





		<ul style="list-style-type: none"> <li>• Staff to sanitise hands before using the photocopies.</li> <li>• The keyboard on the photocopier to be wiped with detergent at regular intervals throughout the day.</li> <li>• Regular cleaning of key touch points such as door handles and surfaces.</li> <li>• Surfaces to be clutter free to aid cleaning.</li> <li>• Lidded bins in classrooms for paper towels and tissues</li> </ul> <ul style="list-style-type: none"> <li>• Reading books will not be sent home.</li> </ul> <ul style="list-style-type: none"> <li>• Taped line to be put at front of classroom at least 2m away from children to allow SLT/visitors to enter the classroom safely for short periods of time.</li> </ul>		
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**Curriculum**

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Daily Actions	Action by whom?
<b>Controls to prevent the risk of infection</b>	Pupils and staff	<b>P.E.</b> <ul style="list-style-type: none"> <li>• Children to come dressed in P.E. kit on P.E. days.</li> <li>• No contact sport to be played.</li> <li>• Equipment not to be shared by bubbles if possible.</li> <li>• Equipment to be cleaned after use and thoroughly cleaned if shared between bubbles or rotated so they are out of use for 48 hours or 72 hours for plastics.</li> <li>• P.E. lessons to be outdoors if weather permits.</li> </ul> <b>Music and Assembly</b> <ul style="list-style-type: none"> <li>• No singing or shouting</li> <li>• No wind or brass instruments to be played.</li> </ul>	<b>P.E.</b> <ul style="list-style-type: none"> <li>• No raised voices e.g. chanting or shouting.</li> </ul> <b>Music</b> <ul style="list-style-type: none"> <li>• No singing, chanting or raised voices</li> </ul>	

**Lunchtimes**

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Daily Actions	Action by whom?

Mixing of Bubbles	Pupils and Staff	<ul style="list-style-type: none"> <li>• Children will have lunch in classroom Bubbles.</li> <li>• Each Bubble to have their own MDS as on the rota.</li> <li>• MDS in the same Bubble to social distance.</li> <li>• Cushioned chairs to be removed from staffroom.</li> <li>• The library and staffroom to be used for breaks/lunch for staff.</li> <li>• No more than 5 adults in either room.</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils to wash hands before and after lunch.</li> <li>• Tables to be wiped down before and after lunch.</li> <li>• Surfaces in staffroom/library to be cleaned after lunch/break times.</li> <li>• Staff to sanitise their hands before entering the staffrooms.</li> <li>• Staff to social distance in the staffroom and library.</li> <li>• Only the kitchen staff to enter the kitchen.</li> <li>• Staff may wear face covering/visor in communal areas and the kitchen.</li> <li>• Staff to wear PPE when administering first aid.</li> <li>• Trained first-aiders are SR, SB, NA and VB.</li> </ul>	<p>MDS</p> <p>T/A</p> <p>All staff</p>
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#### Toilets

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Daily Actions	Action by whom?
Controls to prevent risk of infection.		<ul style="list-style-type: none"> <li>• R/Year 1 to share toileting facilities.</li> <li>• KS2 to share toileting facilities</li> <li>• Available hand washing facilities in classrooms and bathrooms.</li> <li>• Hand sanitiser in classrooms and key entry points.</li> <li>• Hand driers to be isolated.</li> <li>• Cleaning rota in place for deep cleaning the bathrooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to escort children to bathrooms.</li> <li>• Staff to wipe down touch points after each visit.</li> <li>• Staff to encourage pupils to visit the bathroom at the allocated times.</li> <li>• Staff to ensure pupils wash hands after each visit to the bathroom.</li> <li>• Paper towel supply to be checked regularly by staff.</li> </ul>	<p>Staff</p> <p>Cleaners</p>

#### Cleaning

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Daily Actions	Action by whom?
Controls to prevent risk of infection.	Pupils, Staff	<ul style="list-style-type: none"> <li>• Training has been received by all cleaning staff.</li> <li>• Cleaning equipment is available in all classrooms and cleaners' cupboard.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that we have a good stock of cleaning equipment.</li> <li>• SBM to carry out spot checks.</li> <li>• T/A's to clean surfaces and touchpoints throughout the day.</li> </ul>	<p>SBM/Site Manager</p> <p>Cleaners</p> <p>T/A's</p>

			<ul style="list-style-type: none"> <li>Staff may wear visor/face covering in communal areas.</li> </ul>	
<b>Playtimes</b>				
<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Daily Actions</b>	<b>Action by whom?</b>
Controls to prevent risk of infection. Mixing of Bubbles.		<ul style="list-style-type: none"> <li>Stagger breaktimes and allocated areas for each Bubble.</li> <li>EYFS/KS1 Bubble to remain in own play area.</li> <li>Continue to promote social distancing where possible.</li> <li>Playground equipment only to be used by 1 group and cleaned after use.</li> <li>No contact sports such as football and basketball.</li> <li>Equipment to be thoroughly cleaned or stored for 72 hours in container before it is used by another bubble</li> </ul>	<ul style="list-style-type: none"> <li>Staff to take out equipment and put back in classroom after use.</li> <li>Staff to promote social distancing in KS2.</li> </ul>	Classroom Staff
<b>Reception and Visitors</b>				
<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Daily Actions</b>	<b>Action by whom?</b>
Controls to prevent risk of infection.	Pupils, staff, visitors, parents	<ul style="list-style-type: none"> <li>Parents informed first point of contact is to call/email the school instead of face to face meetings.</li> <li>No visitors to school unless absolutely essential.</li> <li>All visitors to have a pre-arranged appointment and room allocation.</li> <li>Any supervision conducted with a distance of at least 2m.</li> <li>Posters on school gate and main door reminding parents/staff that they should not enter the school grounds if showing symptoms of Covid.</li> <li>Only 1 visitor allowed in the reception area at any one time and only when the reception area is free of all other staff/pupils.</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitiser to be used by all visitors.</li> <li>Visitors to sign in with all details.</li> <li>Visitors only to enter Reception area when it is free from pupils/staff.</li> <li>Any meetings with parents to be conducted with a distance of at least 2m.</li> <li>Admin staff to remind parents about procedures for sending money to school.</li> <li>No visitors to school unless absolutely essential and agreed by HT/DHT</li> <li>Visitors to sign in at the main office and then enter school by the staffroom door.</li> <li>The PPA room/unused classroom to be used as the</li> </ul>	Admin Staff

		<ul style="list-style-type: none"> <li>Laminated sign on gate and reception door saying only people with an appointment will be admitted.</li> <li>Parents informed that any money to be placed in an envelope and sent to school via pupils. Receipts and change returned in the same way.</li> <li>All visitors to manually sign in with full contact details to enable trace and track.</li> <li>All visitors to sign to say they have no symptoms of C-19.</li> </ul>	<p>visitor's room.</p> <ul style="list-style-type: none"> <li>Visitors to wear visor/face coverings in communal areas.</li> <li>All chairs to be 2m apart.</li> <li>Visitors/staff to use hand sanitiser each time they leave/enter the building.</li> <li>All furniture to be cleaned with detergent before and after the visit – by the adult who has arranged the visit.</li> <li>Windows to be opened for good ventilation.</li> <li>Touchpoints to be wiped down.</li> <li>Sign to be put on PPA room/unused classroom door saying that the room has been prepared for visitors and the timings of the visit.</li> <li>Visitor to leave school via the staffroom door and sign out at the main office.</li> <li>Visitors to be escorted by school staff at all times.</li> </ul>	
<b>Deliveries/Contractors</b>				
<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Daily Actions</b>	<b>Action by whom?</b>
Controls to prevent risk of infection.		<ul style="list-style-type: none"> <li>Contractors to access the school site outside the hours of 8:30 and 3:30 mon-Thu and 8:30 and 1:15 on Friday if possible.</li> <li>Hand sanitiser to be used by all contractors.</li> <li>All contractors to have a pre-arranged appointment.</li> <li>Any supervision conducted with a distance of at least 2m.</li> <li>Laminated sign on gate and reception door saying only people with an appointment will be admitted.</li> <li>Posters on school gate and main door reminding contractors/delivery drivers that they should not enter the school grounds if showing symptoms of Covid.</li> <li>All visitors to manually sign in with full contact details to enable trace and track.</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitiser to be used by all visitors.</li> <li>Contractors to sign in with all details.</li> <li>Contractors/delivery drivers only to enter Reception area when it is free from pupils/staff.</li> <li>Any supervision of contractors to be conducted with a distance of at least 2m.</li> <li>Any room used to be thoroughly wiped down with disinfectant as soon as visitor has left.</li> </ul>	Admin Staff

		<ul style="list-style-type: none"> <li>All visitors to sign to say they have no symptoms of C-19.</li> <li>Deliveries to be left outside Reception door where possible to avoid contact with driver.</li> </ul>		
<b>Assembly and Gatherings</b>				
<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Daily Actions</b>	<b>Action by whom?</b>
Controls to prevent risk of infection.	Staff, Pupils Visitors	<ul style="list-style-type: none"> <li>To minimise contact between bubbles assemblies will be held in classrooms.</li> </ul>		
<b>Transport</b>				
<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Daily Actions</b>	<b>Action by whom?</b>
Controls to prevent risk of infection.	Pupils, staff	<ul style="list-style-type: none"> <li>Swimming lessons have been cancelled.</li> <li>Those travelling by bus to school to have access to wash facilities.</li> <li>Staff/children using public transport to be reminded of social distancing and to wear a mask.</li> <li>Staff have been trained in Donning and Doffing</li> </ul>	<ul style="list-style-type: none"> <li>Staff to ensure that any masks are removed safely.</li> <li>Disposable masks to be put in a plastic bag and disposed of.</li> <li>Re-usable masks to be put in a sealed plastic bag and sent home with the pupil.</li> </ul>	Classroom Staff
<b>Staff/Pupil Attendance and Clinical/Extremely Clinically Vulnerability</b>				
<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Daily Actions</b>	<b>Action by whom?</b>
Controls to prevent risk of infection.	Staff, pupils, families	<ul style="list-style-type: none"> <li>Follow the latest guidance from Government and Local Authority.</li> </ul>	SLT to follow the local stance (Calderdale LA) ECV staff to stay at home and work from home if possible. CV staff to either work from home or be given a role	SLT

			where social distancing can be maintained.	
Staff Contingency Arrangements				
The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Daily Actions	Action by whom?
Controls to prevent risk of infection.	Staff, pupils	For short term cover: <ul style="list-style-type: none"> <li>• Learning Mentor to be deployed in a Bubble.</li> <li>• School staff to be deployed to a new Bubble.</li> </ul> SLT to take advice from Public Health at the L/A	New member of staff to maintain social distancing wherever possible. SLT to keep a record of Bubbles visited by staff.	SLT
Home Visits				
Home Visits	Staff, families, pupils	No home visits to be conducted for those who are currently shielding, self-isolating or symptomatic. Staff to conduct home visits in pairs. Staff to wear face covering and disposable gloves. Staff to stand 2m away from the door and not go into the property. Any concerns to be reported to social services in the usual manner.	HT/DHT to approve all home visits.	
People displaying symptoms of Covid-19				
The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Daily Actions	Action by whom?
Controls to prevent risk of infection	Staff, visitors, pupils, families	<ul style="list-style-type: none"> <li>- Rainbow Room is available for anyone who is symptomatic so they can wait for a family member to collect.</li> <li>- The room is near the main office and an outside door.</li> <li>- If possible, staff to supervise from outside the room (large glass window allows for full visibility)</li> <li>- If a 2m distance is not possible staff member to wear full PPE – kept in a labelled cupboard in the KS1</li> </ul>	<ul style="list-style-type: none"> <li>• Follow latest DFE guidance</li> <li>• This is in the headteacher's office, main office and staffroom.</li> </ul>	SLT



		<p>corridor.</p> <ul style="list-style-type: none"> <li>- Area in which symptomatic people are awaiting requires to be cleaned after use by supervising adult/cleaner.</li> <li>- If the person displaying symptoms requires a bathroom the disabled toilet to be used.</li> <li>- A Do Not Enter sign to be placed on the bathroom door.</li> <li>- The bathroom must be deep cleaned by the supervising person/cleaner afterwards.</li> <li>- School has registered as an employer for Covid-19 Testing.</li> <li>- Teachers have been trained on donning and doffing PPE equipment</li> <li>- School has a limited number of home-testing kits available in school.</li> <li>- If there is a positive COVID19 test result – HT to inform Calderdale Public Health – Ben/Naiomi 07714922670 and follow their advice.</li> </ul>		
<b>1:1 and group Interventions</b>				
<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Daily Actions</b>	<b>Action by whom?</b>
Controls to prevent risk of infection	Staff, pupils	<p>Group Intervention</p> <ul style="list-style-type: none"> <li>• Each small group receiving support to be drawn from one Bubble.</li> <li>• Interventions will take place in an identified area.</li> <li>• Staff member will maintain a distance from the pupils.</li> <li>• Staff member will come from the Bubble that the group is drawn from.</li> </ul> <p>1:1 Intervention</p> <ul style="list-style-type: none"> <li>• Staff member and pupil sit a suitable distance apart, each with their own desk.</li> <li>• Equipment set up before the pupil arrives.</li> <li>• Staff member to collect pupil from classroom, staying behind the safety tape on the classroom floor.</li> </ul>	<p>Group Intervention</p> <ul style="list-style-type: none"> <li>• Pupils to bring own equipment to the intervention</li> <li>• Intervention area to be cleaned by staff member immediately after use.</li> <li>• Staff and pupils to wash hands before and after the intervention.</li> </ul> <p>1:1 Intervention</p> <ul style="list-style-type: none"> <li>• Staff member to wash hands before and after working with a pupil.</li> <li>• Intervention area and equipment is cleaned by staff member after the intervention.</li> </ul>	Staff

		<ul style="list-style-type: none"> <li>• Pupil follows at a distance to the identified area and returns to class in the same way.</li> <li>• The intervention is provided at a distance.</li> </ul>		
Office				
<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Daily Actions</b>	<b>Action by whom?</b>
Controls to prevent the spread of infection	Visitors to school	Office staff will keep a detailed record of all visitors to school so that they can be easily contacted through NHS Test and Trace.	Visitors book to be completed by all visitors to school.	Office staff
Controls to prevent the risk of infection	Staff	The aircon unit in the office must not be used to cool the office as it re-circulated air.	Outside door and office door to be opened at regular times throughout the day to allow for adequate ventilation.	LHW
Lateral Flow Testing				
<b>The Activity What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Daily Actions</b>	<b>Action by whom?</b>
	Staff	Following training, lateral flow testing will be made available to all staff on their first day of work during the week. This is optional. It will be available from 7:30 each morning. Results are available in 30 minutes. If possible, staff should have the test 30 minutes before they come into contact with their Bubble. If the test is positive, Local Authority guidance for a positive COVID test will be followed.		

Health and Safety Considerations				
The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Daily Actions	Action by whom?
Controls to prevent risk of infection	Staff and pupils	<ul style="list-style-type: none"> <li>School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc.</li> <li>An updated fire drill and lockdown document is in place.</li> </ul>	Health and Safety Advisors Chris Smith 07453368908 and Jamie Ashard 07887 632508	All staff
Controls to prevent an accident.	Pupils and parents	<ul style="list-style-type: none"> <li>Staff are not permitted to drive into the playground and/or the staff car park between the hours of 8:25 and 3:15 Mon-Thu and 8:25 and 1:25 on Friday</li> </ul>		All staff

<b>Assessor</b>	<b>Review Date</b>
Louise Brennan - Headteacher	To be continuously reviewed as new guidance is published.

Updated 10.6.20 – LB

Updated 7.7.20 – LB

Updated 2.9.20 – LB

Updated 23.10.20 – LB

Updated 3.11.20 – LB

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