



<b>Location / Site</b>	Twineham Church of England School
<b>Activity / Procedure</b>	Full school opening during ongoing Covid-19 pandemic
<b>Initial assessment date</b>	21/08/2020
<b>Latest review</b>	<p>02/03/2021</p> <p>See <b>Appendix 1</b></p> <p><b>Covid-19 Protocols: December Update</b></p> <p>see <b>Appendix 2</b></p> <p><b>Lockdown and Partial opening: 4<sup>th</sup> January 2021</b></p> <p>see <b>Appendix 3</b></p> <p><b>Full opening: 8<sup>th</sup> March 2021</b></p> <p><b>and Appendix 4</b></p> <p><b>Buttercups Covid Protocols</b></p>

<b>Identify people at risk</b>	
<b>Employees</b>	YES
<b>Children</b>	YES
<b>Visitors</b>	YES
<b>Contractors</b>	YES

### **Risk management for full opening**

<b>Risk management area</b>	<b>Procedures for minimising risk of Covid-19 transmission</b>
Asymptomatic transmission between staff	<b><i>Lateral Flow Tests (LFT) – 100% take-up by staff – twice weekly rapid home-testing to detect cases and avoid staff attending site with positive LFT, even with no symptoms.</i></b>
Drop-off	<p><b><i>Adapt protocols for dropping at gate to avoid mass sharing of playground.</i></b></p> <p><b>8:30am – 8:45am: Key Stage 2</b> (Willow Class, Years 3 and 4, 22 pupils + Oakwood Class, Years 5 and 6, 28 pupils) = 50 pupils</p> <p>Older children can independently leave cars at drop-off zone for free-flow. Children arrive, wash hands and then independently read – learning then starts at 8:45am (no change from normal learning time)</p> <p><b><i>One member of staff can supervise both classes during this time to free up other members of staff to continue preparing things for the day.</i></b></p>



	<p><b>8:45am – 9am: Key Stage 1</b> (Buttercups, Years R and 1, 20 pupils + Poppy Class, Year 2, 14 pupils) = 34 pupils                  Younger pupils will often require parent coming to the school gate.                  Buttercups staff will wear facemasks – review at Easter.  <b>Siblings across different key stages can be dropped off together at 8:45am.</b>  <b>Registers will be taken in class.</b></p>
Handwashing	<p><b>Continue handwashing protocols.</b>                  Children wash hands:</p> <ul style="list-style-type: none"> <li>- On arrival</li> <li>- At start and end of break and lunch</li> <li>- Before and after eating</li> <li>- <b>After sneezing or coughing into hands</b></li> <li>- <b>Before going home</b></li> </ul> <p>Continue to support handwashing with virucidal hand gel.</p>
Groupings	<p><b>No whole school groupings</b>                  Key Stage playtimes and lunch</p>
Break	<p>Key Stage 1 (34 pupils): 10:30 – 10:45am                  Key Stage 2 (50 pupils): 10:10 – 10:25am                  Minimal transitory contact with staggered timings.                  Outdoor space area is very large to reduce contact within each bubble.</p>
Lunch	<p>12pm – 1pm: Buttercups ONLY eat in hall                  Poppy class eat in classrooms                  Willow and Oakwood collect hot lunches from trolley in corridor to avoid entering hall.                  12:10pm – 1:10pm: Key Stage 2 eat outside on decking then play                  KS2 TAs to work outside only, in line with individual risk assessments                  KS1 TAs only work with Buttercups</p>
Pick-up	<p><b>Adapt protocols for staggered collection to avoid mass gathering in small playground/at gates.</b>  <b>3pm: Siblings and Key Stage 1</b> (Buttercups, Years R and 1, 24 pupils + Poppy Class, Year 2, 14 pupils) = <b>34 pupils + KS2 siblings</b>  <b>3:15pm: Key Stage 2</b> (Willow Class, Years 3 and 4, 24 pupils + Oakwood Class, Years 5 and 6, 30 pupils) = <b>50 pupils – KS2 siblings</b>                  3 – 3:15pm will be handwashing and ‘well-being time’ (end of day activity for well-being, teamwork, revision, quiet reading) rather than additional teaching time.</p>
Resources	<p>Continue with individual resources for frequently used items – use trays</p>



	or zip wallets to keep each individual pupil’s stationery separate from others.
Cleaning	Additional cleaning will continue – door handles, light switches, chairs, all surfaces where pupils or staff access. <b>Toilets:</b> wash toilets before 12pm every day. Ensure that cleaning products are stored in staff toilets away from pupil access. New disposable gloves to be used. Deeper clean after 3pm by caretaking team.
Toilets	<b>Brief transitory contact between children from different bubbles is low risk.</b> <b>Accessible toilet:</b> Year 2 (14 children) and Year 6 (15 children) = 29 pupils <b>Boys’ (one toilet + one urinal) and Girls’ toilets (two toilets)– between 55 children. Keep main doors propped open at all times to avoid surface touching. Try to ensure one pupil uses the toilet at a time, wherever possible.</b>
Attendance	Attendance is compulsory in line with DfE guidance. Fines will not be used automatically – we will continue to work with families constructively to help avoid absence.
Assembly	<b>NO WHOLE SCHOOL ASSEMBLIES</b> – ASSEMBLIES TO BE DELIVERED VIRTUALLY / ONLINE SR to keep social distance from children. No singing assemblies and no resource sharing. Thursday/Friday - class assembly led by class teachers Singing in groups outside will be permitted but no whole school singing inside. <b>Singing inside for Song of Sounds – don’t face each other and spread out as much as possible in the space. Use hall with windows open and half a class / spread out using chairs to help.</b>
Books and resources going home	<b>Books can go home. Books returned to school must be stored for 72 hours before being made available.</b>
PE – no changing in school	PE outside can continue – all children wear PE kits every Friday when every class will have PE. Every class should have at least one hour of physical activity in the week but children can just change from shoes into trainers. Outdoor learning, well-being and keeping active should underpin activities throughout the week.
After school clubs	A limited programme of clubs will take place: Tennis – all ages, outdoors only, maximum 15 children in wide space, no sharing of equipment Cricket – school equipment for one class, Sussex Cricket resources for



	<p>other class – both KS2 (in school time)                  Football – KS2 only outside, small group – refer to AfPE and FA guidelines                  Netball – KS2 only outside, small group– refer to AfPE and FA guidelines.</p> <p><b><u>A risk assessment has been completed for each activity.</u></b></p>
<p>Visitors</p>	<p>No access beyond school gate apart from emergencies or deliveries too heavy for staff to move from gate. Meetings can take place in the hall with facemasks, limited numbers, ventilation and social distancing, by prior arrangement only.</p>

## System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

### Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
  - 2) clean hands thoroughly more often than usual
  - 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
  - 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
  - 5) minimise contact between individuals and maintain social distancing wherever possible
  - 6) where necessary, wear appropriate personal protective equipment (PPE)
- Numbers 1 to 4 must be in place in all schools, all the time.  
 Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.  
 Number 6 applies in specific circumstances.

### Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community – this includes providing Covid-19 Home Testing Kits to families where pupils have developed symptoms while at school and they may have barriers to accessing a test elsewhere, and that by giving them a test kit directly, you will significantly increase the likelihood of them getting tested, and we believe that if you sent the individual home without a kit, they would not receive a test at all.



9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.



Department  
for Education

## What to do if a pupil is displaying symptoms of coronavirus (COVID-19)

If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). This sets out that they must:

- self-isolate for at least 10 days
- arrange to have a [test to see if they have coronavirus \(COVID-19\)](#)

### Action list

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
3. While the pupil is awaiting collection, move them to an isolated room and open a window 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.
4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE<sup>1</sup>:



Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

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<sup>1</sup> More information on PPE use can be found in the [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
6. From 26 August, all schools and FE providers will receive an initial supply of 10 [home test kits](#). Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.
7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.
8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.
9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).



## **What to do if a pupil tests positive for coronavirus (COVID-19)**

1. Notify your local health protection team (HPT) immediately when you are informed of a possible or confirmed case by NHS Test & Trace, staff or a parent or carer of a pupil within the last 14 days. Find contact details for your local [health protection team](#).
2. If you do not know the result of a test or if there is any indication of an increase in sickness absence contact your local HPT for advice.
3. The HPT will work with you to carry out a rapid risk assessment and identify appropriate next steps.
4. With HPT advice, identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 14 days in line with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
5. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.
6. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.
7. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.



**PHE South East Health Protection Team:**

**Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings**

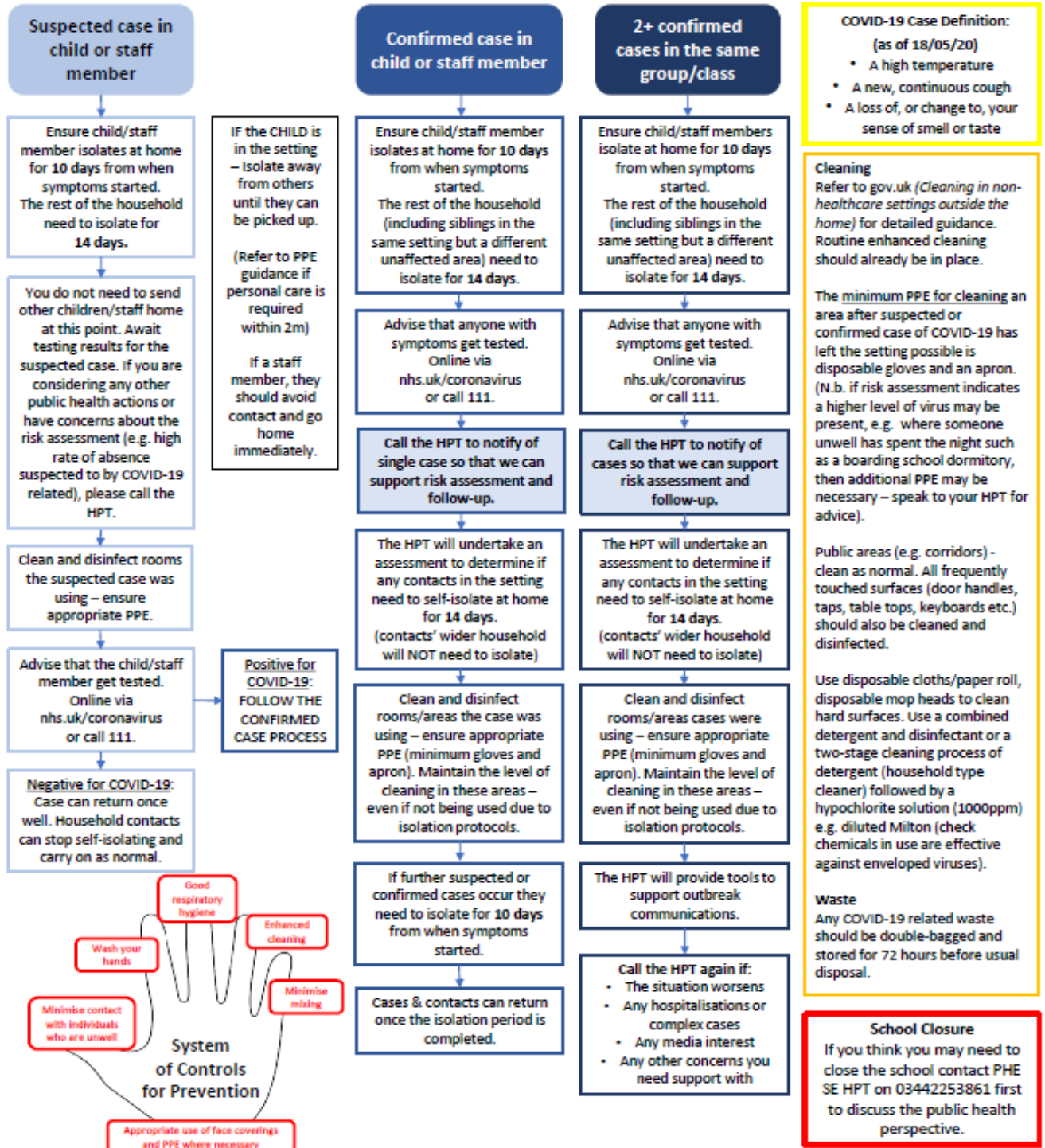
Version 3.0 Date 2/9/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in educational settings, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Surrey and Sussex Health Protection Team on 03442253861 (0844 967 0069) out of hours). If the matter is not urgent you can also email [SSHPU@phe.gov.uk](mailto:SSHPU@phe.gov.uk)

GUIDANCE: Visit [gov.uk/coronavirus](http://gov.uk/coronavirus) for detailed schools guidance and other guidance

TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](http://nhs.uk/ask-for-a-coronavirus-test)



**NOTE: FROM JANUARY 2021, HOUSEHOLDS/CONTACTS ISOLATE FOR 10 DAYS INSTEAD OF 14**





**Hazards and control measures**

1. Lack of social distancing in the classroom resulting in direct transmission of the virus
2. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus
3. Lack of social distancing entering/leaving school resulting in direct transmission of the virus
4. Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus
5. Lack of social distancing when eating lunch resulting in direct transmission of the virus
6. Lack of social distancing in the corridors resulting in direct transmission of the virus
7. Contact of shared resources resulting in indirect transmission of the virus
8. Emotional distress of the children
9. Emotional distress of the staff – including anxiety
10. Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus
11. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus
12. Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus
13. Staff-specific risk management

**PLEASE SEE SEPARATE BUTTERCUPS RISK CONTROLS (APPENDIX 4) FOR RECEPTION/YEAR 1 PROTOCOLS**

<b><u>Identify hazard</u></b>			
1. <b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b><u>Existing level of risk</u></b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Remove excess furniture to increase space</li> <li>2. Desks in rows from Years 2-6</li> <li>3. Minimal desk time for children in R/Y1</li> <li>4. Children keep to their desks when in the room (Y2 upwards)</li> <li>5. Feedback – using large whiteboard and interactive whiteboard more than close interaction</li> <li>6. Teaching and support staff to maintain social distancing when possible, with no prolonged (15 minutes+) of close contact (LESS THAN 1M)</li> <li>7. Children to use same desk each day</li> <li>8. Teachers are assigned to these children and stay with these children throughout the day (and on subsequent days)</li> <li>9. Children stay in the classroom/field for majority of the day and not mix with other key</li> </ol>			



stage 10. Bags, coats and lunchboxes stored in outdoor storage or cloakrooms 11. Resources and activities planned to reduce shared contact and individual learning 12. Staff allowed to stay at adult height – no requirement for getting to child level for interactions 13. Interactions carried out where possible from a distance			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
2. <b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
1. Only one child allowed to go to the toilet at any one time – this will be enforced whenever possible. 2. Extra signs in toilet for washing hands 3. Wedges for the toilet external toilet doors (not fire doors) 4. Extra soap and hand towels ordered to ensure we do not run out (stored in cupboard in Willow) 5. Cleaning of the toilets throughout the day by staff. 6. Deeper clean in the evening.			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
3. <b>Lack of social distancing entering/leaving school</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Staggered start and finish for each group of children (key stage bubble)</li> <li>2. Parents to leave children at the top of the gates where staff will be standing at drop off (Oakwood)</li> <li>3. Staff waiting at the gate to direct the children into class.</li> <li>4. Pick up from large playground with 2m distancing between all adults and children.</li> <li>5. Instructions shared re social distancing between families in the morning/end of day with parents and children.</li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
4. Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Staggered playtimes and clearly separated play-zones for each bubble</li> <li>2. Reduced playtime equipment – hard surfaces and can be easily cleaned</li> <li>3. Games discussed which encourage social distancing</li> <li>4. Children must follow ‘no touching’ rule with frequent reminders</li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
5. Lack of social distancing when eating lunch resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
1. Children eat lunch with their key stage group bubble			



2. Buttercups only in hall
3. Poppy in class
4. KS2 only outside (or in classrooms if weather is bad)
5. Staggered timings to ensure groups do not have any contact at entry and exit points
6. Adults from “small group” share the lunch time to protect the small group bubble and to enable each adult to have at least 30 minute break.
7. Tables and chairs wiped down after each sitting.
8. Children wash their hands before and after eating.

<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
6. <b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Furniture moved to create additional space in corridors</li> <li>2. Only brief transitory contact in corridors presents low risk – keep movement fluid using staggered timings</li> <li>3. Staff will continue to give way to each other in corridors – hall can be used as a through-route</li> <li>4. <b>Staff to wear facemasks when social distance can not be ensured due to limited space</b></li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
7. <b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
1. Children to have packs of stationary labelled with their name on with any resources			



- needed in their individual tray in workspace
- 2. Resources cleaned every night
- 3. Tables, door handles and other surfaces cleaned with anti-bacterial spray every night
- 4. Lessons planned so resources are individual and not shared – or on white board
- 5. Resources on tables ready for lesson and not distributed within the lesson
- 6. Resources/books left on the tables for adults to collect after children have left the classroom.
- 7. Children wash hands / use hand gel before lessons and after each lesson
- 8. Soft toys and furnishes including bean bags removed from the classroom
- 9. Books that go home are quarantined for 72 hours on return
- 10. Outdoor playground equipment allocated to the group of children and cleaned each day at the end of the day
- 11. Trim trail is only to be used by one bubble

<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
<b>8. Emotional distress of the children</b>			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ul style="list-style-type: none"> <li>1. Could consider reduced time in school to ensure transition is successful from home to school for children who need this</li> <li>2. Well-being, re-integration, creativity and school values are focus for return to school, slowly increasing the cognitive load</li> <li>3. Comfort given from a distance – at adult height and hand gel used after if needed</li> </ul>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
<b>9. Emotional distress of staff – including anxiety</b>			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Regular consultation with staff about practice, ensuring frequent dynamic risk assessment</li> <li>3. Sharing of support helplines</li> <li>4. Headteacher on site every day and available on email/phone/WhatsApp group for staff to share any questions or concerns with</li> <li>5. Risk assessments reviewed every Friday</li> <li>6. Planned time for planning and preparation within the week</li> <li>7. PPE masks / face coverings for essential first aid</li> <li>8. PPE masks / face coverings always authorised for staff use ad-hoc</li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
<ol style="list-style-type: none"> <li>9. <b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus</li> </ol>			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Hand gel dispenser inside all classrooms</li> <li>2. Hand gel order in large quantities</li> <li>3. Extra soap dispensers and re-fills in each classroom</li> <li>4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>5. Washing hands posters in all washing areas</li> <li>6. Reminders how to wash hands properly – videos and posters – large display outside toilets made for children, made by children</li> <li>7. Children to have their own water bottle which is not shared – if they don't have one, they use an individual cup which is cleaned before and after use.</li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard</b>			
10. <b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>All surfaces, handles, toilets and shared equipment will be cleaned each day, including steam cleaning of rugs and some equipment</li> <li>Appropriate protection (gloves, tabards and face masks where needed) will be worn by cleaning staff</li> <li>Disinfect items used by more than one child every day</li> <li>Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>Thorough cleaning of all classrooms before re-opening</li> <li>Staff to wipe down surfaces commonly touched throughout the day.</li> </ol>			
<b>Remaining level of risk</b>			
Consider level of risk following use of control measures			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>			
11. <b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>Issuing of all relevant risk assessments to staff concerning returning to work</li> <li>Face masks and face shields can be worn by staff on request (this was communicated 26<sup>th</sup> August 2020)</li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**12. Staff-specific risk management to minimise contact, ensure social distancing and reduce risk of infection from Covid-19**

<b>Staff</b>	<b>Measures</b>
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<p>Teachers and Teaching Assistants</p>	<ul style="list-style-type: none"> <li>• Remain 2m from other staff at all times</li> <li>• Wash hands regularly, including before and after eating</li> <li>• Avoid touching face wherever possible.</li> <li>• <b>Safer Staffroom rules apply</b> – furniture removed, social distancing, doors and windows open at all times</li> <li>• Stay off work with symptoms of sore throat, temperature or loss of taste/smell. Isolate for if member of household has symptoms. Isolate if child in ‘bubble’ has positive test for Covid-19. Send children home as soon as possible with any symptoms.</li> </ul>
<p>Office staff</p>	<ul style="list-style-type: none"> <li>• Only one person allowed in the office at one time (shift pattern has been adapted) apart from exceptional circumstances, then keep social distance</li> <li>• Stay 2m away from all staff, pupils or parents</li> <li>• Wash hands regularly, including before and after eating</li> <li>• Avoid touching face wherever possible</li> <li>• Keep door open, and windows open whenever possible, to encourage fresh air flow</li> <li>• No parents can enter through green gate – all visitors must remain outside of the gate and wear facemasks. Drop-offs and collections of pupils will take place at drop-off zone (Year 6 and key workers, 9am and 3pm) and playground (Buttercups, 9:30am and 2:30pm)</li> <li>• Office staff/SR to move or unpack any deliveries and then wash hands for 20 seconds</li> <li>• Stay off work with symptoms of sore throat, temperature or loss of taste/smell. Isolate for 7 days. Isolate for 14 days if member of household has symptoms. See WSCC guidance below.</li> <li>• Stay off work if clinically extremely vulnerable.</li> </ul> <p><b>FAQs:</b>                  Will all doors be propped open so that we don't have to touch any keypads? YES                  Will anyone else be using my computer while I am not there? NO                  Will there be suitable wipes in the office to wipe down the intercom phone which has to be shared? YES                  Will there be suitable wipes by the photocopier to wipe the touch pad? YES                  Will staff be coming into the office to get the medical equipment?</p>





	<p><b>ONLY WHEN NECESSARY</b></p> <p>What do I do if I have a message for a class teacher? <b>DELIVER FROM 2M AWAY</b></p> <p>Will deliveries be dropped at the gate so that the deliverers don't come into school? <b>YES</b>, apart from heavy items and larger deliveries such as Chartwells/Brakes food delivery.</p>
Premises staff	<ul style="list-style-type: none"> <li>• Stay 2m away from all staff</li> <li>• Avoid working on site between 8am and 3:30pm to avoid all contact with parents and children</li> <li>• Maintain stocks of gloves, cleaning equipment and cleaning products to protect yourselves at all times whilst cleaning</li> <li>• Wash hands regularly, including before and after eating</li> <li>• Avoid touching face wherever possible.</li> </ul>
First Aiders	<ul style="list-style-type: none"> <li>• Use fresh set of disposable gloves and disposable face mask for each first aid incident</li> </ul>
Vulnerable staff	<ul style="list-style-type: none"> <li>• Continually review risk managements</li> <li>• PPE always available on request (face masks and face shields)</li> </ul>

OVERALL level of risk		Level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>			
<p>The risk is low with all risk measures successfully implemented; local infection rates are decreasing, reducing the hazard further.</p> <p>However the risk of Covid-19 remains serious because of the infectiousness and potential severity of the illness if cases occur locally. This risk assessment will be frequently reviewed to ensure that risks are constantly mitigated across all of the different control measures.</p>			

Name of assessor	Signature of assessor	Date
Scott Reece		Last updated 4/1/2021



# Appendix 1

## Covid-19 Protocols: December Update

<p><b>Staffroom</b></p>	<ul style="list-style-type: none"> <li>✓ <b>Willow and Oakwood</b> staff can sit in <b>staff room</b> for up to 15 minutes 1m+ away or any time over 2m apart</li> <li>✓ <b>Buttercups and Poppy</b> staff can sit in <b>group room</b> for up to 15 minutes 1m+ away or any time over 2m apart</li> <li>✓ <b>All staff can use staffroom equipment</b> (kettle/fridge/microwave) <b>but must use hand sanitiser or wash hands before every use.</b></li> <li>✓ <b>If contact is always keep brief and transitory</b>, the risk is greatly reduced.</li> <li>✓ <b>Staffroom windows and door must remain open all day</b> (on very cold days, windows and door must still be open, but with narrower gaps)</li> <li>✓ <b>KEEP YOUR DISTANCE</b> – see below.</li> </ul>
<p><b>Social distance / keeping classes discrete</b></p>	<ul style="list-style-type: none"> <li>✓ <b>ALWAYS KEEP OVER 1M AWAY FROM EVERYONE</b></li> <li>✓ If you need to be <b>less than 2m away</b>, this must last than <b>15 minutes in total</b> across the whole day</li> <li>✓ <b>Only use your own classroom where you are based</b> – if you need something, please keep your distance and ask from outside the classroom entrance.</li> <li>✓ <b>Assemblies will continue to be online.</b></li> <li>✓ <b>Do not enter office</b> – ask Donna or Mary for assistance whilst staying over 1m away by the office entrance.</li> </ul>
<p><b>Hall</b></p>	<ul style="list-style-type: none"> <li>✓ <b>Scott to set up tables</b> at 11:45am</li> <li>✓ <b>Poppy</b> class collect food at 12pm and then eat in classroom</li> <li>✓ <b>Buttercups</b> arrive at 12:05pm; <b>they are the only class who sit in the hall</b>, supervised by Buttercups team (see rota)</li> <li>✓ KS2 children can collect food from Katie as before, with <b>upside down plates on top of the meals</b>. This brief transitory contact poses minimal risk and is unavoidable.</li> <li>✓ <b>Hall windows must all be open all day. Hall doors must both remain open all day</b></li> <li>✓ <b>Scott to clean tables</b> and put them away at 1pm.</li> </ul>
<p><b>Masks and PPE</b></p>	<ul style="list-style-type: none"> <li>✓ DfE advice continues to say that masks are not needed for general use in primary schools.</li> <li>✓ However, <b>PPE should be worn for intimate care and First Aid.</b></li> <li>✓ <b>All staff members are fully authorised and supported to wear PPE that makes them feel more comfortable and safe</b> – this</li> </ul>



	<p>includes face masks, face shields and gloves.</p> <ul style="list-style-type: none"> <li>✓ <b>Spare PPE is kept in Scott's office</b>, please just ask if you require anything.</li> <li>✓ <b>Children should not wear facemasks</b> due to infection risks when handling, fitting and removing.</li> </ul>
<b>Adult toilets</b>	<ul style="list-style-type: none"> <li>✓ <b>Always wash your hands</b></li> <li>✓ <b>Always put toilet seats down</b></li> <li>✓ Scott washes <b>door handles</b> three times a day and they are cleaned by Zoe and Derek after school.</li> </ul>

## Appendix 2

### Lockdown and Partial opening: 4<sup>th</sup> January 2021

DfE announced school closure from 5<sup>th</sup> January 2021, citing that limiting attendance is about reducing the number of contacts that all of us have with people in other households.

A decision was made to close Twineham CE School on 4<sup>th</sup> January 2021 with insufficient staffing due to section 44 letters from concerned staff, following NEU advice. The school was already closed for INSET on 4/1/21. The announcement for national school closure was made at 8pm on 4/1/21. NEU advice told staff that they would work remotely or on a rota to support key pupils in smaller groups.

<b>Attendance</b>	<ul style="list-style-type: none"> <li>✓ <b>Vulnerable pupils and children of key workers only in school</b></li> <li>✓ <b>Staff should only attend school when necessary for tasks that can not be completed at home, such as supervising children on-site or collecting resources for learning preparation</b></li> <li>✓ <b>Shielding staff must not attend site</b></li> <li>✓ Weekly Zoom calls for well-being (4pm on Thursdays) and strategy (4:45pm on Thursdays) will include staff and keep everyone informed, supported an part of the team</li> <li>✓ Rota will strive for best balance between sufficient safe supervision of pupils and minimizing staff attendance and contact</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>✓ See <b>Remote Learning Policy</b></li> </ul>
<b>Staffroom</b>	<ul style="list-style-type: none"> <li>✓ <b>All staff can use staffroom equipment</b> (kettle/fridge/microwave) <b>but must use hand sanitiser or wash hands before every use.</b></li> <li>✓ <b>If contact is always keep brief and transitory</b>, the risk is greatly reduced.</li> <li>✓ <b>Staffroom windows and door must remain open all day</b></li> </ul>



	<ul style="list-style-type: none"> <li>✓ <b>KEEP YOUR DISTANCE</b> – see below.</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>✓ <b>One person at a time, apart from exceptional circumstances – then keep distance – always wipe down equipment after use</b></li> </ul>
<b>Social distance / keeping classes discrete</b>	<ul style="list-style-type: none"> <li>✓ <b>ALWAYS KEEP OVER 1M AWAY FROM EVERYONE</b></li> <li>✓ If you need to be <b>less than 2m away</b>, this must last <b>than 15 minutes in total</b> across the whole day</li> <li>✓ <b>Only use your own classroom where you are based</b> – if you need something, please keep your distance and ask from outside the classroom entrance.</li> <li>✓ <b>Assemblies will continue to be online.</b></li> </ul>
<b>LUNCH</b>	<ul style="list-style-type: none"> <li>✓ Hot meals will be provided for vulnerable pupils and children of key workers</li> <li>✓ Chartwells will tell SR which food is available. SR will take orders from pupils so enough meals are prepared</li> <li>✓ Chartwells will prepare and heat food to be placed on trolley in kitchen doorway. This creates a barrier and stops anyone being within 2m of cook.</li> <li>✓ SR will wash hands and then deliver trays to pupils</li> <li>✓ Pupils wash hands and then eat in class</li> <li>✓ Pupils return empty trays to trolley</li> <li>✓ SR will supervise break and lunch play with support from one adult on rota each day.</li> </ul>
<b>Masks and PPE</b>	<ul style="list-style-type: none"> <li>✓ DfE advice continues to say that masks are not needed for general use in primary schools.</li> <li>✓ However, <b>PPE should be worn for intimate care and First Aid.</b></li> <li>✓ <b>All staff members are fully authorised and supported to wear PPE that makes them feel more comfortable and safe</b> – this includes face masks, face shields and gloves.</li> <li>✓ <b>Spare PPE is kept in Scott’s office</b>, please just ask if you require anything.</li> <li>✓ <b>Children should not wear facemasks</b> due to infection risks when handling, fitting and removing.</li> </ul>



# Appendix 3

## Full opening: 8<sup>th</sup> March 2021

<p><b>Attendance</b></p>	<ul style="list-style-type: none"> <li>✓ Vulnerable pupils and children of key workers only in school</li> <li>✓ Staff should only attend school when necessary for tasks that can not be completed at home, such as supervising children on-site or collecting resources for learning preparation</li> <li>✓ Shielding staff must not attend site</li> <li>✓ Weekly Zoom calls for well-being, communication and organisation</li> <li>✓ Rota will strive for best balance between sufficient safe supervision of pupils and minimizing staff contact</li> </ul>
<p><b>Learning</b></p>	<ul style="list-style-type: none"> <li>✓ See <b>Remote Learning Policy</b> for when remote measures will be needed</li> </ul>
<p><b>Staffroom</b></p>	<ul style="list-style-type: none"> <li>✓ <b>All staff can use staffroom equipment</b> (kettle/fridge/microwave) but must use hand sanitiser or wash hands before every use.</li> <li>✓ If contact is always keep brief and transitory, the risk is greatly reduced.</li> <li>✓ Staffroom windows and door must remain open all day</li> <li>✓ <b>KEEP YOUR DISTANCE</b> – see below.</li> </ul>
<p><b>Office</b></p>	<ul style="list-style-type: none"> <li>✓ <b>One person at a time part from exceptional circumstances, then keep social distance – always wipe down equipment after use</b></li> </ul>
<p><b>Social distance / keeping classes discrete</b></p>	<ul style="list-style-type: none"> <li>✓ <b>ALWAYS KEEP OVER 1M AWAY FROM EVERYONE</b></li> <li>✓ If you need to be less than 2m away, this must last than 15 minutes in total across the whole day</li> <li>✓ <b>Only use your own classroom where you are based</b> – if you need something, please keep your distance and ask from outside the classroom entrance.</li> <li>✓ <b>Assemblies will continue to be online.</b></li> </ul>
<p><b>LUNCH</b></p>	<p>12pm – 1pm: Buttercups ONLY eat in hall                  Poppy class eat in classrooms                  Willow and Oakwood collect hot lunches from trolley in corridor to avoid entering hall.                  12:10pm – 1:10pm: Key Stage 2 eat outside on decking then play                  KS2 TAs to work outside only, in line with individual risk assessments                  KS1 TAs only work with Buttercups</p>
<p><b>Masks and PPE</b></p>	<ul style="list-style-type: none"> <li>✓ DfE advice continues to say that masks are not needed for general use in primary schools.</li> </ul>



	<ul style="list-style-type: none"> <li>✓ However, <b>PPE should be worn for intimate care and First Aid.</b></li> <li>✓ <b>All staff members are fully authorised and supported to wear PPE that makes them feel more comfortable and safe</b> – this includes face masks, face shields and gloves.</li> <li>✓ <b>Spare PPE is kept in Scott’s office</b>, please just ask if you require anything.</li> <li>✓ <b>Children should not wear facemasks</b> due to infection risks when handling, fitting and removing.</li> <li>✓ <b>This will be regularly reviewed in line with local and national guidance.</b></li> </ul>
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## Appendix 4

### Buttercups Covid Protocols

Last Updated: **26/02/2021**

Focus on supporting all children to wash hands thoroughly and ensure ‘catch it, kill it, bin it’ for sniffs and sneezes.

#### Resources

- **All resources will only be used by the Reception bubble (20 children).** If any resources are borrowed from/by other classes they will be quarantined for 72+hrs.
- Children will choose from a smaller range of resources. Some of these will be chosen with the children in the morning to allow them to make choices about equipment. Adults will choose resources linked to the current learning and the children’s interests.
- All small resources (construction kits, role play props etc) will be wiped down using viricidal spray before the start of each day or quarantined for 72+ hours. Weekly plans will detail any specific cleaning needed & be discussed as a staff team at the start of each day.
- **Water play will be available with soap in the water. Children will be reminded to wash hands/anti bac before and after.**
- **Sand and playdough will be planned for regularly. These will be outside activities. All equipment will be wiped down daily. Children will be reminded to wash hands/anti bac before and after. Playdough will be replaced weekly/sand will be quarantined over the weekend.**
- The climbing frame will continue to be used outside as risk of transmission is low. The smaller outside wooden blocks will be rotated so that a different box is used each day and the **large blocks will be quarantined for 48+ hours after use.**
- No soft fabrics will be used. However children will be able to sit on carpets inside and large (wipeable) cushions outside that will be cleaned daily.



- Whiteboards & whiteboard pens, sound mats and number lines will be individual and stored in children's trays.
- Writing pencils will be wiped down daily.
- There will be a small range of paper/card etc for mark making activities inside and/or outside. These will be freely accessed but will be changed daily. There will be a pot of scissors, coloured pens and pencils but these will be rotated daily (allowing 72+ hours between use).
- Class library books will be rotated daily (to ensure they are out of circulation for 72+ hours)
- All reading books going home will be 'quarantined' (for 72+ hours)
- There will be no home-school communication books. Seesaw will be the primary communication tool.

## Class Set Up/ Organisation

- Items have been removed to provide additional space and tabletop displays minimised.
- Small group tables and 'tuff spots' will allow children to work together and collaborate. However children will be encouraged to sit side by side (instead of opposite) and children will only be at full tables for short periods (15mins or less)
- Role play will be in the outside area to provide more space inside (dressing up/fabric will not be used).
- Children will face the front during whole class sessions (if in a circle the diameter will be 2m+)
- All doors and windows will be open, for ventilation. If it is cold/wet doors may be closed and windows opened narrowly, but these will be opened fully during breaks to ensure the air is purged.
- Singing will be in 'quiet singing voices' and facing the front and will be outside whenever possible. Music lessons will be maximum 10 children.
- There will be no 'free flow' snack. Hands will be washed before snack and sanitised afterwards. (and on entering/leaving the classroom)
- Children will spend as much time outside as possible.

## Adults

- Will wash hands each time they enter the class and hand sanitise when moving from inside to outside.
- Adults are not able to socially distance from children but will try to remain 1m+ from other adults at all times.
- Will use their own pens/pencils/scissors wherever possible, or wipe down after use.
- Will wear masks when greeting children/parents at the gate (to be reviewed after Easter).



- Will wear masks and gloves when administering first aid and supporting intimate care.
- When working 1:1 with a child, the adult will try and position themselves next to the child rather than face to face.