

BUBBLE 1	GREENBANK BUILDING	Leadership Team – Headteacher (DSL), Deputy Head (DSL), Assistant Head Primary, School Business Manager Family Support Worker (FSW) (DSL) Admin - ALL Primary - All Cover staff –FCo (see timetable)
BUBBLE 2	CUTTHOLME BUILDING	Leadership Team – Assistant Head Middle (DSL), Assistant Head Upper (DSL) Middle - M2, M3, M4, M5 M1 Upper - U1, U3,U4 Cover staff- Michelle Hazlewood/Elaine Goodban (M, Tues)
BUBBLE 3	GATEWAY AND THE POD	GW1 and GW2 U2
Floating Staff	ALL	School Nurse - therapy room Site Team

LOCKDOWN 3 (from 5th January 2021)- numbers of pupils significantly reduced (keyworker pupils, pupils with S/w, pupils that we consider as vulnerable and would be safer in school, pupils without access to internet and devices to carry out remote learning).

Staff in classes reduced if possible/needed.

Bubble Risk Assessment/ Information - SEPTEMBER 2020

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Area for Consideration	Description	Details/ Notes	Person responsible
Health and Safety	<ul style="list-style-type: none"> Bubble groups 	<ul style="list-style-type: none"> Staff and pupils to remain in their bubble groups, cover to be within those groups 	<ul style="list-style-type: none"> Leadership
Health and Safety	<ul style="list-style-type: none"> PPE Equipment is available to all staff if they require it Where is it stored? 	<ul style="list-style-type: none"> Face masks available at entrances to Bubbles Each staff member to have their own personal face shield Gloves and aprons in classrooms and toilets Specialised PPE in classrooms (for use with specific pupils) <p>See <u>PPE Suction procedures</u></p>	<ul style="list-style-type: none"> Assistant Head Upper Site Manager - gloves and aprons
Health and Safety	<ul style="list-style-type: none"> Staff have been trained in donning and doffing PPE Where is advice stored? 	<ul style="list-style-type: none"> POWER POINT - EMAILED TO ALL (all to sign to say that they have read) (Copy on shared) Staff Share>Information>Coronavirus Information Staff should follow the pupil PPE risk assessment 	<ul style="list-style-type: none"> Deputy Head
Health and Safety	<ul style="list-style-type: none"> Are health and safety resources displayed in our bubble? 	<ul style="list-style-type: none"> HANDWASHING SIGNS UP 	<ul style="list-style-type: none"> Site Manager
Health and Safety	<ul style="list-style-type: none"> Social distancing 	<ul style="list-style-type: none"> Staff should social distance from each other (2m), staff should try and social distance from pupils (PPE if not), pupils should be encouraged to stay apart, if possible 	<ul style="list-style-type: none"> ALL STAFF

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		<ul style="list-style-type: none"> • Midday Support (MDSAs) to go straight to classes on arrival (do not gather in reception, please do not arrive early) 	
Health and Safety	<ul style="list-style-type: none"> • The classroom environment has been organised appropriately <ul style="list-style-type: none"> ○ remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) ○ At all times, <u>all occupied spaces</u> should be well ventilated using natural ventilation (opening windows) or ventilation units 	<ul style="list-style-type: none"> • Staff to remove soft toys and furnishings • Windows opened on arrival • Parents/carers will be informed that windows will be open, if they want to send in suitable additional indoor clothing during the winter months. • As much as possible pupils should not be facing each other (pupils to sit side by side) • Frequently used/mouthed items (pencils/pens/chewies/putty): pupils and staff to have their own items (labelled) • Water play, play dough/putty, sand play or similar should not be used due to increased risk of infection (unless specially allocated to 1 pupil) • Classroom based resources (books/games) can be shared within the class, but cleaned regularly 	<ul style="list-style-type: none"> • Staff in each area

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Area for Consideration	Description	Details/ Notes	Person responsible
		<ul style="list-style-type: none"> • Equipment used between bubbles (e.g. sports) should be cleaned frequently and meticulously between bubbles, or rotated if this cannot happen and not used for 72 hours • Physio equip/moving and handling equip etc should be cleaned frequently and meticulously between uses • Each department to have their own reading books, reading books to be kept in school <p>Primary (Bubble 1) use Primary reading books outside Purple class.</p> <p>Middle and Upper (Bubble 2) use Cuttholme reading books outside M5.</p> <p>Gateway +U2 (Bubble 3) to take a selection of reading books from Cuttholme to keep in their classes and rotate around within the class.</p>	
Health and Safety	<ul style="list-style-type: none"> • What if children attempt to wear PPE equipment such as masks? 	<ul style="list-style-type: none"> • PUPILS not to wear PPE as they are unable to manage it safely themselves 	<ul style="list-style-type: none"> • Staff in each area

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Health and Safety	<ul style="list-style-type: none"> Who is our trained first aider? 	<ul style="list-style-type: none"> School Nurse ON SITE OTHER 1ST AIDERS DISPLAYED IN RECEPTION - ALL PROACT SCIPr instructors 1ST AID TRAINED (except CJ) Forest school staff trained 	<ul style="list-style-type: none"> Headteacher
Health and Safety	<ul style="list-style-type: none"> Who is our DSL? 	<ul style="list-style-type: none"> Headteacher, Deputy, Assistant Heads (Middle & Upper) and Family Support Worker FSW AVAILABLE ON PHONE/EMAIL 	<ul style="list-style-type: none"> Headteacher
Health and Safety	<ul style="list-style-type: none"> What are the amendments to the Fire Evacuation Procedures? 	<ul style="list-style-type: none"> Bubble 1 - Evacuation points as normal Bubble 2 - U1/4 - usual evacuation point, everyone else- middle/upper playground Bubble 3 (pod or GW building) - Pool carpark -near Air Ambulance collection Croft - field behind croft - away from buildings Food Tech room - if bubble 3 using - pool car park (near Air Ambulance collection), Bubble 2 - pool car park yellow bus parking space 	<ul style="list-style-type: none"> Site Manager
Health and Safety	<ul style="list-style-type: none"> Can doors be propped open to reduce physical contact? 	<ul style="list-style-type: none"> Doors can be propped open to reduce physical contact where possible. 	<ul style="list-style-type: none"> Staff in each area

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	<ul style="list-style-type: none"> Check this doesn't create a fire risk? 	<ul style="list-style-type: none"> Doors will need to be closed if needed to keep pupils safely in the classroom or are fire doors without automatic closing devices 	
Health and Safety	<ul style="list-style-type: none"> What are the amendments to the behaviour policy? 	<ul style="list-style-type: none"> NO CHANGES - SEE PUPIL PPE RA Behaviour support (on call) <ul style="list-style-type: none"> - Headteacher, Deputy and Assistant Head Primary – Bubble 1 - Assistant Heads (Middle & Upper) – Bubble 2 - Assistant Head Upper – Bubble 3 	<ul style="list-style-type: none"> Deputy head
Health and Safety	<ul style="list-style-type: none"> What are the handwashing protocols? Resources for training pupils? 	<ul style="list-style-type: none"> SIGNS UP AT EVERY SINK WASH HANDS FREQUENTLY FOLLOW GUIDANCE ON SIGNS INFO ON GOV WEBSITES 	<ul style="list-style-type: none"> EVERYBODY
Health and Safety	<ul style="list-style-type: none"> What are the protocols for using hand sanitiser? <ul style="list-style-type: none"> Storage Use 	<ul style="list-style-type: none"> HAND SANITISER TO BE USED ON ENTRANCE TO BUILDINGS - automatic dispensers ordered and in place. HAND SANTISER IN EACH CLASSROOM/WORK AREA 	<ul style="list-style-type: none"> Site Manager

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Health and Safety	<ul style="list-style-type: none"> • What are the protocols for using antibacterial wipes? <ul style="list-style-type: none"> ○ Storage ○ Use 	<ul style="list-style-type: none"> • Antibacterial wipes in each classroom/office area 	<ul style="list-style-type: none"> • Site Manager
Health and Safety	<ul style="list-style-type: none"> • Is everyone clear about corridor social distancing procedures and resources? <ul style="list-style-type: none"> ○ Considering one-way circulation, or place a divider down the middle of the corridor 	<p>Always walk to the left of the corridor, if possible wait or move out of the way, remember social distancing rules</p> <p>Avoid/reduce coming through buildings (should avoid walking through other bubbles)</p> <p>If you wish to speak to someone in another bubble, please communicate via phones/walkie talkie</p>	<ul style="list-style-type: none"> • EVERYBODY
Health and Safety	<ul style="list-style-type: none"> • Toileting protocols for pupils 	<ul style="list-style-type: none"> • Pupils will have set toilets to use for their bubble (will be labelled) (see timetable) • Only 1 pupil and 1 adult (unless more required for personal care) in each toilet area at a time (adults must go with every pupil to ensure this happens). 	<ul style="list-style-type: none"> • EVERYBODY • Site Manager to ensure spray in each toilet

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Area for Consideration	Description	Details/ Notes	Person responsible
		<ul style="list-style-type: none"> ANTI BACTERIAL SPRAY IN EACH TOILET - Flush handle and taps to be sprayed after each use (kept out of pupil reach) 	
Health and Safety	<ul style="list-style-type: none"> Toileting protocols for staff 	<ul style="list-style-type: none"> 1 PERSON IN A TOILET AREA AT ONCE (toilets upstairs - lock main door) (see timetable) Flush handle and taps to be sprayed after each use (kept out of pupil reach) If therapy room has been used to isolate a pupil, then the staff toilet will be out of action for that day - staff to use toilet in U4 classroom 	<ul style="list-style-type: none"> EVERYONE Site Manager to ensure spray in each toilet
Health and Safety	<ul style="list-style-type: none"> How are we arranging our enhanced cleaning schedule? Clean: <ul style="list-style-type: none"> surfaces that children are touching-STAFF toys-STAFF books-STAFF desks-CLEANERS 	<ul style="list-style-type: none"> SITE TEAM OVERSEEING ADVANCED CLEAN Frequently touched surfaces to be cleaned more often than normal throughout the day At the end of the day once pupils have left, staff to spray and wipe down all equipment used by pupils/staff throughout the day. PPE in lidded bins or nappy sacks (nappy sacks in every classroom and office) 	<ul style="list-style-type: none"> Site Manager ALL STAFF

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	<ul style="list-style-type: none"> ○ Chairs -CLEANERS ○ doors-CLEANERS ○ sinks-CLEANERS ○ Toilets -CLEANERS ○ light switches - CLEANERS ○ bannisters- CLEANERS 	<ul style="list-style-type: none"> ● Chewy toys or toys that are mouthed are not to be shared and should be sterilised at the end of the day ● After using a shared area - surfaces should be cleaned down, 1 bubble per day to use shared spaces (deep clean at the end of the day) see timetable 	
Health and Safety	<ul style="list-style-type: none"> ● What we do if someone becomes ill (COVID 19 symptoms) 	<ul style="list-style-type: none"> ● Pupil to be isolated with class staff supervising (wearing full PPE) (call LT if additional staff needed in class to cover) (school nurse will only attend if medical assistance needed) Bubble one - downstairs Gold room Bubble two – calm room next to U3/M2 if in use then therapy room (if a pupil in a w/chair from M5 displayed symptoms, they would need to go through M3 classroom, M3 would need to evacuate before they came through). Bubble 3 - small room in Pod near fire exit (within the classroom) 	<ul style="list-style-type: none"> ● School Nurse + LT ● Staff, site team

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		<ul style="list-style-type: none"> • Isolation Room and any toilets used to be deep cleaned once pupil left and not used for the rest of the day. • Clean down surfaces in the classroom, or where pupil has been that day. • If staff displaying symptoms, staff to go straight home • Flow charts for self-isolation to be followed by staff and pupils • If pupil/staff test positive – LT to follow the COVID 19, EARLY OUTBREAK MANAGEMENT 	
Health and Safety	<ul style="list-style-type: none"> • Who are the 'mobile' members of staff in our school? 	<ul style="list-style-type: none"> • Site Team • Cleaners • School nurse • IT support • M+H support <p>Movement around school will be limited to what is necessary only, to reduce contact with different bubble groups, PPE to be worn.</p>	<ul style="list-style-type: none"> • Headteacher

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Area for Consideration	Description	Details/ Notes	Person responsible
		School Nurse to see pupils outside of the classroom, preferably outside	
Health and Safety	<ul style="list-style-type: none"> IT support 	<ul style="list-style-type: none"> Photocopiers (faults)- <ul style="list-style-type: none"> - if in Greenbank bubble 1, School Business Manager to assess faults/fix before calling engineer (can be done anytime during the day) -P/copiers not in Greenbank bubble – School Business Manager to assess faults/fix before calling engineer (to be done at the beg/end of the day, p/copier may be out of service for the day) IT support in classes <ul style="list-style-type: none"> - if in Greenbank bubble 1, School Business Manager to assess faults/fix before calling for support. IT support to support virtually initially, if needed then they will come into class before/after school day - if in bubble 2 or 3, staff to call School Business Manager to see if he can help virtually, if not call IT support to support 	<ul style="list-style-type: none"> School Business Manager IT support

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Area for Consideration	Description	Details/ Notes	Person responsible
		virtually, if needed then they will come into class before/after school day)	
Health and Safety	<ul style="list-style-type: none"> Where is staff food stored? 	<ul style="list-style-type: none"> Each class has access to own fridge and kettle 	<ul style="list-style-type: none"> Headteacher
Health and Safety	<ul style="list-style-type: none"> When can we use the photocopier? 	<ul style="list-style-type: none"> Use when needed Only use photocopier within own bubble GREEN BANK bubble - staffroom GREENBANK (admin and LT in bubble 1) - admin office CUTTHOLME (bubble 2)- Cuttholme hall GW+U2 (bubble 3) - reception p/copier 	<ul style="list-style-type: none"> All staff School Business Manager - Wipes
Health and Safety	<ul style="list-style-type: none"> What are the photocopier protocols? 	<ul style="list-style-type: none"> One person at a time Wipe down after us each use Anti-bac wipes at each p/copier 	<ul style="list-style-type: none"> Site Manager
Health and Safety	<ul style="list-style-type: none"> Which pupils in our bubble do we need to individually risk assess? o EHCP Needs 	<ul style="list-style-type: none"> See individual pupil Coronavirus RA 	<ul style="list-style-type: none"> Headteacher

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	<ul style="list-style-type: none"> ○ Medical Needs ○ SEMH Needs 		
Preparing for school	<ul style="list-style-type: none"> ● What happens if a pupil is not 'sun safe'? 	<ul style="list-style-type: none"> ● Keep inside ● Remind parents about sun cream and sun hats (letters sent home) ● Staff are NOT to apply suncream to pupils 	<ul style="list-style-type: none"> ● Headteacher
Arriving at school	<ul style="list-style-type: none"> ● Minibus/ transport arrangements 	<ul style="list-style-type: none"> ● All vehicles to queue up the drive and to remain in their vehicles until they get to the top and are signalled to exit. ● Some pupils to exit minibuses/dropped off at bottom gates ● Leadership Team to be out <ul style="list-style-type: none"> - Assistant Head Middle & Upper - bottom gate - Site Team - to direct traffic and direct - School Business Manager/Assistant Head Primary - pool carpark ● - Headteacher/Deputy – on bend of the drive 	<ul style="list-style-type: none"> ● Site Team/LT
Arriving at school	<ul style="list-style-type: none"> ● What is staff's specified start time 	<ul style="list-style-type: none"> ● As contract 	<ul style="list-style-type: none"> ● Headteacher

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Arriving at school	<ul style="list-style-type: none"> What is the bubble's/ pupil's specified start time? 	<ul style="list-style-type: none"> 9:00am 	<ul style="list-style-type: none"> Headteacher
Arriving at school	<ul style="list-style-type: none"> What is our dropping off time and protocol? 	<ul style="list-style-type: none"> 9:00am as normal see above 	<ul style="list-style-type: none"> Headteacher
Arriving at school	<ul style="list-style-type: none"> What if a child isn't wearing clean clothes? 	<ul style="list-style-type: none"> Follow safeguarding guidance if an ongoing concern Change into spares and send home in tied plastic bag Remind parents/carers - telephone call Remind on letter to parents/carers If persistence pupil will not be allowed in school 	<ul style="list-style-type: none"> ALL STAFF
Arriving at school	<ul style="list-style-type: none"> What do we do if a parent wishes to speak to us? 	<ul style="list-style-type: none"> Ask for a telephone call or speak at a 2m distance 	<ul style="list-style-type: none"> ALL STAFF
Arriving at school	<ul style="list-style-type: none"> What happens as pupils enter the classroom? 	<ul style="list-style-type: none"> Pupils to wash hands on arrival Pupils to be kept apart as much as possible Wash hands/use hand sanitiser before and after handling home-school books Coat pegs renamed so that pupils' items are not touching 	<ul style="list-style-type: none"> Class staff

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Arriving at school	<ul style="list-style-type: none"> How will we register the children? 	<ul style="list-style-type: none"> RM integris 	<ul style="list-style-type: none"> LT/Receptionist
Arriving at school	<ul style="list-style-type: none"> How will children choose their lunch at registration? How will children pay for lunch? This should be through the cashless system 	<ul style="list-style-type: none"> Dinner registers will no longer be collected from reception. Staff will be sent their dinner order sheets electronically via email, please complete this sheet on the computer by adding a number to the meal choice box and writing in any notes. Please send your order sheet back to both Receptionist & Catering Mgr by 9:45am each morning. Please save this sheet somewhere on your class computer and use the same one all week. Cash is no longer accepted for dinners, if parents send cash in for their child please return it to them (unopened) and ask them to contact school if they need help with paying on Parent Mail' 	<ul style="list-style-type: none"> All Staff Receptionist Catering Mgr
Arriving at school	<ul style="list-style-type: none"> How will water bottles/ fresh drinking water be available for children? 	<ul style="list-style-type: none"> As normal 	<ul style="list-style-type: none"> Class staff

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Bubble organisation	<ul style="list-style-type: none"> Who are the pupils/staff in our bubble? 	<ul style="list-style-type: none"> See class list and list above Bubble groups should NOT mix with other bubble groups, movement around site should be limited to what is necessary only. 	<ul style="list-style-type: none"> Deputy/Headteacher
Bubble organisation	<ul style="list-style-type: none"> Where are the other designated spaces in school our bubble can go? 	<ul style="list-style-type: none"> See timetable 	<ul style="list-style-type: none"> Assistant Head Upper
Bubble organisation	<ul style="list-style-type: none"> What happens before the children go out to play? 	<ul style="list-style-type: none"> Handwashing/hand sanitiser before and after playtime 	<ul style="list-style-type: none"> Class staff
Bubble organisation	<ul style="list-style-type: none"> What happens at playtime? 	<ul style="list-style-type: none"> See timetable for playtimes Bubbles are allocated their own outside areas Wipe down frequently touched surfaces 	<ul style="list-style-type: none"> Assistant Head Upper Class staff
Bubble organisation	<ul style="list-style-type: none"> Snacks 	<ul style="list-style-type: none"> Pupils to bring own snack into school Staff not to handle cash from home Milk and free fruit for KS1 to resume 	<ul style="list-style-type: none"> Class staff
Bubble organisation	<ul style="list-style-type: none"> Food preparation 	<ul style="list-style-type: none"> When preparing food- usual food hygiene procedures to be in place (additional hand washing) 	<ul style="list-style-type: none"> Class staff

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Area for Consideration	Description	Details/ Notes	Person responsible
		-if raw (e.g sandwiches, fruit salad, ect) pupils should prepare their own food. -if food is to be cooked, pupils can prepare for a shared dish e.g chop onions to go into a spaghetti Bolognese -food prepared in school can be sent home https://www.foodstandards.gov.scot/consumers/food-safety/coronavirus	
Bubble organisation	<ul style="list-style-type: none"> • Outdoor gym 	<ul style="list-style-type: none"> • Use timetables • Wipe down after use • Bubble 2 only 	<ul style="list-style-type: none"> • Assistant Head Upper • Class staff
Bubble organisation	<ul style="list-style-type: none"> • Forest school 	<ul style="list-style-type: none"> • 4 x 45-minute sessions per day • F/S leaders in contact with one bubble per day • Social distancing where possible • F/S leader to wipe down equipment in between bubbles • F/S leader to remain 2m away from everybody at all times, staff in the bubble to provide care if needed • Activities are restricted – (no water/sand/playdough/clay) • F/S leader to remain 2m away from everybody at all times, staff in the bubble to provide care if needed 	<ul style="list-style-type: none"> • Staff • F/S leaders

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Area for Consideration	Description	Details/ Notes	Person responsible
		<ul style="list-style-type: none"> Wash hands before coming to site and sanitise with alcohol sanitiser during session. No food or drink to be offered on site 	
Bubble organisation	<ul style="list-style-type: none"> Positive play 	<p>Positive play will not continue during LOCKDOWN 3</p> <ul style="list-style-type: none"> Positive play staff will see pupils from their own bubble, in certain circumstances they will see pupils from outside their bubble, this will be agreed between the positive play workers and the LT. <p>Elaine Goodban bubble 2 M Tu Sue Scott bubble 1 W Th F</p> <p>Positive Play will not be available to bubble 3 at the moment (except in certain circumstances), to be reviewed to see if can be opened.</p> <p>Prior to re-opening positive play worker(s) to spend time in room preparing for pupils)</p>	<ul style="list-style-type: none"> Deputy Head Positive play workers

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Area for Consideration	Description	Details/ Notes	Person responsible
		<ul style="list-style-type: none"> • Risk assessment to be followed as per whole Bubble RA (cleaning, resources, PPE) • Surfaces to be cleaned in between pupils and at the end of the day by cleaners • Pupils to have own playdough (in named pots) • Pupils to bring own pencil cases with them from class. • Split resources between bubbles (e.g. lego) • Bubble 2 and 3 pupils to enter staff room via fire escape. (other staff in there to ensure a clear walk way to maintain 2m distance, limited staff in room on M+T as no planned PPA for bubble 1 teachers) 	
Bubble organisation	<ul style="list-style-type: none"> • Art Therapy 	<ul style="list-style-type: none"> • Art therapist currently not working in school • Art Therapist to be based in Bubble 1 and only see pupils from this bubble. • To work in the small room next to the food tech room if this is needed for medical reasons, then sessions will cease for the remainder of the day and room will be cleaned down. 	<ul style="list-style-type: none"> • Deputy Head • Art Therapy student
Bubble organisation	<ul style="list-style-type: none"> • Soft play • Sensory 	<ul style="list-style-type: none"> • Balls removed from soft play • 1 bubble to use the soft play/sensory each day- timetabled • Deep cleaned at the end of each day 	<ul style="list-style-type: none"> • Site Manager

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Area for Consideration	Description	Details/ Notes	Person responsible
Bubble organisation	<ul style="list-style-type: none"> The Croft Food Tech Room 	<ul style="list-style-type: none"> Surfaces to be wiped after use Deep cleaned at the end of each day Only classes from same bubble to use on the same day (timetabled) Food tech room- staff to ask reception to open side door The Croft –to be accessed via swimming pool (DO NOT WALK THROUGH GREENBANK) 	<ul style="list-style-type: none"> ALL STAFF
Bubble organisation	<ul style="list-style-type: none"> What happens after the children have been out to play? 	<ul style="list-style-type: none"> Handwashing 	<ul style="list-style-type: none"> All staff
Bubble organisation	<ul style="list-style-type: none"> Offices 	<ul style="list-style-type: none"> Staff to sit 2m apart School Nurse – therapy room Head’s PA - meeting room Site team to use desk by window (if sharing desk to wipe down after use) 	<ul style="list-style-type: none"> All staff
Lunchtime	<ul style="list-style-type: none"> What happens before the children go for lunch? 	<ul style="list-style-type: none"> Handwashing 	<ul style="list-style-type: none"> All staff

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Area for Consideration	Description	Details/ Notes	Person responsible
Lunchtime	<ul style="list-style-type: none"> What happens during lunchtime? 	<ul style="list-style-type: none"> Eat in classroom Food served in lidded boxes on trays to be served in classroom Bubble 1- collect from kitchen Bubble 2- collect from Cuttholme hall Bubble 3- collect from kitchen 	<ul style="list-style-type: none"> All staff
Lunchtime	<ul style="list-style-type: none"> How will staff lunch breaks be covered? 	<ul style="list-style-type: none"> MDSA allocated to each class May need to split breaks into 3 slots (11:45-12:15, 12:15-12:45, 12:45-1:15, or to suit class needs) timetable within classes Try and take breaks outside if possible Numbers in staffrooms should be limited (ensure social distancing 2m and wipe down surfaces after use) Staff rooms to be used by staff within bubble- 2m social distancing at all times Bubble 1- Greenbank staffroom - 10 people (need to sit around edges as well as at table) Bubble 2-Cuttholme staff room - 3 people, Bubble 3 - swimming pool foyer - 4 allocated room not needed 	<ul style="list-style-type: none"> All staff

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Area for Consideration	Description	Details/ Notes	Person responsible
Lunchtime	<ul style="list-style-type: none"> What happens after children have had their lunch? 	<ul style="list-style-type: none"> Handwashing 	<ul style="list-style-type: none"> All staff
Learning	<ul style="list-style-type: none"> What happens during PE? 	<ul style="list-style-type: none"> 1 bubble to use equipment in the hall per day (see timetable) Deep cleaned at the end of the day use outdoor space if possible PE lessons within bubble groups but maximise space between pupils equipment to be cleaned as per 'cleaning requirements' open windows and doors if possible to maximise ventilation PE kits can be sent in from home, pupils do not need to get changed if this is not necessary for a lesson, health and safety must come first, appropriate shoes must be worn, not appropriate for dresses/skirts to be worn, for example. Appropriate PPE must be worn when supporting pupils to get changed. Washing hands before using any equipment Non contact activities only 	<ul style="list-style-type: none"> All staff Site Manager
Learning	<ul style="list-style-type: none"> Singing/music 	<ul style="list-style-type: none"> Singing is allowed- <ul style="list-style-type: none"> - if face to face you must be more than 2m apart - can be sat side by side or back to back 	<ul style="list-style-type: none"> All staff

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		<ul style="list-style-type: none"> no wind instruments to be used (recorders, whistles ect) 	
Activities	<ul style="list-style-type: none"> How are activity resources distributed to children? 	<ul style="list-style-type: none"> Any resources are handed to the pupils and wiped down after use Make up individual activity packs (pencil cases with equipment-scissors, pritt sticks, crayons, pencils etc) frequently used/mouthed items (pencils/pens/chewies/putty): pupils and staff to have their own items (labelled) Water play, play dough/putty, sand play or similar should not be used due to increased risk of infection (unless specially allocated to 1 pupil) Classroom based resources (books/games) can be shared within the class, but cleaned regularly Equipment used between bubbles (e.g. sports) should be cleaned frequently and meticulously between bubbles, if this cannot happen it should be rotated and not used for 72 hours 	<ul style="list-style-type: none"> All staff

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Area for Consideration	Description	Details/ Notes	Person responsible
		<ul style="list-style-type: none"> • Physio equip/moving and handling equipment should be cleaned frequently and meticulously between uses • iPads and laptops (timetabled) to be cleaned meticulously with antibac wipes after use • Pigeon holes not to be used, documents to be shared by scanning. If unavoidable any paper documents/post/etc. to be sorted and distributed by Receptionist (frequent hand sanitiser and washing hands). • All resource rooms - <ul style="list-style-type: none"> - door handle, keys, key pads to be washed and sanitised+any touched surfaces - Art resources- bubble 1 can access during school day, Bubble 2+3 to access before school only (resources cleaned down when returning) - Central resources- bubble 2 can access during school day e, Bubble 1+3 to access before school only (resources cleaned down when returning) - music resources- bubble 2 can access during school day , Bubble 1+3 to access before school only (resources cleaned down when returning) - PE resources- Bubble 2+3 to collect before school starts and return at end of the day. 	

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Area for Consideration	Description	Details/ Notes	Person responsible
Activities	<ul style="list-style-type: none"> Gatherings 	<ul style="list-style-type: none"> No assemblies Assemblies to be done virtually by each department 	<ul style="list-style-type: none"> Assistant Heads
Activities	<ul style="list-style-type: none"> Offsite activities 	<ul style="list-style-type: none"> No offsite activities 	<ul style="list-style-type: none"> Headteacher
Home time	<ul style="list-style-type: none"> What is our specified finish time? 	<ul style="list-style-type: none"> 3:15pm (normal) 	<ul style="list-style-type: none"> Headteacher
Home time	<ul style="list-style-type: none"> What is our collection time and protocol? 	<ul style="list-style-type: none"> All vehicles to queue up the drive and to remain in their vehicles until they get to the top and are signalled to exit. Some pupils to be picked up at bottom gates Some pupils to alight on pool carpark LT to be out <ul style="list-style-type: none"> - Assistant Heads Middle & Upper - bottom gate - Site team-to direct traffic and call pupils 	<ul style="list-style-type: none"> Site Team / LT

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Area for Consideration	Description	Details/ Notes	Person responsible
		<ul style="list-style-type: none"> - School Business Manager/Assistant Head Primary - pool carpark - Headteacher/Deputy Head - on the bend 	
Home time	<ul style="list-style-type: none"> • What do we do if a parent wishes to speak to us? 	<ul style="list-style-type: none"> • Ask for a telephone call or speak at a 2m distance 	<ul style="list-style-type: none"> • All Staff
Home time	<ul style="list-style-type: none"> • What happens as pupils leave the classroom? <ul style="list-style-type: none"> ○ Handwashing ○ No equipment (including books) to go home 	<ul style="list-style-type: none"> • Wash hands • Do not take equipment home 	<ul style="list-style-type: none"> • All Staff
Planning and preparation for staff	<ul style="list-style-type: none"> • PPA 	Each teacher to have allocated PPA and TLR time (updated timetable) If doing PPA in school: <ul style="list-style-type: none"> • Bubble1 - Greenbank staff room • Bubble 2 – cuttholme staff room • Bubble 3 – space not needed at the moment 	<ul style="list-style-type: none"> • Headteacher / Deputy Head

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Meetings	<ul style="list-style-type: none"> Annual Reviews 	<ul style="list-style-type: none"> Annual reviews to be held virtually LT to chair Teachers to be covered by staff within their bubble Bubble 1- Tues pm, Teacher and Assistant Head Primary in meetings' room Bubble 2- Wed all day, Assistant Head Middle/Upper and teacher to use LT office (other LT to use therapy room to work) Bubble 3 - teacher to use pool office (wed), Assistant Head Upper to use therapy room 	<ul style="list-style-type: none"> LT/admin
Meetings	<ul style="list-style-type: none"> Staff meetings 	<ul style="list-style-type: none"> Staff meetings (across whole school) to be done virtually After school Department meetings to be done virtually or within bubbles (GW will need to join Upper school virtually), staff would need to social distance Primary - Greenbank hall Middle- in M5 class Upper- Cuttholme hall- bubble 3 to join virtually Morning dept meetings to be done virtually in classrooms LT meetings- from own offices 	<ul style="list-style-type: none"> Assistant Heads LT

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Area for Consideration	Description	Details/ Notes	Person responsible
		<ul style="list-style-type: none"> • Other meeting- face to face within bubbles, otherwise virtually • Admin meeting- staffroom 	
Return to works	<ul style="list-style-type: none"> • Return to work 	<ul style="list-style-type: none"> • Bubble 1- Assistant Head Primary/School Business Manager/Deputy Head in own office (other LT to leave) • Bubble 2- Assistant Head Middle/Upper- Cuttholme staffroom • Bubble 3- Assistant Head Upper – Pod- small room 	<ul style="list-style-type: none"> • Headteacher
Training	<ul style="list-style-type: none"> • INSET 	<p>To be done virtually or with social distancing in place. We will try and keep staff within their allocated bubbles, but this might not always be possible but risk reduced by staff always adhering to social distancing</p>	<ul style="list-style-type: none"> • Deputy Head
Visiting professionals	<ul style="list-style-type: none"> • Only in school to see pupils 	<p>To wear PPE as per pupil RA To only see pupils from 1 bubble on 1 day Prior to visit VP to arrange with Receptionist or School Nurse and confirm</p> <ol style="list-style-type: none"> 1. Who they would want to visit 2. The date and time of the visit 3. Whether they would want to work in the therapy room or classroom 	<ul style="list-style-type: none"> • Headteacher • School Nurse

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Area for Consideration	Description	Details/ Notes	Person responsible
Visitors	<ul style="list-style-type: none"> Any visitor to the school 	<p>Visitors will be asked to sign using the Inventory system. They will be prompted with the following information on 1st signing in:</p> <p style="text-align: center;"><i>Please confirm the following:</i></p> <p style="text-align: center;"><i>You have not been in contact with a suspected or confirmed case of COVID-19 within the last 14 days.</i></p> <p style="text-align: center;"><i>You, or any person that you live with, do not have any symptoms of COVID-19 (new continuous cough, high temperature and / or a change to your sense of smell or taste).</i></p> <p style="text-align: center;"><i>You do not currently live with a person who has been asked to self-isolate by NHS track and trace within the last 7 days.</i></p> <p>The option will be to accept or decline this message. If accepted they will continue to sign in. If declined, a message will appear as follows and Receptionist, School Business Manager and School</p>	<ul style="list-style-type: none"> School Business Manager Receptionist

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		<p>Nurse will be email to inform them that somebody has declined the message (prompting them to deal with the situation – asking for the person to leave).</p> <p>On acceptance, the visitor will sign in with their name, who they are visiting, company and car registrations number and additional, prompted for their email or phone number (this is a mandatory and the system will not allow this to be skipped)</p> <p>Once all details have been input, then a visitor badge will be printed.</p>	

Response to any infection:

9) Engage with the NHS Test and Trace process.

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

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

If someone tests positive follow (updated 14.12.20)

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