



PART 1 PEAK MAT Risk Assessment

The current novel coronavirus (COVID-19) outbreak, which began in December 2019, presents a significant challenge for the entire world. This generic risk assessment will help us to identify the hazards in the school and help us to put into place the control measures associated with the risk. It is also important to know that the advice from Government is currently changing daily.

THIS RA COMPLIMENTS CJS INDIVIDUAL SCHOOL ACTION PLAN FOR RE-OPENING (PART 2)

Risk is determined by examining the likelihood and all possible consequences;

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely



- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

Risk rating:

| | | |
|----------------|---------------------------------|--|
| 1 – 4 | Low (acceptable) | No further action required |
| 5 – 9 | Medium (adequate) | If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review |
| 10 – 16 | High (tolerable) | Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc. |
| 17 - 25 | Very High (unacceptable) | Do not undertake the activity. Implement immediate improvements |



| Department Name: PEAK MAT | | | | | | Completed By: J Wainwright-Jones | | | Start Date: March 2020 | | |
|--|--|--------------|-------------|------------|---|--|---|----------------------------------|------------------------|-------------|------------|
| Activity Workplace: CJS | | | | | | Lead: Director of Business & Finance Jaime Wainwright-Jones (JWJ) | | | Review Date: (Weekly) | | |
| Hazard | | Initial risk | | | Action plan | | | Residual risk | | | |
| Details of hazard | Who is affected and how? | Likelihood | Consequence | Risk L/M/H | What controls are already in place | Further action required | By whom | By when | Likelihood | Consequence | Risk L/M/H |
| Lack of Information/guidance/understanding COVID-19 | Staff, Students & Visitors <i>Irrational behaviour and decision making causing widespread panic</i> <i>Outbreak of virus</i> | 4 | 5 | H | Continual watch on advice from: <ul style="list-style-type: none"> The Key Gov.uk HSE.gov.uk Comms to students through methods such as form/class time/web-site. Comms to parents through web-site, e-mail, newsletter, social media. Comms to staff in meetings, via e-mail, web-site. | MAT to keep up-to-date with Government Guidance and share as appropriate: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19 | Director of B&F Director of HR & Ops Heads of Schools | Daily Daily Weekly | 2 | 5 | H |
| Policies & Procedures | Staff, Students, Parents <i>Lack of understanding of changes to policy/process due to COVID-19.</i> | 2 | 5 | M | All pupils, staff and parents are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid/Medical Policy Fire Evacuation Procedure Lockdown Procedure | All staff have regard to all relevant guidance and legislation including, but not limited to, the following: The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE NHS Department of Health and Social Care All staff, students and parents are made aware of operational procedures prior to re-opening. | DOBF Heads All Staff | Daily | 1 | 3 | L |
| Lack of PPE | Staff, Students <i>Outbreak of virus</i> | 2 | 5 | M | PPE available for Medical Staff/Staff providing intimate care: <ul style="list-style-type: none"> Face Masks Gloves Aprons | Staff can request PPE if they have personal medical circumstances through their line manager which will be considered. | DOBF Heads | Daily | 1 | 3 | L |

| | | | | | | | | | | | |
|---------------------------------------|--|---|---|---|---|--|--|-------|---|---|---|
| | | | | | <p>PPE is only needed in a very small number of cases (see guidance click below):</p> <p>personal-protective-equipment-ppe-including-face-coverings-and-face-masks</p> | <p>Staff can wear their own PPE if required.</p> <p>If there is unmet urgent need for PPE in order to operate safely, schools may approach their nearest local resilience forum.</p> <p>https://www.gov.uk/guidance/local-resilience-forums-contact-details#england</p> | | | | | |
| Preventing spread of infection | Staff, Students & Visitors | 2 | 5 | M | <p>Follow Government guidelines for places of education.</p> <p>Additional daily cleaning schedule supported by caretaking team for additional capacity.</p> <p>Regular toilet checks to replenish soap/handtowels.</p> <p>Please wash your hands signs in all toilet areas.</p> <p>Regular communication with suppliers to check on stock levels (Contact Phil Thompson for support if required).</p> <p>Reporting of illness monitored by Senior Leaders.</p> | <p>Regular checks of the premises by appropriate staff members.</p> <p>If required use outside support for deep cleans or fogging disinfection.</p> <p>Quotes received for all sites (fogging) from:</p> <p>Kevin Harden ServiceMaster Mercia 0845-155-1026 www.servicemastermercia.co.uk</p> <p>Hand sanitiser stations to be installed throughout premises as appropriate. Phil Thompson (Site Lead) can be contacted for supply chain information.</p> <p>Report unclean areas to site team.</p> | <p>Director of B&F</p> <p>Site Team</p> <p>All Staff</p> | Daily | 1 | 3 | L |
| Social Distancing | Staff, Students & Visitors <i>Outbreak of virus</i> | 4 | 5 | H | <p>Minimal social distancing floor marking/signage in place.</p> <p>Areas to consider:</p> <ul style="list-style-type: none"> • Corridors • Toilets • Refectory • Classrooms • Staff Areas • Reception • Outside Space | <p>Consider installing floor markings, keep your distance tape, A-frames, wall signage as appropriate.</p> <p>Phil Thompson (Site Lead) can be contacted for supply chain information.</p> <p>Rooms/furniture to be set out to accommodate</p> | <p>Site Teams</p> <p>Heads</p> | TBC | 4 | 5 | H |

| | | | | | | | | | | | |
|-------------------------------------|--|---|---|---|--|---|-------------------|-------|---|---|---|
| | | | | | | <p>guidance.</p> <p>Reception shields to be considered if open areas to public.</p> <p>Restrict site visitors.</p> <p>Consider staff break out areas are available which allow social distancing.</p> <p>Staggered breaks/lunches to accommodate social distancing.</p> <p>Consider one way systems.</p> <p>Consider use of outdoor space creatively (i.e. marquees).</p> <p>Consider additional toilet facilities and/or clear monitoring and signage for usage.</p> | | | | | |
| Building & Ground Checks | Staff, Students & Visitors <i>Outbreak of virus</i> | 4 | 5 | H | <p>Site teams to follow daily checklists to ensure building and ground are safe.</p> <p>All staff to report issues to site staff/Heads of schools.</p> <p>Always refer to guidance/checklist: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> | <p>Caretakers to use the following templates where appropriate prior to opening to additional students:</p> <p> Weekly Caretaker H&S Checks V.1 201</p> <p> Termly Health and Safety Checklist V.1</p> <p>Ensure premises 'compliance' is up-to-date.</p> | DOBF Site Team | Daily | 2 | 3 | M |
| Personal Hygiene | Staff, Students & Visitors <i>Outbreak of virus</i> | 4 | 5 | H | <p>Wash your hands often with soap and water for 20 seconds.</p> <p>Use 70% alcohol-based hand sanitizer. (If available).</p> | <p>Keep reminding everyone of their personal responsibility.</p> <p>Report to Premises Teams through log-books if soap</p> | All | Daily | 2 | 3 | M |

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|-----------------|--|---|---|---|--|--|--|-------|---|---|---|
| | | | | | <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Avoid close contact such as kissing, hugging, and sharing cups or eating utensils with people who are sick.</p> <p>Cover your coughs and sneezes with a tissue or shirt sleeve, not your hands.</p> <p>Clean and disinfect frequently touched surfaces, such as toys and doorknobs, especially if someone is sick.</p> <p>Stay home when you are sick and report using appropriate systems.</p> | dispensers/hand sanitisers are empty. | | | | | |
| Catering | <p>Students and Staff</p> <p><i>Manging social distancing during break and lunch service</i></p> | 4 | 5 | H | <p>FSM voucher scheme through 'Endred' continue to be posted out to individual homes where children are not accessing school.</p> <p>Shared information on Local Food Banks: http://Longeatonsawley.foodbank.org.uk/ https://www.ruralactionderbyshire.org.uk/foodbanks</p> | <p>Open kitchen(s) for longer time periods throughout the day.</p> <p>Stagger break/lunch times to suit social distancing measures.</p> <p>Consider layout of canteen/hall.</p> <p>Take food parcels to classrooms if required.</p> <p>Ensure catering staff wear the appropriate uniform and adhere to hygiene measures:</p> <ul style="list-style-type: none"> • Gloves • Hairnets • Consider masks during service times. <p>Additional cleaning in-between service of chairs/tables.</p> <p>If biometrics are used ensure regular cleaning of equipment and/or take names for staff to enter manually.</p> | <p>Catering Leads</p> <p>DOBF</p> <p>Heads</p> <p>Catering</p> <p>Midday</p> | Daily | 3 | 3 | M |

| | | | | | | | | | | | |
|--|--|---|---|---|---|---|-----------------------|----------------|---|---|---|
| Transport (Chellaston Academy Only) | Students <i>No transport to and from school</i> | 4 | 5 | H | Limited transport operating for key worker children provided by: Harpurs Coaches – 01332 757677 Viking Coaches – 01283 217012 Hawkes – 01332 202726 | Year 10 transport users to be contacted to establish requirements: Advice is no more than 10 students o single decker, 15 on double decker and all to wear masks and socially distance. Philip Smith Senior Transport Officer (Schools) Derbyshire County Council 01629 536739 Philip.Smith2@Derbyshire.gov.uk Year 12 minibus service students to be contacted – no service available. Consider allowing drop-off/pick-up points on site and communicate to parents. (Possibly turning circle). | DOBF | Daily | 3 | 3 | M |
| Security of schools | Staff, Students & Visitors <i>Safety of people on site and lack of out of hours call out/alarm response. Could include building access if contacted to open and close</i> | 4 | 5 | H | Business Continuity activated by partner to enable security to function as normal. Chris Lees Operations Director Repton Security Limited Tel: 01332 799327 Mobile: 07771 968987 chris.lees@reptonsecurityltd.co.uk | Review requirements from 1 st June according to school activity. | DOBF Site Lead | Daily | 3 | 3 | M |
| Cancellation of Lettings to reduce risk of social gathering | Staff & Visitors <i>Safety of people on site and lack of out of hours call out/alarm response</i> | 4 | 5 | H | All lettings have been cancelled until further notice. | Continue to follow government guidance on Social Gatherings. https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people | DOBF | Month by Month | 1 | 1 | L |
| Homeworking | Staff <i>Home environment unusual for staff to work in if not used to regular</i> | 2 | 2 | L | Emergency contact numbers shared across all schools. HSE support and tips to be used where practical. | Ensure there is a plan for all staff to keep in touch with their line manager or Headteacher for staff who continue to work from | All | Daily | 2 | 2 | L |

| | | | | | | | | | | | | |
|--|---|---|---|---|--|--|------------|-------|---|---|---|--|
| | homeworking | | | | https://www.hse.gov.uk/toolbox/workers/home.htm | home. | | | | | | |
| Staff Shortages | Students & Staff <i>Inability to operate site or provide education</i> | 4 | 5 | H | All schools have a platform in place to provide students with work. Ensure where possible staff have the technology and/or ability to work from home. Each school has a system to monitor and report all staff absence.  SSP selfcertificate.pdf Ensure staff numbers on site allow social distancing during period of COVID-19. | home. Ensure staff rotas take into account 'personal circumstances' (childcare, vulnerable family members etc.) Heads of school to share staff levels/children on site lists daily with CEO and Gov. Ensure Local Authority is kept informed of status.  Understanding who should and shc | Heads | Daily | 4 | 5 | H | |
| Protection for most vulnerable children | Vulnerable children & families <i>Inability to safeguard most vulnerable</i> | 4 | 5 | H | 'Vulnerable student lists' contact details are available to key staff. Work mobile phones provided where available for homeworking. Safeguarding protocols for each school in place including emergency contacts on web-sites. | Ensure staff 'block' personal numbers where work mobile phones are not available. Ensure Local Authority is kept informed of status. | Heads | Daily | 4 | 5 | H | |
| IT Support | Staff, Parents & Students <i>Network/web-site failure</i> | 2 | 2 | L | IT capacity checks completed by IT team. Helpdesk is operated remotely and ability for homeworking for IT team in place. | All Schools to continue to use usual Helpdesk protocol. CA Only – Phone engineer: Nigel Smith Engineer Neil.Smith@gcicom.net Further research to enable better use of digital platforms to be researched. | DOBF IT | Daily | 2 | 2 | L | |

USEFUL WEB-SITES

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<https://www.hse.gov.uk/news/coronavirus.htm>

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

| Review 1 | Review 2 | Review 3 | Review 4 | Review 5 |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Date & Initial 12/05/2020 JJJ | Date & Initial | Date & Initial | Date & Initial | Date & Initial |

PART 2- Plan for re-opening of CJS

| | | | <u>CJS Plan of Action</u> (a working document) | <u>Who is responsible?</u> | <u>When is this to be implemented?</u> <i>Immediately, before or During Opening</i> |
|----------------|-----------------------|----------------------------------|---|--|---|
| PREPARE | Parents | <u>Communication</u> | <ul style="list-style-type: none"> o AS to write letter to parents as soon as we know what the government is proposing (explain that communication vis dojo will not be as often) o Letter shared via email and via Dojo o Regular updates on Dojo o This action plan to be shared with parents by email | AS JD / AS AS JD | Before Before On-going Before |
| | Staff | <u>Communication</u> | <ul style="list-style-type: none"> o AS/KP to continue to communicate with staff in person, by email, through Zoom o Staff must be kept up to date in case they have questions from parents o Dojo to remain open as a means of staff/parent communication – for home schooling related questions, question; other communication should be via the school office (this needs to be worded very carefully – parents have really benefitted from the regular communication with the school via Dojo but we have to balance workload with the need for clear lines of communication) | AS/KP | On-going |
| | | <u>Well-being</u> | <p>Please also see the table below*</p> <ul style="list-style-type: none"> o Staff to let AS/KP and team leaders know if they are not going to be available for work o Staff must not worry about work if they have more important coronavirus/family issues to be dealing with (but they must regularly communicate this with senior staff in school) o Staff must speak to their team leader if their resilience is low and they have concerns o Staff to have breaks built into their working day (not currently sure how the working day will look but staff will need breaks from the children) o wash hands (at least between each school session) thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered o *Refer to table below regarding concerns about suitability to return to work (clinically vulnerable adults and those who live with clinically vulnerable adults or children) | All staff | Before On-going |
| | Teaching and Learning | <u>Classrooms</u> | <ul style="list-style-type: none"> o Ensure enough tables and chairs organized into all classrooms to accommodate up to 12 children, ensuring distancing with 1 child per double table - maintaining space between seats and desks as much as possible o Soap available by the sink in/near each classroom o A pack of anti-bac wipes for each classroom to wipe down surfaces and equipment (e.g. iPads) o Classroom doors to be propped open to reduce the contact children and staff have with door handles o Individual pupil sets of pencils, rulers ready on desks – no sharing of resources o Staff could clean tables/door handles mid-morning and when children go to dinner | Teachers SS / NB SS/NB All staff Teachers Classroom based staff | Before Before Before During Before During |
| | | <u>Learning at Home</u> | <ul style="list-style-type: none"> o Continue daily updates on the website o Communication via Dojo – this will not be as often as it is now as staff will be working with the children | Yr Group Leaders | During |
| | | <u>Learning at school</u> | <ul style="list-style-type: none"> o Likely to be Y6 so; learning linked to transition and PSHE focus; continue to liaise with CA (SBe to discuss with CA) o Catch up focus on Maths and English | SB Teachers | Before During |

| | | | <u>CJS Plan of Action</u> (a working document) | <u>Who is responsible?</u> | <u>When is this to be implemented?</u> <i>Immediately, before or During Opening</i> |
|--|--|---|---|--|---|
| | | <u>Staffing</u> | <ul style="list-style-type: none"> o Create staff rota to accommodate number of children and number of classes/groups required (we can predict 1 year group + the majority of the current pupils – so this would be roughly 14 groups of 12 children – so, up to 160 children attending) - WHERE POSSIBLE, CHILDEN ARE TAUGHT BY STAFF THEY KNOW (PREVIOUS TEACHERS) o ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days o It seems clear that most teachers will need to be in to accommodate the number of children (based on the above figures) o Staff will need to sort their own lunch – will not be feasible to continue with school providing lunch o TAs and HLTAs will <i>not necessarily</i> need to have child-facing roles; depending in the children at school o Plan for tasks for TAs and HLTAs linked to pupil well-being | KP Teachers All staff KP KP KP / JDR | Immediately During During Immediately Immediately |
| | | <u>Other Health & Safety</u> | <ul style="list-style-type: none"> o All classes to have hand gel o All classes to have soap available – check soap is not irritant (as some children were developing rashes in the time before we closed, when they were leaving the soap on for 20 seconds o One-way system clearly labelled (tape on the floor) to ensure no cross over in corridors o Put down lines outside all entrances and in corridors to encourage social distancing o Check pressure of taps in the old building – they were slow before closure but should be fixed now. o Flush all toilets o Run all taps for 1 minute o Children in trainers and school uniform; bring pencil cases; no bags, no PE kit o Children must bring back medication o Empty all children's drawers o Clean out the drawers o SAFE Rules | KD / NB SS / NB AS / KP AS AS SS / ER SS / ER Children Parents Cleaning team Cleaning team | Immediately Before Before Before Befroe Before Before During During Before Before |

| | | | <u>CJS Plan of Action</u> (a working document) | <u>Who is responsible?</u> | <u>When is this to be implemented?</u> <i>Immediately, before or During Opening</i> |
|--|--|--|---|---|--|
| | | <u>Pupil Well-being</u> Please also see the table below* | <ul style="list-style-type: none"> ○ Consider curriculum focus on PSHE ○ Move tables from the entrance corridor to accommodate up to 6 chairs spread out along the corridor ○ Ensure all appropriate PPE for medical requirements is ordered and in place ○ Create 'isolation' room in Repton ○ Seek advice regarding... <i>What should I do if a pupil shows signs of coronavirus in school?(see table 1, below)</i> ○ Give opportunities for parents to share any specific concerns or significant information about their child- ie levels of anxiety- separation - children that have suffered loss. Google form probably the best way ○ Provide children with targeted support according to their situation enabling a more positive transition. ○ Provide parents with "ideas to support your child back to school. ○ Communicate with children, with the intention of supporting them with a return to school. Information for children: Who will be at school (which adults will I be working with) What will my school day look like? What will school "look like"? Will I be in my own classroom? Will I see all my friends? What will we be doing? What will I be doing to keep me and my family safe? If I am worried who can I talk to? ○ Bereavement resources if necessary – AS can acquire a variety of information from 'The Key' ○ Constant review of 'signs of distress' and 'mental health' amongst pupils against safeguarding thresholds – EHA if necessary ○ Set timetabling so that there are regular opportunities for children to talk about their experiences. ○ *Refer to table below regarding concerns about suitability to return to children (clinically vulnerable children and those who live with clinically vulnerable adults or children) ○ Pupil rotas in each class for children wash hands (at least every 2 hours) thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered | KP KD KD KD SLT / JDR SLT / JDR SLT / JDR SLT / JDR AS JDR JDR / KP ALL STAFF Teachers | Before Immediately Immediately Before Before Before Before Before During During Before |

| | | | <u>CJS Plan of Action</u> (a working document) | <u>Who is responsible?</u> | <u>When is this to be implemented?</u> <i>Immediately, before or During Opening</i> |
|--|------------|-------------------------|---|---|--|
| | | <u>Routines</u> | <ul style="list-style-type: none"> o Create new timetables including: o Split breaktimes (say, maximum of 24 chn on the playground and outdoor areas at any one time; 10 minute breaks morning and afternoon) o Good idea to utilise the school field if possible o Pupils to wash hands regularly – teacher in charge of each group to ensure this is routinely in place o Use designated areas of the school for different groups of children e.g. MUGA, playground, field o Staff cleaning clothes and showering when they get home o Breakfast club – decide whether we are running this (things to consider would be; Kathy would probably need another person to help sitting them a social distance apart! Kathy feels she would need a mask each day and the toys would need cleaning down afterwards) o Toilet arrangements TBC - Toilet visits; 1 child at a time (they must be reminded to wash hands – but they must also have hand gel when they return to class, as a double check) – Create system for organising this o Stagger start and end times for each group of children <ul style="list-style-type: none"> o 4 entrances/pick up points (hall, main gate, side gate, normal entrance gate) o 2 start times (8.30am 8.45am) o 2 end times (3.15pm 3.30pm) o No assemblies in the hall – assemblies on Zoom at given times; led by AS | KP KP Teachers KP / AS All staff KP SLT SLT SLT AS | Immediately During During During During Immediately Before Before During |
| | Lunchtimes | <u>Staffing</u> | <ul style="list-style-type: none"> o Expect all lunchtime staff to be in each day – let them know about this o Organise rota | KC KC/JS | Immediately |
| | | <u>Resources</u> | <ul style="list-style-type: none"> o Staff to ensure that equipment is cleaned every day o Face masks for any lunchtime staff who request this o Gloves can be worn but lunchtime staff must also take time to wash their hands regularly o Check stock of hand gels for lunchtimes – ensure enough for each member of lunchtime team | MDS NB MDS JS / NB | During Immediately During Immediately |
| | | <u>Routines</u> | <ul style="list-style-type: none"> o Plan based on 'sittings' of children in the hall at lunchtimes (12.00pm to 12.18pm; 12.20pm to 12.38pm; 12.40pm to 12.58pm; 1.00pm to 1.20pm) o Split times outside and use of specific areas outside for different groups (rotating spaces) o Lines taped on the floor in the hall and JDR's corridor to demarcate 2m intervals; continuing outside if necessary (there is black tape in Rob's room) o SLT (SB and KP) in the hall for lunchtime o AS based in workroom to support pupils on the courtyard and to use the bell to signal changes between one lunchtime session and the next. o Staff cleaning clothes and showering when they get home | JS/KC/Carol AS / KP AS / KP All staff | Immediately Immediately |

| | | | <u>CJS Plan of Action</u> (a working document) | <u>Who is responsible?</u> | <u>When is this to be implemented?</u> <i>Immediately, before or During Opening</i> | | | | | | | | | | | | | | | | | |
|-------------------------|--|---|--|-----------------------------------|---|---------|--------------|-------|------|------------------|---|-------------|-----|------|-----|---------------|---|----------------|------|-------|------------------------------------|--------------------------------------|
| Safeguarding (JDR) | <u>Pupils in School</u> | <ul style="list-style-type: none"> Continue normal safeguarding procedure for pupils in school – refer to https://ddscp.org.uk/coronavirus-safeguarding-arrangements/ Adapt Safeguarding Policy Covid 19 Addendum as required | JDR | During | | | | | | | | | | | | | | | | | | |
| | <u>Pupils at home</u> | <ul style="list-style-type: none"> As above Provide at least 2 TAs to join JDR in a learning mentor 'team' for the foreseeable future Maintain the contact with parents of pupils on the vulnerable lists | AS JDR / TAs | During Before During | | | | | | | | | | | | | | | | | | |
| Catering | <u>Staffing</u> | <ul style="list-style-type: none"> Rotas based upon staffing required for likely number of meals – likely to be all staff Be aware that the Infant numbers may outnumber the CJS numbers considerably; so it is likely that a full staffing compliment is required | CT CT | | | | | | | | | | | | | | | | | | | |
| | <u>Resources</u> | <ul style="list-style-type: none"> Food orders - Prepare for around 120 children at CJS and contact CIS for predictions of their numbers – note that the infants are suggesting they may not do hot meals – sandwiches etc may need to be organised PPE – gloves, overalls changed every day, masks | CT CT All catering staff | Before | | | | | | | | | | | | | | | | | | |
| | <u>Routines</u> | <ul style="list-style-type: none"> As above for lunchtime routines More time may be necessary; flexibility required from all staff Kitchen staff will wait until all children are out of the hall before coming in to clean Only kitchen staff to go into the kitchen to avoid traffic going through the hall No 'help yourself' bread or salad. All food to be handled by kitchen staff only Staff cleaning clothes and showering when they get home | CT All catering staff All catering staff All sch users All sch users All catering staff | During During | | | | | | | | | | | | | | | | | | |
| Cleaning | <u>Staffing</u> | <ul style="list-style-type: none"> We currently only have two available staff – AS to liaise with the MAT to see if there is any capacity Additional hours if required – SS to liaise with NB/AS New cleaning rota set up to fit around 4 day week: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Monday to Thursday</th> <th>No. of Hours</th> <th>Friday*</th> <th>No. of hours</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Emma</td> <td>1.35pm to 3.05pm</td> <td>6</td> <td>10am to 5pm</td> <td>6.5</td> <td>12.5</td> </tr> <tr> <td>Sue</td> <td>4.15pm to 6pm</td> <td>7</td> <td>10am to 5.15pm</td> <td>6.75</td> <td>13.75</td> </tr> </tbody> </table> | | Monday to Thursday | No. of Hours | Friday* | No. of hours | Total | Emma | 1.35pm to 3.05pm | 6 | 10am to 5pm | 6.5 | 12.5 | Sue | 4.15pm to 6pm | 7 | 10am to 5.15pm | 6.75 | 13.75 | AS / NB SS / NB / AS AS / SS | Immediately Before Immediately |
| | | Monday to Thursday | No. of Hours | Friday* | No. of hours | Total | | | | | | | | | | | | | | | | |
| Emma | 1.35pm to 3.05pm | 6 | 10am to 5pm | 6.5 | 12.5 | | | | | | | | | | | | | | | | | |
| Sue | 4.15pm to 6pm | 7 | 10am to 5.15pm | 6.75 | 13.75 | | | | | | | | | | | | | | | | | |
| <u>Resources</u> | <ul style="list-style-type: none"> Ensure all required cleaning equipment is in stock at school – long before required Ensure stocks of cleaning materials are filled Ensure stock of gloves, masks, wipes and anti-bac spray Each class to have handwash, anti-bac wipes and anti-bac spray Cleaning frequently touched surfaces often using standard products described above Wear gloves when cleaning surfaces | SS / NB SS / NB AS / SS / NB AS / NB Teachers & TAs Teachers & TAs | Immediately | | | | | | | | | | | | | | | | | | | |

| | | | <u>CJS Plan of Action</u> (a working document) | <u>Who is responsible?</u> | <u>When is this to be implemented?</u> <i>Immediately, before or During Opening</i> |
|--|---------------------------------|-------------------------|--|-----------------------------------|---|
| | | <u>Routines</u> | <ul style="list-style-type: none"> o Complete cleaning of all areas as already agreed (including deeper clean in classrooms) o Staff cleaning clothes and showering when they get home o Emma to clean toilets straight after lunch every day | SS / ER All | On-Going During |
| | Other Building & Ground related | | <ul style="list-style-type: none"> o JDR to investigate whether we can use paint on the pavement to indicate social distancing o If not, AS to demarcate on the fencing o When pupils arrive and leave school, they must arrive with only one parent o Parents must stay outside of the school grounds when dropping off and collecting children o AS to send a message to parents immediately about this because there is already congestions occurring in and around exits | JDR AS AS AS AS | Immediately Before During During |
| | Other H&S | | <ul style="list-style-type: none"> o Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach o PPE (gloves, apron and mask) to be worn if a child or adult becomes unwell with symptoms of coronavirus while in their school and needs direct personal care until they can return home o Wherever possible children should use the same classroom or area of a setting throughout the day (other than lunchtime), with a thorough cleaning of the rooms at the end of the day. | All | |
| | | <u>Staffing</u> | <ul style="list-style-type: none"> o SW to create rota based upon the likely number of additional children (add an extra member of staff as a precaution) | SW | Before |
| | Zone | <u>Resources</u> | <ul style="list-style-type: none"> o Barb to organise food orders based upon predicted numbers o The building – prepare the building for re-introduction of children o Ensure enough hand gels are available | BK SW SW / NB | Before Before Immediately |
| | | <u>Routines</u> | <ul style="list-style-type: none"> o Cleaning routines to be decided (Zone staff will do this) o Use the Hub building o Staff cleaning clothes and showering when they get home | SW All Zone staff | Immediately During On-Going |

*Understanding who should and shouldn't be in educational settings.

| Category A | | Category B | |
|--|---|---|--|
| <p>Clinically Extremely Vulnerable children and adults in Educational settings.</p> <p>(These people will have received a letter from PHE)</p> | <p>Living with someone in A</p> | <p>Clinically vulnerable children and adults in Education settings</p> <p>(Those will be pre-existing conditions – see next page)</p> | <p>Living with someone in B</p> |
| <p>Children</p> <p>We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible.</p> | <p>Children and Adults</p> <p>It is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and if stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p> | <p>Children</p> <p>A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> | <p>If a child, or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p> |
| <p>Staff/adults</p> <p>Clinically extremely vulnerable individuals are advised not to work outside the home. Staff in this position are advised not to attend work.</p> | | <p>Staff/adults</p> <p>Have been advised to take extra care in observing social distancing and should work from home where possible. Settings should endeavor to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> | |

Clinically vulnerable people

Must stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

What happens if someone becomes unwell at CJS?

If anyone becomes unwell with a new, continuous cough or a high temperature school, the parent will be called to collect them and they will be sent home. Parents will be advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to Repton (a room where they can be isolated behind a closed door), with appropriate adult supervision. A window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet, if possible. The bathroom should then be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child (most likely Kathy, but could be others) while they await collection if a distance of 2 metres cannot be maintained

In an emergency, we will call 999; if the child is seriously ill or injured or their life is at risk. In this situation, they must not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of coronavirus at CJS?

When a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupil who are attending the school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the school, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, whole school or the year group. Where the school is observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school will not generally be necessary.

Will children and young people be eligible for testing?

All those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing, parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

Will teachers and other staff be able to get tested if they have symptoms?

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. As the employer, we can book tests for individual staff members through an online digital portal. There is also an option for employees to book tests directly on the portal.