in the playground or playing with toys in the classroom, after coughing, sneezing or wiping/touching nose/face.	Medium	Staff must ensure regular routines for handwashing are built into the daily timetable and that they monitor children's handwashing at times where personal hygiene is even more critical, e.g. mealtimes, coughing/sneezing, after toileting.	Ongoing
17	Handwashing practise with children	Children staff	Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children who have trouble cleaning their hands independently. Ensure that sufficient supplies of soap, sanitiser and paper towels area available. Use regular detergents and bleach when cleaning (bleach only to be used in the evening when no children are present). Ensure relevant posters are stuck around the school and on toilet doors and above sinks to remind children the importance of thorough hand cleaning.	Medium	Regular stock check of hand cleaning resources to be taken by all staff members. Anyone noticing a depletion in resources should notify admin immediately so that more can be ordered. Regular handwashing training sessions so that children do not slip into bad habits.	Ongoing
18	Sufficient supplies of soap and cleaning products	Children staff	Discuss with suppliers to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Where possible, bursar and headteacher to make use of local cash and carry to reduce wait time of deliveries. Staff to be	Medium	Regular monitoring of stocks to be carried out by all staff members.	Ongoing

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			vigilant about notifying bursar in good time if they feel supplies are running low.			
19	Toilets being overcrowded	Children staff	One in, one out system to be monitored by individual class teachers. Toilets throughout school divided into class use – Class 4 to use loft toilets along with Class 3 boys, Class 2 to use girls' and boys' toilets, along with Class 3 girls, Class 1 to use their own toilets.	Medium	Staff to have a visual system in the classroom that indicates if a child has left to go to the toilet to minimise risk of overcrowding. At breaktimes and lunchtimes, classes to stagger times so that fewer children are needing to use the facilities at once. Again, use a one in, one out system within each class.	Ongoing
20	Vulnerable groups who are clinically, extremely vulnerable	Children staff parents	The current guidelines state that if child, parent or staff member falls into this category, they should not attend school. This includes any child or staff member who is living with someone who is considered to be clinically extremely vulnerable. If you are unsure if you fit into this category, please follow medical advice from your doctor.	High	Parents and staff members should notify the Headteacher immediately if they fit in this category so that arrangements can be made for the continued education of anyone involved. If the headteacher should fall into this category, the chair of governors should be notified immediately. Mrs Cooper is able to return under guidance from specialists but MUST maintain the 2m rule at all times.	Ongoing
21	Children with Education Health Care Plans (EHCP)	Children staff parents	Currently, no children at Fletewood have EHCP. If this should change, the risk assessment MUST be updated immediately to reflect this.	N/A	N/A	N/A
22	Pupils following guidance	Children staff parents	Ensure that the same teacher(s) and other staff are assigned to each group. Some children will need additional support to follow these measures. It is imperative that staff do all they can to ensure the children follow all the guidance given so that the children do not inadvertently	Medium	Due to the nature of young children, particularly those in the lower school, social distancing measures will be hard to enforce at times. The expectation for the upper school is to maintain, to the best of their ability, the 2m rule and the regular personal hygiene	Ongoing

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			put their own families at risk as well as the families of the staff children in their class.		measures. For the lower school, the 2m rule is not expected to be adhered to, hence keeping the groups as small as possible and ensuring increased attention to personal hygiene. When sat at tables eating/working, etc, teachers will endeavour to keep the children apart. When playing, teachers will ensure the children follow strict personal hygiene measures to limit the chance for the virus to spread.	
23	Member of class becoming unwell with COVID-19	Children staff	If a child becomes unwell during the course of the school day, they should be moved to a room where they can be isolated behind a closed door and, depending on the age of the child, with appropriate supervision if required. Ideally a window 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. The class teacher must then ensure the school administrator calls NHS 111 for advice. The child's parents will also be contacted. Children who exhibit symptoms at home must NOT be brought to school. The parents should phone NHS 111 for advice and should also request a test.	Medium	Teachers should be vigilant for looking out for signs of COVID-19 infection as published by the government – fever, new persistent cough, loss of smell/taste. If they notice any of these in a child, themselves or another staff member, they should follow the outlined procedure immediately. If a member of the class group, including the staff members, is tested and has a confirmed case of COVID-19, the whole class group should then be sent home to self-isolate for 14 days. It is CRUCIAL that parents keep the school up to date with these developments for the safety of all. The government's test and trace plan should be followed rigorously when a case is confirmed within the school: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-	Ongoing

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					<u>trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</u> See Appendix 1 for full details.	
24	Staff understanding new changes – safe practise at work and in the classroom. Teaching in a safe environment	Staff children	Talk to the staff about the plans (safety measures, timetable changes, staggered arrival and departure times, cleaning routines), including discussing whether training would be helpful – this should be communicated and documented that staff have been informed and understand. A written record of the processes and who has been trained must be kept.	Low	Staff have already had the opportunity to discuss their queries and concerns, all of which have been addressed in this risk assessment. Any further questions must be raised immediately and added to the risk assessment as appropriate. Weekly staff meetings to ensure all is going well.	
25	Accessing testing arrangements are clear for all staff	Staff children parents	Everyone who becomes symptomatic with COVID-19 is now eligible for a test. They should access the testing facilities using NHS 119 or the NHS online COVID-19 testing facility. This must be communicated to all parties.	Low	Parents and staff have already been informed about accessing testing for anyone who is symptomatic. Staff should be vigilant in reminding parents if needed, particularly if a child becomes symptomatic during the school day.	Ongoing
26	Conditions for use of face coverings or other equipment when dealing with a symptomatic child are clear and understood by staff	Children staff	If a child becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	High	Safe levels of PPE must be kept in school. Staff to help administrator and headteacher monitor levels daily and notify them if stocks start to deplete.	Ongoing

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27	Use of PPE	Children staff	It is not expected that PPE is worn by either staff or children except in the case of a suspected case of COVID-19, when treating a child for first aid, or if PPE is worn as part of a normal routine, e.g. changing nappies, etc.	Low	Anyone concerned about the wearing or otherwise of PPE should discuss their concerns with the headteacher.	
28	Travel to school	Children staff parents	The school should make every effort to encourage staff, parents and children to walk or cycle to school where possible. If the distance is too great for this, then travel should be taken by car where possible. If public transport needs to be used, the travelling parties must take every precaution to keep themselves safe so as to reduce the risk of bringing COVID-19 into the setting. The government's advice is that anyone having to use public transport should wear face masks and gloves. This will help to keep the chance of infection down.	Medium	All children and staff are expected to wash their hands upon entering the building regardless of their method of transport to school.	Ongoing
29	Kitchen facilities comply with latest COVID-19 guidance to reduce risk of infection/contamination	Staff children	Ensure all relevant health and safety policies are followed. Ensure all daily and weekly checks continue to be carried out. Extra wiping of surfaces to be done throughout the day. Staff making hot drinks should use the same cup each time and wash it regularly when in use. Wipe down the handle of the kettle and taps used each time.	Low	Staff to be vigilant of cleanliness levels in the kitchens. Make are both kitchens are thoroughly wiped down before leaving the building at the end of each day.	Ongoing
30	Food that is able to be prepared on premises is compliant with	Staff children	Where possible, reduce the amount of food prepared on the premises. Class 1 will now have to bring in their own snack which they can take out of their lunchbox upon arrival and put in a designated space on the kitchen bench to be	Medium	Where possible, avoid cookery lessons as they are an opportunity for unnecessary risk to take place, particularly in the lower school.	Ongoing

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	COVID-19 health and hygiene guidance.		eaten at the appropriate time. If cookery lessons are to take place, the class teacher must do a thorough, separate risk assessment to be signed off by the headteacher before leading the lesson. Any food preparation that does take place should also follow current relevant health and safety policies.		<i>We also ask that parents thoroughly clean their child's lunchbox before sending it in to school each day as a matter of priority.</i>	
31	Parents, contractors and other staff entering or working in the building – school will comply with external requirements for staff safety	Children staff Parents visitors	Parents will no longer be allowed to enter the premises without an appointment, and even then, only if the discussion cannot take place via telephone or video conference. (Please also see the first point about drop-off and collections.) Any necessary contractors, such as emergency plumbers, fire officers, etc. must only be allowed on the premises with a pre-arranged appointment. They will be informed of our infection control procedures upon arrival and will be supervised by a member of staff to ensure these procedures are adhered to.	High	This is one of the greater risks to the school as external people are not part of our class groups and therefore are an unknown quantity. The risk can be kept to a minimum by only allowing the most urgently needed visitors to enter the premises.	Ongoing
32	Suppliers understanding and complying with new arrangements	Staff	When deliveries are made, they will be met at the door by a member of staff and the items will be taken in by the staff member so that the delivery staff do not need to enter the premises. Boxes will be wiped down with antibacterial wipes before being opened. Where possible, deliveries will be requested before or after school hours.	Medium	Try to limit the number of staff who have access to deliveries e.g. administrator and upper-school teachers who are nearest the front door of the building. Where possible, the administrator should answer the door. The doorbell and door bar should be wiped after the delivery has been accepted.	Ongoing
33	Communications to parents and staff	Parents staff children	Regular communications should be made to all staff and parents to keep them apprised of the latest developments. Where appropriate, staff	Low	Communication levels to parents and staff are high. We ask that parents please also keep the	Ongoing

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			and/or parents should inform children of anything that may be relevant to them. A log of all emails and texts is kept on Scholarpack should anyone miss any information.		school informed of any relevant information along the way.	
34	Parent aggression due to anxiety and stress	Parents children staff	In order to reduce the anxiety and stress levels of parents, the school aims to keep all parties informed at every step of the way. We ask that parents respect the safety of other children, parents and staff members and follow the guidelines so that no incidents of aggression need occur. If anyone is feeling anxious or stressed, they must please let a member of staff know so that the Headteacher can talk to them and help in any way she can.	Medium	Staff must be mindful at drop-off and collection times of any parents seeming to appear anxious or stressed. Parents must consider the safety of those around them and follow guidelines so that the children and other adults do not come to any emotional or physical harm.	Ongoing
35	Spread of virus due to increased numbers of people within the building	Children staff parents	As mentioned earlier, only one parent should accompany their child(ren) to and from school so as to limit the possibility of spreading the virus. 'Bubbles' will be kept apart throughout the day so that the virus cannot be spread between the children of other classes.	Low	By keeping to strict groups during the school day and by adhering to increased personal hygiene measures throughout the school and, where possible, to the 2m rule, the risk of spreading the virus should be kept to a minimum.	Ongoing
36	Assemblies	Children staff	We have now taken the decision to hold whole school assemblies together again. In order to do this safely, we will have a 2-metre gangway between the upstairs and downstairs bubbles. Staff from the two bubbles must sit with their own cohort of children. Children will be monitored closely to make sure they do not mix physically.	Low	As the groups of children will not be allowed to mix, the chances of spreading the virus between groups remains very low. We will, however, be increasing the ventilation in the hall during assembly times and any surfaces touched by the children will be thoroughly cleaned after each assembly, e.g. railings, etc.	Ongoing
37	Uniform	Children parents	As we all know, the virus can remain on surfaces. What is not known with any certainty is how long	Medium	Staff should be mindful of children using clothing to wipe noses/faces on and continue	Ongoing

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		staff	the virus can stay alive on different surfaces. As such, measures are being taken within the school to reduce the contact time of the virus on surfaces. One area this is less possible is on clothing. Although I appreciate it may not be possible to wash your child's clothes when they return home each day, I do ask that you keep a close eye on the condition of them. If it looks like food has been spilt on jumpers, ties, shirts, etc, or that they may have wiped their face or nose on a piece of clothing, please do not allow them to wear that item to school the next day if it has not been properly cleaned first.		to promote positive respiratory hygiene (using a tissue then disposing of it in a lidded bin before going to wash hands). If possible, e.g. in the case of a jumper, tie or cardigan, remove the clothing and bag it up to be taken home to be washed. Staff should wear gloves if they need to do this then wash their hands thoroughly, as should the child.	
38	Regular temperature taking	Children staff	Although the government does not insist on staff taking temperatures of the children upon arrival at school, we will continue to do so as an added level of precaution.	Medium	We ask that parents be extra vigilant and not send their child if they are even slightly concerned that they may have symptoms. The school has two non-contact thermometers that we will use to check a child's temperature during the day if we feel they may be becoming ill.	Ongoing
39	Homework and reading	Children staff parents	Upon arrival to school, after going through the necessary hygiene routines, children should put their packet in their tray in the classroom to reduce the need to go in and out of cloakrooms or to search through communal boxes and therefore touch other children's packets. Homework sheets and reading books carry a small chance of retaining the virus on their surfaces. To reduce the chance of the virus crossing from one surface to the other, teachers	Medium	When setting homework, staff should try and use as few worksheets as possible – IXL and other online platforms are an ideal way to do this. If worksheets must be set, then please follow high levels of personal hygiene. Alternatively, parents can be given the option to have homework emailed to them to be printed out at home.	Ongoing

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			<p>must wash their hands before photocopying and handing out any homework sheets. The children should put their own sheets in their homework folders and packets. When reading, the children should remove their book from their packet themselves and, as far as is possible, remain a safe distance from the teacher when reading to them. When a child needs to change their reading book, it must be put in a designated basket and left for a minimum of three days before a staff member returns it to the bookcase. When choosing a new book, the children must be supervised to ensure they only touch the book they plan to take home.</p>			
40	Drinking water	Children	<p>Each class has access to a water dispenser. At the start and end of each day, the teacher should ensure all cups are individually labelled and have been properly cleaned. Children needing to have a drink must only use their own cup and must wipe the handle of the dispenser after use. Teachers MUST monitor that this is being done correctly, particularly in Class 1 where the children can sometimes pick up the wrong cup.</p>	Medium	<p>The risk is only medium because of the possibility of a child picking up the wrong cup. Staff need to be vigilant and monitor this closely. If necessary, wash the cups regularly throughout the day, particularly in Class 1. Cups should be spaced out on an accessible bench to reduce the need for children to touch the cups of others in order to reach their own.</p>	Ongoing
41	Electronic devices	Children staff	<p>All iPads and laptops must be wiped regularly with appropriate cleaning products that will clean but not damage the device. Children in Classes 2, 3 and 4 are expected to only use their own device, which is labelled. To ensure this happens, teachers must make sure all devices are stored with the children's names facing outwards. The</p>	Low	<p>As long as the children can clearly see which device is theirs, there should be little risk of cross-contamination. Teachers should still follow strict cleaning protocols each day to further reduce the risk, including with their own devices.</p>	Ongoing

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			laptops should have the child's name label below the storage unit it will be kept in so that children can straight away see which device is theirs.			
42	Extra-curricular clubs	Children staff	Extra-curricular activities will resume in September but will only run for specific 'bubbles'. No clubs will run where 'bubbles' are allowed to mix with the exception of After School Club (see 43).	Low	As no mixed bubble clubs are running, the risk of cross-contamination between classes is low.	
43	Wrap-around care	Children Staff parents	Wrap-around care is now allowed to be offered but with restrictions. Children from different 'bubbles' will not be allowed to mix. As all equipment and resources need cleaning at the end of each day, and as Class 1's equipment will already be soaking in sterilising fluid, toys will not be accessible during After School Club. Instead, children who attend will be expected to sit at their own designated table and complete their homework. Once they have done this, they will be free to draw/colour/read at their table. Because of these restrictions we ask that parents only access After School Club if they are really in need of it. It will continue to be charged at £1.50 per half hour per pupil.	Medium	Keeping the upper school and lower school 'bubbles' apart during After School Club will reduce the risk of infection. Children will be designated toilets to use if needed based on their original 'bubble'.	Ongoing
44	PE lessons	Children staff	Children will now be able to take part in PE lessons as normal. To ensure low risk, children will be expected to get changed at their own chair and carefully put their clothes on and under their chair so as to reduce the chance of accidentally wearing another child's clothes.	Low	Ensure all children have washed hands before going down the stairs to the playground. Ensure all children wash hands before returning to classroom.	Ongoing

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45	Book corner	Children Staff	The book corner in Class 1 has not been used since the start of lockdown. We acknowledge that the enjoyment of books by young children is critical to encourage reading and writing so will reopen the book corner from September. To reduce the risk of infection, the books in the book corner will be changed daily, allowing at least 3 days for books to be left untouched before being put back into rotation.	Low	Children will need to wash their hands before and after using the book corner to further reduce the risk of infection.	Ongoing
46	Volunteers	Staff Pupils	Since lockdown, our volunteers have not been attending the school to help reduce risks of infection. Under the new guidelines, however, volunteers may once again take part in their support of the school. They must adhere strictly to the school's hygiene and social distancing measures.	Medium	All volunteers must have a full and current DBS check carried out before being allowed to work with the children.	
47	School trips	Staff Pupils Member of the public	Although no educational trips have been carried out since lockdown, the latest guidelines state that trips may now go ahead once more, providing they do not involve any overnight stays and providing that a full risk assessment has been carried out.	Medium	Where possible, trips should only take place if they are within walking distance of the school to reduce the need for public transport. Trips should be kept to individual 'bubbles' – no whole school trips at this stage to take place.	
48	Local lockdown	Staff Children Parents	Should the government issue a local lockdown within Plymouth, the school is well equipped to take learning online as done during the original lockdown in March. We will communicate regularly with parents via email and text to inform them of how to access learning for their child.	Low	Zoom lessons will quickly resume should they be required. It is anticipated that any local lockdowns ordered are likely to be short term, as in the recent case of Leicester, so disruption of each child's education will hopefully be kept to a minimum. The teachers will be on hand, as before, to ensure this.	

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As the recommended group size for 'bubbles' has now increased, and as class sizes are always small at Fletewood, we have decided to create two 'bubbles' – an upper school 'bubble' made up of Classes 3 and 4, and a lower school 'bubble' made up of Classes 1 and 2. This means that the children will be able to join together for playtimes, still maintaining high levels of hygiene and social distancing where possible, and also for Key Stage assemblies.

Although we could feasibly run the whole school as one large 'bubble', were we to have a confirmed case of COVID-19 amongst the staff or children, the whole school would then have to close temporarily whilst further testing and isolation took place. To reduce the need for a whole school 'lockdown', we have decided that two smaller 'bubbles' would be a more viable option.

Under the new guidelines, teachers are able to move between 'bubbles' to ensure the smooth running of the school and the curriculum. They are to maintain a 2m distance from the children, particularly if not part of their regular 'bubble,' and should maintain high standards of hygiene when moving between bubbles.

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Appendix 1 (taken from DfE latest guidelines):

Response to any infection

7. Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

[book a test](#) if they or their child are displaying symptoms. 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, including children under 5, but children aged 11 and under will need to be helped by their parents/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)

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Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. 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.

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 testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

if someone tests positive, they should follow the '[stay at home: 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 keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

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The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

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if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

9. Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

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