



Tilston Parochial
CE Primary School

Risk Assessment

Overarching Guidance for all staff:

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Changes to the previous version

Changes to the guidance since its 2 July 2021 publication include:

[update to make clear who is no longer required to isolate if identified as a close contact, including clarifying that this includes young people up to the age of 18 years and 6 months \(it previously said 18 years and 4 months\)](#)

[added additional detail on what close contacts should do whilst awaiting their PCR test results](#)

[updated information on contingency planning in schools, with link to update 'contingency framework'](#)

[updated information on boarding school pupils attending from abroad, as quarantine rules have changed](#)

Risk assessment

All schools must comply with health and safety law and put in place proportionate control measures. We must regularly review and update our risk assessments - treating them as 'living documents', as the circumstances in our school and the public health advice changes.

Outbreak Management Plan

If multiple positive cases were reported at Tilston Parochial Primary School, we would implement the Outbreak Management Plan and put additional safety measures in place to protect the health and safety of staff, children and families. We would act on advice from Public Health England. Click to access the outbreak management Plan- September 2021



outbreak-managem
ent-plan Sept 2021.docx

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a PCR test as soon as possible at a test centre whenever possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Face coverings are no longer advised but we will support staff members who choose to continue wearing one. If we have an outbreak, the Outbreak management Plan will be implemented, and all staff will be expected to wear one in communal areas.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationary) unnecessarily.
10. Keep your classroom door and windows open at all times, for air flow. **You must open windows and doors for a MINIMUM of 15 minutes per hour to clear the air in addition to a slight regular airflow at all times.**
11. Keep classes separate during lesson times with limited mixing during playtimes and lunchtimes outdoors.
12. Limit the number of children from your class using the toilet at any one time.
13. Encourage children to social distance where possible.
14. Communicate concerns with SLT immediately.

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.

Aspect	Measures to Implement	DfE Guidance	Notes	Risk
Close Contacts	<p>All staff employed by CWAC- Tilston Parochial Primary School- have been double vaccinated (as of 1st September 2021)</p> <p>Schools no longer need to contact Public Health and manage close contacts in their setting.</p> <p>NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</p> <p>Staff/children need to self-isolate and book a PCR test ASAP if they display any of the following symptoms:</p> <p>The most important symptoms of COVID-19 are recent onset of any of the following:</p> <ul style="list-style-type: none"> ➤ a new continuous cough ➤ a high temperature ➤ a loss of, or change in, your normal sense of taste or smell (anosmia) 	<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#control-measures</p>	<p>Inset Day- 1st September 2021</p> <p>Outbreak Management Plan</p> <p>Risk Assessment and DfE guidance shared with all staff.</p>	H
Role of the Headteacher-	<p>The Headteacher has worked with Public Health England and used DfE guidance to implement safety measures to reduce the risk of all staff and pupils.</p> <p>The Headteacher must implement and monitor the implementation of the risk assessment and act immediately if there is a breach to the health and safety of staff and pupils.</p>	<p>You must comply with health and safety law and put in place proportionate control measures. To meet these obligations, you must:</p> <ul style="list-style-type: none"> • review your health and safety risk assessments considering this refreshed guidance • make any necessary changes to your control measures applying the system of controls <p>Risk assessment Employers have a legal duty to protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within your school.</p> <p>You must implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably</p>	<p>HT to work with governors to ensure risk assessment is implemented fully</p>	H

		<p>practicable level. This hierarchy of controls is set out in annex A.</p> <p>You must regularly review and update your risk assessments - treating them as 'living documents' - as the circumstances at your school and the public health advice</p> <p>7</p> <p>changes. This is particularly relevant as you prepare to welcome back more pupils. This includes having active arrangements in place to monitor that the controls are:</p> <ul style="list-style-type: none"> • effective • working as planned 		
Staff	Staff must read the risk assessment thoroughly and implement all protective measures to reduce the risk of Covid 19 to themselves and others in school.	<p>Employers have a legal duty to protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within your school.</p> <p>Staff need to have read the risk assessment.</p>	HT to continue to implement all recommendations from public health, local health, CWAC, DFE and unions to keep staff, children and families safe.	H
Attendance	<p>School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>All teachers to upload a half termly timetable for pupils to access as part of the remote learning policy. The timetable will provide links to Oak National and other useful websites to ensure children can continue to access high quality education at home.</p>	<p>https://www.gov.uk/government/publications/school-attendance</p>	<p>Remote Learning policy is available to view online and has been shared with all parents.</p> <p>Teachers to upload an updated timetable half termly with weekly/daily lessons to access when self-isolating.</p>	M

	Children who display symptoms in school will be removed from class and sat in the entrance area. Mrs Mort will supervise children and wear full PPE whilst waiting for children to be collected.	If anyone in your school develops COVID-19 symptoms , however mild, you should send them home and they should follow public health advice.		
Keyworker/ Vulnerable places	<p>Priority will be given to critical keyworker families in the event of an outbreak in school.</p> <p>If we had to shut the school, places would be allocated according to the following criteria:</p> <ol style="list-style-type: none"> 1. Vulnerable children- Child protection/TAF/SEN-EHCP 2. Critical keyworker families (Using the list provided by DFE) 3. Children identified by staff as vulnerable/no access to remote learning. <p>This criterion has been agreed by governors.</p>	<p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>(This is within each class over a 10 day period)</p>	Monitor the spread of infection- threshold is 5 pupils/staff within each class who are in close contact.	H
Staffing including communication	<p>All staff have read the risk assessment and outbreak management plan and are aware of the systems from 2nd September 2021.</p> <p>Inset Day- 1st September- all documents and systems shared and discussed to ensure a consistent approach.</p>	Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.		
Staffing	<p>Class organisation:</p> <p>EYFS- Bluebell Nursery and Wrens (PE, JHew, CT) Robins- CB,EB, MH & DG House Martins- MH,JC, JHux, AH & AJ Kestrels- AW, LK & FP</p> <p>JHux- ELSA support every Thursday afternoon. JHux to work in the library with children across the different classes. All children will wash hands and windows open</p>	<p>We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch. (DFE Guidance)</p>		M

	<p>at all times. Desks wiped down at the start and end of the sessions.</p> <p>KM- Daily phonics intervention with a group of children in Robins class.</p> <p>KM- mix between classes to cover subject leadership time.</p> <p>Sports Coach- To work across EYFS/KS1 (half term) and KS2 (Half term)</p> <p>EB- Outdoor exploring</p>	<p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>		
Arriving at school	<p>Staggered start- Gates open to all pupils between 8:40- 8:55am. KM/JF to be present on the front yard and encourage dropping off and leaving the premises immediately.</p> <p>EYFS- Front door to EYFS classroom</p> <p>Robins- Side gate to walk around the building to the classroom</p> <p>House Martins- Side gate and access class via back door</p> <p>Kestrels- Use external door to the classroom.</p> <p>TAs/Teacher from each class to be present on the yard to supervise children getting to class every morning.</p>		<p>Children will all access different entrances to their classes and will pass on the yard. Passing outdoors present a very low risk. Staff can wear a face covering if they choose to.</p>	L
Ventilation	<p>Aranet4 HOME: Wireless Indoor Air Quality Monitor used to test the air quality in all classes.</p> <p>1 monitor purchased to check the air quality and monitor classes with poor ventilation.</p>	<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever</p>	<p>Government agreed to fund monitors for schools. 4 additional monitors needed to monitor all classes/areas effectively.</p>	H

		<p>possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>		
Behaviour Policy	<ul style="list-style-type: none"> Children who do not follow strict rules will be given two warnings. If they continue to disobey the strict rules on social distancing and or hygiene routines, then the leadership team may ring parents and that pupil may be sent home. This is in accordance with the Behaviour Policy (Updated October 2020). Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet. See appendix to the behaviour policy for Tilston Parochial Primary School. Teachers to report on children who have received ticks for not following the Tilston Code. Children to miss breaktime as a consequence. All children follow the behaviour policy and speak to HT every Friday if the Tilston Code is not followed. Think Sheets and behaviour charts filed in HT office to keep a record of behaviour incidents in school. 	<p>See Behaviour Policy (October 2020)</p> <p> Anti-Bullying Policy Oct 2020.doc</p> <p> Positive Behaviour Policy October 2020.</p>		M

Actions ▪ Children in school to wear outdoor PE kit. (EYFS to get changed in school for PE as it is an EYFS objective)				
PPE	<ul style="list-style-type: none"> ▪ Teacher should not wear gloves unless directed to do so in medical emergencies or when administering intimate care. ▪ PPE to be worn by the member of staff supervising child in isolation area with Covid-19 symptoms. (KM/JF) ▪ Face coverings may be brought in as part of the outbreak management plan for a temporary period. 	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>	Staff to inform KM of personal requests to wear a face covering- this will be supported.	H
Lateral Flow Testing	<ul style="list-style-type: none"> ▪ All staff to complete the lateral flow tests every Monday and Thursday morning and report results to HT by 7:30am by email. ▪ Staff to report results to DFE following clear instructions in the LFT testing booklet. 	Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. (DFE Guidance)	LFT tests are available to collect from the staffroom.	H
Actions ▪ Face coverings available for first aid, intimate care and for supervising staff if a child displays Covid-19 symptoms.				
Close mixing	<p>For the majority of time, children will be taught in their class (maximum of 31)</p> <ul style="list-style-type: none"> ➤ Breaktimes/lunchtimes- children can mix between classes outdoors. ➤ Lunches will be staggered to reduce the close contact indoors between the 4 classes. Classes will remain a 2 meter distance when indoors 	<p>For schools, this could include:</p> <ul style="list-style-type: none"> • a form group or subject class • a friendship group mixing at breaktimes • sports team • a group in an after-school activity 		H
Actions ▪ Full risk assessment completed by HT (23.08.2021)				
Physical Building	<ul style="list-style-type: none"> ▪ One child per desk in KS2 ▪ Teachers can organise desks in small groups and no longer need to be set up in rows. ▪ EYFS children to be grouped according to the EYFS Guidance. ▪ Hand sanitising stations on entry to school via the external gates and front door. ▪ Ventilation- classroom windows should always be open. Doors should be opened for a minimum of 15 minutes per hour. ▪ All external gates locked at all times during the school day, except small front gate for access. ▪ Children discouraged from bringing anything from home that is unnecessary. 	<p>You should:</p> <ol style="list-style-type: none"> 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. 		M

	<ul style="list-style-type: none"> ▪ Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. ▪ Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible. ▪ One way system to remain outdoors to reduce face to face contact with parents/children. ▪ Hand washing posters in all toilets and staff toilets. 			
Teaching, Learning and Curriculum	<p>Online Teaching & Learning Policy discussed in staff meeting 13.1.2021 and shared with parents 15.1.2021.</p> <ul style="list-style-type: none"> • It is mandatory to attend school. • Children self-isolating can access online learning which has been designed to allow children access work related to that they would be studying in school. • Parents access online learning using the school website and referring to individual class pages. 	http://www.tilston.cheshire.sch.uk/serve_file/912962 Remote learning Policy		L
Act <ul style="list-style-type: none"> ▪ Regular catch up sessions with staff to check on workload. Staff are encouraged to speak to a member of SLT if they need extra support. ▪ Staff meetings planned for CPD. 				
Social Distancing	<ul style="list-style-type: none"> ▪ Physical contact such as handshakes and hugs are not advised ▪ Staff are encouraged to keep a distance from colleagues to reduce the risk of infection 	<ul style="list-style-type: none"> • Staff should socially distance with children and staff where appropriate. 	Staff to model social distancing and encourage children to keep a safe distance apart.	H
Timetable for Day	Drop Off 8:40-8:50am- Staggered drop off (Whole school) EYFS parents welcome to come into the setting- EYFS staff to wear face coverings if mixing with parents) Parents Y1-Y6 are not allowed to enter the school building.			M

	Collection Times £:15pm- End of the school day for al children. Children to be dismissed at the following areas- EYFS- EYFS door Robins- side gate House Martins- Side gate Kestrels- Main entrance.			
Movement- Staff	<ul style="list-style-type: none"> Staffroom- Staff can access this area for a break/lunch or can use the library area which provides a larger space. Staff can access the building via the main entrance or the side entrance. (SAFEGUARDING- please keep the gate closed at all times to ensure the safety of staff and pupils in Early Starters and After School.) 			L
Safeguarding	<ul style="list-style-type: none"> The Safeguarding Policy must be implemented by staff. Children should always be supervised. All concerns should be reported to DSL- Kelsey Mort or DDSL- Pam Edwards immediately using the CURA system. All staff are responsible for their own individual login details and must have these available to report an incident to DSL/DDSL. Staff can all access the laptop in the staffroom and login to report a concern. Staff should write down any concerns immediately and pass on to Mrs Kelsey Mort or Mrs Pam Edwards if the CURA system is down. 	Safeguarding Policy 2021-2022 http://www.tilston.cheshire.sch.uk/page/safeguarding/42343 Keeping Children Safe in Education 2021 http://www.tilston.cheshire.sch.uk/serve_file/2361706 All staff have a duty to protect our children and implement the Safeguarding Policy. In the event of an emergency- please phone I-ART 0300 123 7047 if you feel a child is at risk of harm.		H
Movement- Parents	<ul style="list-style-type: none"> Only parents of children in EYFS can access the school building. Parents do not need to wear a face covering on the yard but will be encouraged o drop off/collect and leave the premises asap. 			M
Working Hours	<ul style="list-style-type: none"> All staff to work their contractual hours in school. Teachers can take PPA at home if they wish. Staff are encouraged to take a break in the morning and to eat lunch. 	<ul style="list-style-type: none"> There is no longer a limit to the time staff can remain working on site- this is up to personal preference. Staff are encouraged to consider their wellbeing. 		L

Premises checks	<ul style="list-style-type: none"> ▪ The water fountain is open but children are encouraged to use it to fill water bottles and not drink directly from the fountain. 			H
Toilet facilities	<ul style="list-style-type: none"> ▪ Pupils should only use their class toilets. ▪ Staff to limit the number of children queuing for the toilet and stagger the use of the toilet facilities. ▪ Staff to use the staff toilet facilities- there is no longer any restrictions 	<ul style="list-style-type: none"> ▪ ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. 		L
First Aid	<ul style="list-style-type: none"> ▪ PPE should be worn (gloves and masks) when dealing with a first aid incident. ▪ Individual teachers / TAs (with first aid online training) should administer basic first aid in the first instance. ▪ Serious injuries should be seen by a fully trained first aider. ▪ Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait outside their classroom door for parents. 	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure		H
Cleaning	<p>Cleaning</p> <ul style="list-style-type: none"> ▪ Toilets will be deep cleaned at the end of each day. ▪ Toilets will be cleaned at the start of everyday. ▪ No toys can be brought from home. ▪ Laptops/I Pads should be wiped several times daily and between use. ▪ Staff to be responsible for cleaning their own IT equipment. Clean equipment moving between home and school on arrival at school and at home. ▪ Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used. ▪ Bins must be emptied before they are full and at least once daily. 			H
<p>Actions</p> <ul style="list-style-type: none"> ▪ Ensure supply chains for cleaning products ▪ Order disposable aprons, J cloths, Milton, tissues and bleach. 				

Communication to and from Parents	<ul style="list-style-type: none"> Essential correspondence sent out via letter using email system. Clear guidance shared with parents on weekly newsletter Any forms or messages from parents should be emailed to the school office Back to School arrangements shared with children 2.9.2021 Worship led by HT School website has Covid 19 folder and Back to School and has all up to date information from PHE and DFE guidance Online Teaching & Learning information shared 15.1.2021. 	<ul style="list-style-type: none"> September arrangements shared with parents- July 2021 		L
Communication with governors	<ul style="list-style-type: none"> Governor committee and full governor meetings will take place face to face from the summer term. All governors were contacted personally and expressed their opinion with 100% opting for face to face meetings. All meetings will be organised to ensure all safety measures are implemented. Committee meetings will take place in Kestrels class and governors will each sit at individual desks. <p>Full Governing Body Meetings</p> <ul style="list-style-type: none"> Due to a higher number of adults attending, the full governing body meetings will take place in the main hall. All windows and doors open at all times. 	<ul style="list-style-type: none"> 		
Procedures for medical care, isolation and confirmed cases	<ul style="list-style-type: none"> Use of isolation area if symptoms are apparent. Children to be supervised by HT until a member of the family collects. Child to be seated outdoors- weather permitting- or in the entrance area with the door open to increase ventilation. The person supervising the child to stand 2 meters away or wear a face covering. Wash hands and area thoroughly once the child has left the building. HT to meet with caretaker if a child is sent home symptomatic and inform of areas to deep clean. 	<ul style="list-style-type: none"> All children and staff who display symptoms, even if mild, will be sent home and asked to get a test asap. Staff/children able to return if the result is negative. If a result is positive, the child/staff member must isolate for 10 days. From 16 August, if you are fully vaccinated or aged under 18 years and 6 months <u>you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19.</u> 		H

	<ul style="list-style-type: none"> Parents to be called and children to be sent home as soon as possible and book a test. All staff who display symptoms should access a test provided by the appropriate health care professional. All children can access testing. 			
Visitors	<ul style="list-style-type: none"> There are no restrictions to people visiting school. We ask that visitors use hand sanitiser on arrival and sign in. Face masks do not have to be worn. 			L
Fire Regulations	<ul style="list-style-type: none"> ALL children will evacuate the building when the fire alarm sounds and go straight to the FIRE SAFETY POINT on the front yard. <p>FRONT YARD VIEW- FIRE POINTS</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #28a745; color: white; padding: 2px 5px; border: 1px solid black;">Y5/6</div> <div style="background-color: #28a745; color: white; padding: 2px 5px; border: 1px solid black;">Y3/4</div> <div style="background-color: #28a745; color: white; padding: 2px 5px; border: 1px solid black;">Y1/2</div> <div style="background-color: #28a745; color: white; padding: 2px 5px; border: 1px solid black;">EYFS</div> </div> <ul style="list-style-type: none"> Staff take registers and report numbers to HT. JF to time all fire drills. Use safest fire exit from each room. All internal doors kept open during the day to ensure the greatest level of ventilation. Teachers to close all internal doors as they leave the classroom at the end of the school day. 			M
Cleaner	<ul style="list-style-type: none"> In the event of Mrs Gibson displaying symptoms, HT to contact Annabelle Howkins 01925594204 to arrange supply cleaners. Supply arrangements in place and ready to proceed if and when needed. 	If the cleaning contractors were covering sickness, all staff (other than after school staff) to leave the building by 4pm to enable the cleaner to clean KS1 & KS2 areas.		L
Bursar	<ul style="list-style-type: none"> In the event of Mrs Farmer displaying symptoms, the following arrangements are in place to cover her role: If JF displays mild symptoms, she will continue to complete reports to DFE daily with regular phone consultations with HT. KM to manage the school office daily. 			L
Headteacher	<ul style="list-style-type: none"> The HT supports teachers with 2 meter social distancing. In the event of the HT displaying symptoms, KM to self-isolate and book a test asap. If negative, KM to return when feeling better. If positive- KM self-isolates for 10 days and follows public health advice. 			L

	<ul style="list-style-type: none"> HT will work from home during self-isolation if well. Pam Edwards- Acting Headteacher in the interim period. AJukes/JHew/CT to cover EYFS 			
Transport	<ul style="list-style-type: none"> One pupil arrives at school using CWAC transport and follows the risk assessment set out by the company. 			
Visitors- Steve Lightfoot (IT Technician)	<ul style="list-style-type: none"> Weekly visits to school to ensure the IT equipment and server are fully functioning. (Currently supporting remotely) Steve to have sole use of the staffroom to access the server. The door to be left open at all times to ensure ventilation through the external door. All surfaces disinfected prior to Steve using the staffroom. Hand washing facilities available in the room. 			M
Early Years Foundation Stage Risk Assessment				
Ventilation	<ul style="list-style-type: none"> All windows and doors kept open where safe to do so to ensure good ventilation. 	Use Aranet4 to monitor the air quality.		H
WINTER				
In the event of a closure due to bad weather, the following action	<p>incidentreporting@cheshirewestandchester.gov.uk</p> <p>We will ensure the information is added to the CW&C website and cascaded to relevant staff within CWAC.</p> <p>I know that schools now have messenger services and school websites etc. to enable you to message your parents and carers, so we are moving with the times and not including local radio station details this year. Most no longer offer a school closure service and others direct listeners to LA websites.</p> <p>The Department of Health Cold Weather Plan for 2019 can be accessed on this link:https://www.gov.uk/government/publications/cold-weather-plan-cwp-for-england. The Cold Weather Plan aims to prepare for the effects of</p>			L

	<p>winter weather on people's health. It provides advice for individuals, communities and agencies on how to prepare for, and respond to, severe cold weather.</p> <p>Local weather warnings can be found on the following link: http://www.metoffice.gov.uk/public/weather/warnings/#?tab=warnings&regionName=nw , and as in previous years we will keep you abreast of any weather warnings we receive which we think could impact on the school day.</p>			
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This document is a working document and will be regularly updated in-line with government and DFE guidance. Please inform the Headteacher immediately if any additional risks are identified. We all have a duty to protect ourselves and others.

Kelsey Mort
23.08.2021

Updated to comply with the latest DFE guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>