

Cherry Lane Primary School

Partial Closure – January 2021



Assessed by (name):	Nicky Tranter	Date of assessment:	28/7/20
(job title):	Co- Head Teacher	Other people involved with this assessment:	SLT / Site Team / Business Manager
Name and address of school:	Cherry Lane Primary School, Sipson Road, West Drayton, UB7 9DL	Reason for assessment:	The Government's requirement that there is a full opening of the school in September 2020 during the COVID-19 situation.
Identification of those at risk:	<ul style="list-style-type: none"> ▪ Students ▪ Their family groups ▪ Staff ▪ Their family groups ▪ Contractors and essential visitors ▪ Their family groups 		
Harm which could occur:	<p>Catching or spreading the COVID-19 virus. This is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.</p> <p>Infection may happen through contact with someone with a confirmed case of COVID-19, potentially through touching a contaminated surface, and those who have been notified by a Public Health Agency that due to previous contact with a diagnosed case they are open to exposure.</p> <p>Categories of people who are especially at risk from infection are clearly described in the Government's published guidelines and those people may still be shielding or self-isolating.</p> <p>ALL personnel should consistently adhere to the current national social distancing rules.</p>		
Headteacher name and signature:	Nicky Tranter		
Chair of Governors name and signature:	Phil Haigh		
RAG rating for each control measure	<p>Red: this measure cannot be put in place in our school</p> <p>Amber: this measure isn't in place yet, but can be in place for the autumn term</p> <p>Green: this measure is already in place</p>		

On 30/12/20 the government announced a partial closure of schools in Hillingdon and on 5/1/21 England entered another period of national lockdown – updates in relation to this period of time have been made in **RED**.

What are the hazards or where are the dangers?	Control Measure / Standards checklist These are things which are needed to control the spread of the virus as far as reasonably practicable.	Yes they are in place	Our school has the following control measures in place to reduce the risk as far as possible (if further information required), OR this is why we cannot meet this standard:
<ul style="list-style-type: none"> • School is open for pupils of parents who are critical workers • School is open for vulnerable pupils eg. those with an EHCP, under social care. significant special needs or pupils or who are deemed as vulnerable by the school • All other pupils are learning from home (see Remote learning policy and remote learning offer) • The number of staff in school is being kept to minimum, with staff working from home when they are not on the rota 			
1.0 Missing a COVID-19 risk assessment review or not continuing with advised control measures	<p>1. We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19.</p> <p>2. We have acted on any outstanding actions and completed them.</p> <p>3. We continue to practice Government and PHE hygiene advice as written into our previous C19 risk assessments, and will ensure that we actively seek updated guidance.</p> <p>4. We communicate any changes of current practice as a result of any COVID-19 related risk assessment, to staff, students and parents alike.</p> <p>5. We have communicated the findings of all our revised risk assessments, to all staff and offer this to parents and our young people.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. This risk assessment replaces the original risk assessment which was written for partial reopening in summer term 2020.</p> <p>3. 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 / clean hands thoroughly more often than usual / ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach / enhanced cleaning, including cleaning frequently touched surfaces often / minimise contact between individuals and maintain social distancing wherever possible / where necessary, wear appropriate personal protective equipment (PPE)</p> <p>4. Letters / Texts / Emails / Newsletters / Website</p> <p>5. Shared with Governing Body and signed off by Chair of the Governing Body – shared to staff by email / Shared with parents and young people via the school Website</p>

	6. We have reviewed our child protection policy (DSL) to reflect the return of more students.	Y	6. Full Safeguarding Policy reviewed September 2020 to take account of changes to Keeping Children Safe in Education 2020 – shared with staff at September Training Day – updated version available on school website. Covid 19 Safeguarding policy addendum written in April 2020, has been edited for January 2021 and shared with staff via email and parents on the school website. There is at least one member of the Safeguarding team on site every day.
2.0 Catching and spreading the virus with a full complement of students and staff in school	1. We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus. 2. Where a staff member or student has a member of their family who has Coronavirus symptoms, we ask that they do not attend school. 3. We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic. 4. We communicate with each group of people as above, in a relevant format and in a timely manner, to mitigate against the risk of them attending when unwell. 5. Where a member of staff is concerned about returning to work (for medical reasons), we will use government guidance to work out the best course of action. 6. We closely monitor instances of all people with Coronavirus symptoms	Y Y Y Y Y	3. Visitors will enter the site only if their visit is deemed essential. Visitors should refrain from visiting if: They have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days / They have developed a fever (above 37.8C), a new, continuous cough or change in, their normal sense of taste or smell (anosmia) within the last seven days / Anyone in their household is required to self-isolate in accordance with Government guidelines. Upon signing in visitors will be asked to confirm none of the above are true and will have their temperature taken. A summary of this risk assessment will be given to each visitor upon their first visit to school. During the school partial closure visitors will be kept to an absolute minimum and only those that are deemed essential. 5. Guidance will be sought using Government guidance and Schools HR and discussion with the individual. Individual risk assessments will be written as necessary. Individual risk assessments have been reviewed and updated in line with current guidance – see section below. 6. Anyone who develops symptoms of coronavirus will be sent home immediately. Pupils who need to wait for a parent will be quarantined using one end of the dance

	whilst on the school premises so that we can respond appropriately.		studio or the disabled toilet space near to reception, if the dance studio is in use. Thorough cleaning will take place of areas where the individual has been.
	7. We understand the process for reporting instances of those who have tested positive for Coronavirus.	Y	7 / 8. North West London HPT (includes Hillingdon) Email phe.nwl@nhs.net Telephone 020 3326 1658 Out of hours advice 01895 238 282
	8. We engage with the NHS Test and Trace process and understand how to contact our local health protection team.	Y	
	9. In addition we understand that we must report to the LA when positive cases are confirmed.	Y	9. Hillingdon Covid Community Hub – 0203 949 5786
	10. Where students and / or staff are tested for COVID-19, we will ask parents and staff to notify us immediately of the test results.	Y	10. Test results will be forwarded and chased up by the welfare assistant so all results are collated by one person / in one place, to avoid missing a result or duplication. Pupils and staff will not be accepted back to school before their isolation period has expired unless we have seen proof of a negative test from the symptomatic person.
	11. We continue to request all personnel on our school site clean their hands thoroughly for 20 seconds, and more often than usual.	Y	11. Sinks and soap can be found in every classroom and in all toilet blocks. Pupils are taught how to wash their hands thoroughly and pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Hand sanitiser stations are positioned around school and at main entrances and in each classroom.
	12. We understand the benefits of outdoor learning and well ventilated indoor spaces	Y	12. Classes will be encouraged to take lessons outdoors if possible and classrooms will be well ventilated with doors and windows open as much as possible. In cold weather doors and windows may be opened for ventilation during break times and other times when the children are elsewhere in the school eg. PE.
	13. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Y	14. PPE will only be used for specific clinical reasons eg. first aid, intimate care or close supervision of a child. Reusable PPE will be name marked. Majority of PPE will be kept by the welfare assistant. Each class will have a small amount of PPE for emergencies. It will be at each staff members discretion whether they choose to wear a face covering in communal areas (other than the classroom) where social distancing is difficult. Face visors will be worn by staff at drop off and pick up times
	14. We understand and adhere to the wearing of PPE only where necessary and advised.	Y	

	15. We note there may be additional risks of infection where students sing, shout or play wind and brass instruments even when people are at a distance. We therefore follow the current Government guidance to mitigate this risk, to include limiting group sizes, positioning students back to back or side to side and ensuring good ventilation.		<p>when talking to parents. Parents have been asked to wear face masks during these times.</p> <p>15. There will be no singing assemblies and there will be no wind or brass music lessons. Singing will only take place in small groups and pupils will be forward facing and well spaced. When singing, rooms will be well ventilated with doors and windows open. School choir will not run until it is safe to do so. There will be no singing in Bubble assemblies. Music lessons will resume (keyboard, guitar, steel pans and violin) – each group will have children only from one year group bubble, teachers will social distance, shared instruments will be wiped down between groups. Face to face assemblies and music lessons will stop during this period of national lockdown.</p>
3.0 The risk of not being able to maintain appropriate social distancing and not being able to create appropriate bubbles or consistent groups of students	<p>1. We have designed a system for our school premises whereby we can minimise contact between individuals to maintain current social distancing requirements, wherever possible.</p> <p>2. For the above system, we have reduced the number of contacts between children and staff.</p> <p>3. We have devised a feasible and effective way of operating consistent groups of staff and students in bubbles and have a strict protocol on how this works in practice.</p> <p>4. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable.</p> <p>5. Within our SRP we take steps to minimise social contact as far as is practicable.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. / 2. / 3. Numbers on site will be limited to pupils of key workers and vulnerable pupils. Bubbles will be of a consistent and small size (no more than 15). All other pupils will be learning from home (see remote learning policy and remote learning offer docs). In school we will have year group bubbles and year groups will not mix with other year groups. Year group interventions will not run – apart from a group in from one year 6 class with Mrs Perez and a group in year 3 with an LSA for core subjects English and maths. During this lockdown start and finish times for the day will 8:45 – 3:15 with different entrances and exits used to limit contact between groups. Play times will be staggered and different play areas will be used to limit contact between year groups. Lunch times will be staggered with all year groups eating in class. Social distancing will be encouraged wherever possible. (see Break and Lunch time arrangements – page 17)</p> <p>4. Where possible pupils and staff will be expected to social distance themselves and keep space between themselves and others. Any pupils with complex needs or who need close contact care will have the same support as normal, as distancing won't be possible. Staff will be rigorous about hand washing and respiratory hygiene.</p>

	<p>6. Within our SRP we have considered whether smaller groups, or whole school grouping / bubble is more appropriate.</p> <p>7. We understand that maintaining social distancing may be difficult for younger children, and therefore we are enhancing the concept of bubble groups.</p> <p>8. We understand that older students will be more able to social distance, and we will support them to keep to this. We will also maintain consistent grouped bubbles, and will assist all young people to keep to these arrangements.</p> <p>9. We have reviewed our behaviour policies with any new rules included. We will communicate these clearly and consistently to staff, students, and parents or carers with clear and reasonable expectation of student behaviour set out.</p> <p>10. We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups.</p> <p>11. In the event that teachers and other staff have to work across groups, we</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>5. / 6. One group of SRP pupils will spend all their time in the SRP unit and will be one bubble. Those pupils who are able to spend time with their base class will become part of that year group bubble and where possible will not mix with the SRP bubble.</p> <p>7. Nursery, Reception, year 1 and year 2 will be grouped in year group bubbles. Even though young children may struggle to distance themselves children in year 1 and 2 will be encouraged and reminded to do so.</p> <p>8. KS2 pupils will be in year group bubbles. Pupils will be reminded to socially distance themselves when moving around school etc.</p> <p>9. Behaviour Policy annex for Covid 19 was rewritten for full opening of school but is still relevant during this national lockdown – it sets out consequences for poor behaviour and deliberately breaking new rules as a result of Covid 19 eg. restrictions on movement within school, new hygiene rules, play areas and distancing. New expectations are clearly shared with staff, parents and pupils. It has also be made clear how to build new expectations into our rewards system.</p> <p>10 / 11. During this national lockdown there will be no staff working across different year groups.</p>
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	have made them aware that a 2-metre social distancing is ideal.		
	12. In classrooms, we have ensured that students in KS2 are all facing forwards rather than face to face or side on.	Y	12. KS2 classrooms have been laid out so that pupils are all forward facing. In Year 2 classrooms the majority of tables are forward facing too.
	13. We will not conduct assemblies with more than one consistent group.	Y	13. During this lockdown there will be no face to face assemblies
	14. Movement around the school will be kept to an absolute minimum when considering timetabling and changing classes	Y	14. / 15. / 16. Entrance to and exit from the site will be via one way system of pathways (and if any families have to pass each other they will be encouraged to pass on the left). There will limited movement around school where possible and those classes on the ground floor should move around using the outside of the classroom. In all buildings (corridors and staircases) movement will be two way with pupils and staff expected to walk on the left at all times and if passing someone to turn their heads away. Signage will make this clear.
	15. We ensure the avoidance of busy corridors, entrances and exits.	Y	17. Break and lunch times are staggered (see bubble timings doc for break and lunch times – page 17) and year group bubbles will have separate play areas.
	16. Where possible we have laid out a one-way system to minimise the chance of face to face contact.	Y	18. / 19. Communal areas (staff room, downstairs kitchen, new building staff room) – there are staggered break times to limit numbers of staff in the same place at any one time and staff are encouraged to space themselves apart. Staff in different phases will not to mix unless strict social distancing is adhered to. Thursday morning whole staff briefing will not take place and messages will be shared via Friday emailed newsletter, staffroom whiteboard and email. There will be no collective meetings of staff. Whole staff meetings will not happen however guidance will be circulated eg. online tasks to complete or year group (bubble) moderation meetings. We have limited the number of staff on site by having a two-week rota for staff who must be on site – all other staff will work from home.
	17. We have enabled staggered break times (including lunch breaks).	Y	
	18. We have reviewed the staff room (s) layout and have ensured that those areas enable staff to socially distance.	Y	
	19. We have where necessary inhibited large numbers of staff in one area (e.g., staff rooms) at one time by staggering breaks.	Y	
	20. We have where necessary, implemented staggered start and end times to the school day to keep groups apart as they arrive and leave.	Y	20. / 21. During this national lockdown, as we have less pupils attending school, the school day will be 8:45 – 3:15 for all – there are several gates, some for entering and some exiting and parents drop off and pick up from classroom doors meaning distancing can be achieved. Parents have been informed about these changes via letter and email.

21. We have reminded parents of the processes for drop off and collection.	Y	
22. We have a clear process for hygiene control when entering the school premises.	Y	22. All children will wash / sanitise hands on entry to the school. The main entrances have hand sanitising stations and hand sanitiser can be found around school.
23. We have a clear process for staff and students who use face coverings in public, and public transport to remove them upon entering the school.	Y	23. The letter to parents stated... "Face masks are not to be worn, by adults or children, while on the school premises. Disposable masks should be disposed of before entry to the site and reusable face coverings should be removed and stored away." However, it will be up to each staff member whether they choose to wear a face covering in communal areas (other than the classroom) where social distancing is difficult. Visors will be worn by staff at drop off and pick up times when talking to parents. Staff can choose to wear a visor in class if working closely with a pupil. Parents are asked to wear face masks on school grounds.
24. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to strict social distancing and hygiene requirements.	Y	24. We have clear guidelines which we expect visitors and other professionals to follow – those attending the site will read a set of criteria as they sign in on arrival at the school. Visitors will also have their temperature taken on arrival. During this national lockdown visitors will be kept to an absolute minimum – no music lessons, therapies via zoom where possible.
25. We ask all our staff and pupils in KS2 to bring their own frequently used equipment (pens etc) into school so that they are not shared.	Y	25. Pupils in KS2 have been asked to bring their own small pencil case. Pupils in KS1 and Reception will be given their own stationary pack if they need one.
26. Only essential items owned by pupils as per the guidance are allowed on the premises.	Y	26. Pupils are only allowed to bring the following items to school; lunchboxes, hats, coats, book bags, PE bags and a water bottle – and pencil cases in KS2. Books returned from home will be rested for 48 hours before being returned to the book boxes.
27. We ensure that classroom resources are not shared outside the consistent group and even then continue to clean surfaces after use.	Y	27. Resources will not be shared from one bubble to another. Classroom resources, such as books and games, can be shared within the class; these will be cleaned regularly. Resources shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
28. We will adhere to Government advice against domestic (UK) overnight and overseas visits until we are advised differently.	Y	

	<p>29. We understand that we are able to consider resuming breakfast and after school provision from September 2020. This will be planned carefully, considering bubbles within the school and by using small consistent groups.</p> <p>30. PE lessons will be conducted in consistent groups.</p> <p>31. We will not allow the participation of contact sports within PESSPA allocated time.</p> <p>32. We prioritise outdoor sports where appropriate – where this is not available, we allocate large indoor spaces, maximising distances between students.</p> <p>33. We understand that we can work with external coaches or clubs where we are satisfied that it is safe to do so and ensure all our protective measures are adhered to throughout.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>28. The year 6 PGL residential trip has been postponed from November to February 2021 and now June 2021.</p> <p>29. The external provider for after school Fit 4 Sport has cancelled all sessions during this national lockdown. Breakfast club will continue – only for parents of children who have no other option for childcare. Entrance will be by arrangement with the school and arrival must be between 7:45 and 8:45. Pupils will be kept in their class bubble during breakfast club – Reception, year 1 & 2 (lower hall), year 3 & 4 (new building), year 5 and 6 (upper hall). KS2 pupils will not be allowed in the playground at 8:20 but must stay inside until their year groups start time. Breakfast Club staff will stay with the same group every day.</p> <p>30. PE lessons will always be in class bubble. Year 6 will use upstairs hall, year 5 will use downstairs hall, year 4 will use the dance studio and reception to year 3 will use space in the class and outside.</p> <p>31. The long term plans for each year group have been revised and any year group studying a contact sport has had their PE topic changed. Use of PE equipment needed for each year group has been reviewed so there is no need to share resources across year group bubbles.</p> <p>32. Where the PE topic and weather allows, PE will take place outside. If this is not possible, PE will take place in one of our three large indoor spaces, maximising distancing between pupils and paying attention to cleaning and hygiene. This is particularly important in sports where pupils breathe heavily.</p> <p>33. Our sports coach will offer some lessons in school but will not work across bubbles. Afterschool clubs eg. martial arts, ballet, gymnastics, games and swimming on a Friday afternoon have not resumed during this pandemic and will not do so until safe.</p>
<p>4.0 The risk of spread of infection by</p>	<p>1. We have encouraged parents, staff and pupils to walk or cycle to school where it is safe to do so and is appropriate.</p>	<p>Y</p> <p>Y</p>	<p>1. Our letter to parents states... “We would encourage parents, staff and pupils to walk or cycle to school where it is safe and appropriate to do so and to avoid public transport if at all possible.”</p>

using public transport	2. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the government guidance		2. We have included the Hillingdon – Travelling Back to School leaflet in our guidance to parents (see page 18)
5.0 The risk of not ensuring robust cleaning throughout the school premises	<p>1. We have procedures for limiting use of outdoor playground</p> <p>2. All frequently touched surfaces inside and outside the school premises are cleaned regularly.</p> <p>3. Science, art and sports equipment is cleaned frequently, and always between different groups using them.</p> <p>4. If we are unable to ensure cleaning of resources between groups, we will rotate the equipment to allow it to be left unused and out of reach for 48 hours, or 72 hours for plastics.</p> <p>5. We have ensured that relevant cleaning materials to include wipes are provided wherever equipment belongs, and that staff are aware of cleaning protocols.</p> <p>6. We follow guidance for cleaning non-healthcare settings published by Public Health England. We will access this guidance HERE and follow the requirements. We will act accordingly if the guidance is revised.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. Outdoor play equipment will be used by year groups where we can be certain only one bubble will use it. Nursery and Reception will use their own outdoor equipment. The play equipment, trim trail (in the main playground) and multi-gym will not be used to stop sharing of equipment by several year groups. Signs indicate that they should not be used before or after school.</p> <p>2. Cleaning staff are directed to clean frequently touched surfaces on a daily basis – doors and door handles, tables, hand rails, light switches, chairs etc.</p> <p>3. / 4. Any equipment is cleaned before being shared with another group using antibacterial solution or wipes, or they will be left unused and out of reach for a period of 48 hours (72 hours for plastics). During this lockdown bubbles are not share equipment with another bubble. Staff can take enough laptops / tablets for the children in their bubble and these will be kept with this bubble.</p> <p>5. Cleaning materials are provided by the site team and all classes have antibacterial spray and cloths in their room. Wipes are available for use on shared resources eg. keyboards and mice in the Computer suite, phones in the offices etc.</p> <p>6. Guidance has been forwarded to the site team and cleaning procedures shared with the cleaning team based on this guidance. Any updates will be forwarded and reviewed by the site team and cleaners.</p>

	<p>7. We use required cleaning products including standard detergents.</p> <p>8. We will ensure that extra time is given for cleaning surfaces in the dining area(s) after use.</p>	<p>Y</p> <p>Y</p>	<p>7. Cleaning materials purchased from HBS. The same cleaning products are used consistently.</p> <p>8. All year group bubbles eat in class – this will allow plenty of time for tables and surfaces to be cleaned both in class and will limit mixing. Tables in classrooms will be cleaned once the pupils have eaten. To facilitate this the kitchen offer two meal options a day (including hot options) or pupils can bring their own packed lunch. Food taken to classrooms is served in disposable containers. SMSAs have trolleys to deliver the food to the classrooms. SMSA are on a two week rota and SMSAs work with just one bubble.</p>
<p>6.0</p> <p>The risk of being unaware of when PPE is required (or not)</p>	<p>1. We understand that staff may not require PPE within our setting and recognise the following scenarios are those that will require it:</p> <p>a) where a young person becomes ill with COVID-19 whilst at school and we are unable to maintain a distance of 2 metres.</p> <p>b) where a child requires intimate care and we use PPE in all cases</p> <p>2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. PPE will only be used for specific clinical reasons eg. first aid, intimate care or close supervision of a child. Reusable PPE will be name marked. Majority of PPE will be kept by the welfare assistant. Each class will have a small amount of PPE for emergencies. Face visors will be made available for staff who are in any of the medical high risk groups – these staff will be able to use these at times if they are unable to distance themselves from children eg. small group teaching. Visors will be worn by staff at drop off and pick up times when talking to parents. Staff can choose to wear a visor in class if working closely with a pupil. Parents are asked to wear face masks on school grounds. Staff will wear visors (or masks) when walking around school or talking to other members of staff.</p> <p>2. Stocks of PPE will be monitored by the welfare assistant and the site team and orders will be made if stocks are running low. Hillingdon LA also provide some PPE free of charge, which we collect on a regular basis.</p>
<p>7.0</p> <p>Catching and spreading the virus when giving first aid and/or</p>	<p>1. We have reviewed the assessments for all our staff and returning students who have medical needs or their parents/carers, and have made any adjustments necessary.</p> <p>2. We have ensured that we are aware, as far as possible, of new students' and staff medical conditions so that</p>	<p>Y</p> <p>Y</p>	<p>1. Welfare assistant will liaise with parents of pupils who have medical needs and take advice from School nurse team and participation team. HT and Business Manager will review staff members who previously declared that they were clinically extremely vulnerable, clinically vulnerable or living with someone who is clinically extremely vulnerable or staff who are pregnant. Guidance from DfE, PHE and Schools HR will be used to decide if any adjustments need to be made on an individual basis and any risk assessments will be written.</p>

supporting students and staff with medical needs	<p>we may be able to consider their needs in light of COVID-19.</p> <p>3. Our staff have been trained to administer medications or provide intimate care and are aware of the need for increased controls in each student's situation, to include the use of PPE if required.</p> <p>4. With the relaxing of the shielding advice on 1 August, we will ensure that we consult appropriately with any member of staff or parents/carers of a pupil who are within the <u>clinically extremely vulnerable group</u>, as they return to work or school, and that individual risk assessments will be undertaken.</p> <p>5. We understand that staff may have clinically extremely vulnerable people in their households who have been shielding, and we follow <u>current Government guidance</u> when discussing individual cases of staff returning to work, or pupils back to school.</p> <p>6. We risk assess on an individual basis if we have staff or pupils who meet the criteria of being at a specific risk of infection. This identifies any suitable control measures that must be in</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>2. Welfare assistant will liaise with parents of pupils who are new to Cherry Lane including new starters in years 1-6 and reception and nursery intake. Any new staff will be asked to complete the staff declaration form to ensure we know if any new staff fall into any of the vulnerable categories.</p> <p>3. Welfare assistant will complete medical forms for each class teacher so they are aware of medical needs in their class. As usual diabetes training is planned for early September for relevant staff.</p> <p>4. During national lockdown most pupils will be learning from home - Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Welfare assistant will liaise with parents and check in on them during this time. Individual risk assessments will be updated.</p> <p>5. Current guidance states that "People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace."</p> <p>6. We will review any individual risk assessments that were originally drawn up in the summer term and adjust these in line with current guidance. Staff who returned to work in September who fall into an at risk category have had their risk assessment reviewed regularly Jan 2021 -</p> <ul style="list-style-type: none"> • "Following the reintroduction of shielding, <u>clinically extremely vulnerable</u> staff are advised not to attend the workplace." Staff who are CEV will work from home during this time –
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	<p>place before returning to work/school if that is appropriate.</p> <p>7. We understand the importance of keeping up to date with Government guidance on shielding in terms of whether the decline in the rates of community transmission of the virus remains low or raises again. Individual risk assessments will be reviewed at frequent intervals.</p> <p>8. We have ensured that concerning our bubble groups, that we have appropriate numbers of, and appropriately qualified, first aiders for each area.</p>	<p>Y</p> <p>Y</p>	<p>these members of staff will be asked to provide evidence of being in this group by showing their letter. All staff in this group will be expected to complete tasks from home during this time. Staff in this category will have their individual risk assessment updated.</p> <ul style="list-style-type: none"> • <i>“Clinically vulnerable staff can continue to attend school where it is not possible to work from home.”</i> Staff who are CV will be added to the rota for working in school and their risk assessment will be updated accordingly. • <i>“As per national restrictions, staff who are <u>pregnant</u> should work at home where possible.”</i> Staff who are pregnant will work from home during this time. All staff in this group will be expected to complete tasks from home during this time. Staff in this category will have their individual risk assessment updated. <p>8. The welfare assistant will be in school everyday during this national lockdown. An additional first aider is onsite every day and all other first aiders will be on stand by to cover if necessary.</p>
<p>8.0</p> <p>Catching and spreading the virus whilst maintaining premises management controls with a full complement of staff and students</p>	<p>1. We ensure that all planned or reactive maintenance is carried out, out of hours wherever possible unless seen as an emergency.</p> <p>2. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.</p> <p>3. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</p> <p>4. There is a system of communication between us and any other setting</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. Where possible contractors will be on site when pupils are not.</p> <p>2. Contractors are expected read the following criteria and confirm this as they sign in– They will be asked to confirm if any of the following are true: They have travelled from or transited through any of the countries or areas that are currently on ‘lockdown’ in the past 14 days / They have developed a fever (above 37.8C), a new, continuous cough or change in, their normal sense of taste or smell (anosmia) within the last seven days / Anyone in their household is required to self-isolate in accordance with Government guidelines. An visiting contractors will have their temperature taken on arrival.</p> <p>3. Contractor’s risk assessments are shared with and held by the site team.</p> <p>4. Site team liaise with Children Centre staff on a regular basis.</p>

	which shares our site eg. Children's Centre		
	5. The school has ensured that relevant property statutory compliance checks have been completed and records updated.	Y	
	6. We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to:	Y	6. Checks are made in line with expectations. All annual checks are made during the summer break.
	a) all fire precaution checks as per the Fire Logbook		a) Termly
	b) safety of gas supplies		b) Annually
	c) PAT testing / visual checks on electrical services and equipment		c) Annually / Daily
	d) inspection of lift		d) Twice yearly serviced / Insurance inspection
	e) water temperatures / flushing of systems (Legionella risk)		e) Monthly temperature readings / Annual tank flushing
	f) perimeter fencing		f) Daily during opening / closing of school
	g) noting any damage to the fabric of the building		g) Ongoing
	7. We ensure that all internal waste bins in every room and welfare facility are emptied daily and that the bin liners are fully secured before disposing of them.	Y	
	8. We ensure that all waste from potentially infected persons is doubled bagged and set aside for 72 hours before disposal.	Y	

	9. We ensure that our catering facilities continue to be run in the usual safe way whilst also considering COVID-19 – Government guidance is followed.	Y	9) Chartwell Catering supplier have adapted their ways of working and have installed signage etc. in relation to Covid 19.
9.0 The impact on staffing, and staff welfare, and also the mental wellbeing of students, due to the risk of catching and spreading the virus now that a full complement of staff and students are present	1. We recognise that these times are incredibly stressful for staff, students and parents/carers. Therefore, we are sharing all our resources for good mental health and wellbeing and signpost to relevant professional bodies.	Y	1. Mental Wellbeing will be prioritised in our curriculum going forward. Our PSHE curriculum (SCARF) will be support staff in delivering a sensitive curriculum and supporting our pupils. A range of online sources will supplement our lessons eg. https://youngminds.org.uk/resources/school-resources/ Our pastoral team will support individual pupils and groups of pupils as necessary. We have two members of staff who are mental health first aiders and we plan to train more during the autumn term. (see further weblinks at the end of this document p 20 / 21) 2. This information is shared with staff via the staff information notice board in the staff room and individuals are sign posted to these services when we feel it is appropriate. 3. Information is shared with staff in a variety of ways – staff noticeboard / whiteboard, weekly briefing meeting (this will not happen at the moment), staff meetings, weekly staff newsletter, email. 4. Staff are encouraged to share any concerns with members of the SLT and these are considered and acted on appropriately. Staff stress questionnaires are used annually and reviewed – any concerns are addressed with individual members of staff. Staff Well-being Questionnaires will be issued in Spring term 2021. 5. Staff regularly receive information and emails describing any changes that will be put in place. The risk assessment was shared with staff once it had been agreed and any further versions are shared and uploaded to the website.
	2. We are actively promoting our Employee Assistance Programme and the Occupational Health Service to all staff via notice boards, email communication and word of mouth.	Y	
	3. We ensure that all staff are informed in a timely way of any changes at the school and of any risks to their health and wellbeing.	Y	
	4. We ensure that all staff are listened to, and their concerns taken on board.	Y	
	5. We have designed an induction session (or sessions) for staff and students, so they are clearly aware of any changes to the day to day running of the school under the new ways of operating.	Y	

	<p>6. We have considered alternative ways to show parents and carers how we are conducting all practices and activities during this current situation</p> <p>7. We have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are returning to work.</p>	Y	<p>6. Parents receive communication via email (using emails registered with Parent Pay). All letters sent out are put on the school website on the black Pop up so it is the first thing seen when accessing the website.</p> <p>7. We have ensured all staff are aware any changes as follows... eg. requirement that people who are ill stay at home / robust hand and respiratory hygiene / enhanced cleaning arrangements / active engagement with NHS Test and Trace AND reduction in contacts (through year group bubbles) and maximise distancing between those in school wherever possible (through social distancing)</p>
10.0 Administrati on and the continual knowledge of the risks of catching and spreading the virus	<p>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK – for any changes.</p> <p>2. We receive and read <i>Hillingdon School Leaders Briefing</i> and disseminate this to all staff which details further support and information.</p> <p>3. We are aware of how to get further advice from the School Improvement team at the LA if required.</p> <p>4. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them.</p> <p>5. We actively seek guidance from our HR provider as required.</p> <p>6. We have robust plans for action if a local outbreak occur and understand that the DfE will be involved in decisions at a local and national level.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>1. We subscribe to DfE and PHE email updates so guidance is automatically available</p> <p>2. We receive the Hillingdon School Leaders Briefing and any articles are forwarded to the relevant subject lead / department. We refer to the LA LEAP webpage for up to date guidance around coronavirus.</p> <p>3. We are aware how to contact the LA school improvement team and know who our link School Improvement Officer is and how to contact her.</p> <p>4. We encourage all staff to be part of a union and liaise with their unions as and when necessary. Some union reps have met with the Headteacher during the pandemic to discuss the risk assessment and measures put in place.</p> <p>5. We liaise with Schools HR as needed – we refer to Schools HR Corona virus webpage and the Frequently Asked Questions provide some useful guidance.</p> <p>6. We are aware of “Hillingdon Covid-19 Local Outbreak Control Plan 30th June 2020” https://leap.hillingdon.gov.uk/article/5305/Hillingdon-Covid-19-Local-Outbreak-Control-Plan</p>

BREAK and LUNCH time arrangements - January 2021

January 2021 - Partial School Closure - Break / Lunch Arrangements										
BREAK	10:30 - 10:50	10:50 - 11:10	11:15 - 11:35	School Day 8:45 - 3:15						
Reception		Reception play area								
Year 1	Playground - Infant side									
Year 2	Playground - Field side									
Year 3		Playground - Infant side								
Year 4		Playground - Field side								
Year 5			Playground - Infant side							
Year 6			Playground - Field side							
LUNCH	11:50 - 12:00	12:00 - 12:10	12:10 - 12:20	12:20 - 12:30	12:30 - 12:40	12:40 - 12:50	12:50 - 1:00	1:00 - 1:10	1:10 - 1:20	1:20 - 1:30
Reception			Eat in class			Reception play area				
Year 1	Playground - Infant Side	wash hands	Eat in class							
Year 2	Playground - Field Side	wash hands	Eat in class							
Year 3				Playground - Infant Side	wash hands	Eat in class				
Year 4				Playground - Field Side	wash hands	Eat in class				
Year 5						Eat in class		Playground - Infant Side		
Year 6						Eat in class		Playground - Field Side		
		Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
Pupils Lunch Timings		11:50 - 12:50	11:50 - 12:50	11:50 - 12:50	12:20 - 1:10	12:20 - 1:10	12:40 - 1:30	12:40 - 1:30		



Travelling Back to School

Advice for parents and carers on social distancing practices during the journey to and from school

Below are several recommendations on how to maintain proper social distancing when travelling with your child to school. Overall we recommend adding **extra time in your journey** to school to ensure safe social distancing practices.

The Journey to School:



To avoid car congestion outside of the school, try to walk, scoot or cycle with your child. Be mindful to remain 2 metres apart from others when locking your child's scooter or bicycle, which may mean waiting your turn.



Try to avoid using public transport. If you must use it please wear a facial covering and sanitize & wash your hands before and after you travel. Also, try your best to avoid busy interchanges. Please plan ahead and allow more time for your journey as travelling at the busiest times may take longer than it would normally.



If you live too far away to travel actively or don't feel it is possible for you, please try and park and stride - parking a 5-10 minute walk away from school, ideally using an off-street car park, and walking the rest of the way with your child.

Important Measures to Keep in Mind:



- Check with your school on important updates or temporary rules they may have in place eg. Designated parent zones, staggered start and end times.
- Vary your route if possible, especially if you can stay away from busy roads.
- Try and keep at least 2 metres distance away from other parents and children.
- When walking on the pavement, if you must step in the road to pass others, reinforce looking and listening with your child.
- Remind children about slowing, stopping and giving space on the pavement, especially when scooting and cycling.
- Speak with your child about the changes in the way you travel; what is different about their journeys, how do they feel, what have they noticed. Talking and being active will help ease any anxiety they or you may have.

Sources and further information:

Restricting attendance during the national lockdown: schools

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf

Public Health England COVID-19 resources: <https://coronavirusresources.phe.gov.uk/>

Public Health England – Action to be taken by schools: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>

Clinically vulnerable groups: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Staying alert and safe (social distancing): <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

Coronavirus: implementing protective measures in education and childcare settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Coronavirus: Safeguarding in schools, colleges and other providers: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Guidance on supporting children and young people's mental health and wellbeing can be found here: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

The Education Support Partnership has a free helpline for school staff and targeted support for mental health and wellbeing: <https://www.educationsupport.org.uk/>

Extra mental health support for pupils and teachers (articles with links to support networks): <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

Keeping children safe in education: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

NASUWT – checklist on preparation for the reopening of schools: <https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf>

HM Government and NHS 'Coronavirus – Stay Alert, Stay Safe at Work':

<https://industrialstrategy.frontify.com/d/55EzeVU6rhza/covid-19-business-support#/keeping-your-business-safe/working-safely-guidance>

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

CLEAPSS – school support for DT, ART and Science: <https://www.cleapss.org.uk/>

Guidance for food businesses on coronavirus (COVID-19):

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> (it may look as though this wouldn't apply to schools, but the Full Opening Guidance points to this PHE document)

Premises safety in terms of Legionella throughout the C-19 outbreak:

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

Coronavirus: travel guidance for educational settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (Breakfast and after school clubs): <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Sport England: Grassroot Sport: <https://www.sportengland.org/how-we-can-help/coronavirus>

Guidance on the phased return of sport and recreation:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Association for Physical Education: www.afpe.org.uk (general) and

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf> for risk assessment assistance

Youth Sport Trust: <https://www.youthsporttrust.org/coronavirus-support-schools>