



The Bellbird Primary School

‘Soaring to Success’

Educational Setting	The Bellbird Primary School				
Activity / Task	COVID-19 Risk Management Assessment and recovery document				
Completed by & Date	Katie Kendall and Rebecca Pentney 12 th April 2021				
Review Date	26th April 2021				
What are the concerns	Action	Success criteria/measure	Action by whom?	Action by when?	RAG
Health & Safety –					
Risk of infection transmission & number of people impacted by test and trace Classrooms and school	<ul style="list-style-type: none"> *Each bubble will be for a consistent group of children – up to 60 pupils and 2 – 5 teachers plus 2- 6 teaching assistants (1 bubble per year group plus staff team). *Whilst in tier 3 or above whole school assemblies will be via zoom. Year group assemblies can take place in the hall with socially distanced seating arrangements for adults. *Minimise contact between individuals and maintain social distancing wherever possible in the classroom and around the school. Adults to maintain social distancing between each other at all times unless there is a safety or safeguarding issue. This is regardless of whether or not you have been vaccinated. Adults to maintain social distancing with pupils whenever possible. *Class furniture will need to be moved so that tables are forward facing in rows where possible. In Reception and Year 1 group tables will be allowed. 	<p>School to have sufficient staff for a bubble to deliver a full curriculum. Changes to the environment will be made and maintained.</p> <p>All staff and pupils will follow measures.</p> <p>Staff will model best practice and verbalise their actions as necessary to support children.</p> <p>Staff will feedback any concerns or issues to be reviewed twice weekly or immediately in the event of a serious incident.</p>	All staff members	March 8 th 2021 ongoing	



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	<p>*In year 1 to year 6 children will remain seated as much as possible to limit movement linked to test and trace. In Reception adults should talk to children side to side where possible.</p> <p>*Remove unnecessary furniture to the atrium space to increase capacity in classrooms</p> <p>*Remove soft furnishings from classrooms.</p> <p>*Each class will be an allocated space outside of the room but nearby for small groups to work with an adult in a socially distanced manner</p> <p>*Reduce pinch points, ensuring that free movement is possible.</p> <p>*Windows and doors (external doors where possible, internal at all times) to be open in all rooms to allow good ventilation.</p> <p>*Children and staff encouraged to wear additional layers of clothing to compensate for the cold. These can be non uniform layers (such as leggings and hoodies) but should not have inappropriate slogans.</p> <p>*Pod areas between classes can be used for 1:1 work. The door to the classroom using it should be left open for ventilation while in use. Surfaces should be wiped down after use.</p> <p>*Clear signage to request all to be mindful of social distancing rules in common areas – atrium corridors and dining room.</p> <p>*Clear directional signage for visitors/staff and students</p> <p>*All visitors to the site should wash hands on arrival.</p> <p>*All parents and visitors arriving at the front office will wear a mask on entering the building.</p>				



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	<p>*All parents will wear a mask when on the school premises (including for drop off and pick up) unless they have a medical reason to not do so.</p> <p>*School staff will wear visors and/or a face covering for drop off and collection this is in addition to social distancing. School staff will ensure they have safely stored their face covering when they have worn it or dispose of it safely.</p> <p>*School staff will wear a mask at all times when moving around school and not in their own bubble. The only exception to this would be when seated and eating but see additional guidance around using communal staff spaces.</p> <p>*School staff working in class with all pupils or with a small group of children where they aren't able to maintain 1 metre plus or are within 2 metres for more than 15 minutes can wear a visor and face mask or face mask if they chose to. They should support the child side to side rather than face to face. When doing this school staff should be aware of any children who may have known or unknown hearing difficulties or learning difficulties that may make not seeing an adults mouth challenging. Adults can collect a mask with a clear mouth area for specific work from the headteachers office.</p> <p>*SLT can visit classes as part of review mornings and other monitoring. When doing so they will adhere to the following guidelines: Undertake a lateral flow test on the evening before or morning that monitoring will be taking place. Where a mask when in the classroom.</p>				



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	<p>Distance themselves from pupils as much as possible. When talking to pupils adhere to the advice as above for all staff.</p> <p>Socially distance from staff at all times and follow social distancing rules, no longer than 15 minutes at 2m+ and no longer than 1 minute within 1 meter if gaining further information on learning.</p> <p>Wash or anti bac their hands before and after looking at pupil books.</p>				
<p>Risk of infection transmission to CEV and CV staff</p>	<p>*CEV staff work at home during any lockdown. All CEV staff have a risk assessment which is reviewed at any time when there is a tier change or lockdown or when the member of staff or school request it due to a perceived or actual change in the risk.</p> <p>*All CV staff all have an individual risk assessment which is reviewed at any time when there is a tier change or lockdown or when the member of staff or school request it due to a perceived change in the risk.</p>	<p>Risk assessments are reviewed with the member of staff in the event of a tier change, a lockdown or at the request of the member of staff or the school due to a perceived or actual change in risk (due to personal health reasons or the pandemic).</p> <p>If agreement cannot be reached or it is deemed necessary an OH appointment will be sought to seek further advice.</p>	<p>SLT and identified staff members</p>	<p>As appropriate with tier or health change</p>	
<p>Risk of infection transmission to CEV and CV pupils</p>	<p>*CEV pupils do not attend school in lockdown.</p> <p>*All CEV pupils have an individual risk assessment which is written with the health team and reviewed at any time when there is a tier change or lockdown or when the pupil’s parents</p>	<p>Risk assessments are reviewed with the appropriate team from school and health in the event of a tier change, a lockdown or at the request of the member of staff or the school due to a perceived or actual change in risk (due to personal health reasons or the pandemic).</p>	<p>SENCo, Slt where needed, Health team</p>	<p>As appropriate with tier or health change</p>	



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	<p>or school request it due to a perceived or actual change in the risk.</p> <p>*Staff who work with CEV pupils have seen and understood the risk assessment.</p> <p>*Where necessary staff are fit tested for PPE to support CEV pupils.</p>	<p>If agreement cannot be reached or it is deemed necessary an OH appointment will be sought to seek further advice.</p>			
<p>Staff absence due to test and trace</p>	<p>*Reduce the risk of staff members being at higher risk according to test and trace criteria (see also staff room use)</p> <p>*The definition of close contact which will be used in the Test and Trace process is set out below. School staff will therefore avoid the following interactions with each other;</p> <ul style="list-style-type: none"> • have face-to-face contact of any duration (less than 1 metre away) • cough or sneeze on anyone • have unprotected physical contact (skin to skin) with anyone • Spend more than 1 minute within 1 metre of each other • spent more than 15 minutes within 2 metres of each other • travel in a car or other small vehicle (even on a short journey) unless this is unavoidable. <p>*If there is a safeguarding risk to a pupil or a member of staff then these contacts can happen if they will eliminate the safeguarding risk.</p>	<p>Vigilant use of hygiene and social distancing to reduce likelihood of being identified as a contact in test and trace system.</p>	<p>All staff members</p>	<p>March 8th 2021 ongoing</p>	



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	<p>*These criteria apply to all school staff including those in the same bubble. These criteria apply at all times including break and lunch.</p> <p>*To further protect themselves staff should carefully consider the amount of time they spend in their allocated staff room (even with social distancing guidance being followed) with staff from different bubbles and/or classes. As previously at no time should it exceed 15 minutes.</p> <p>*Staff should not talk with other staff in walkways or whilst they are working with groups in the atrium as this could stop staff from passing through to their place of work safely. If staff need to talk they should agree an appropriate place to do so at distance.</p> <p>*Staff should leave the school premises as soon as they have completed all tasks that can only be undertaken at school.</p> <p>*School will use supply teachers to cover bubbles as a final option if it can keep the bubble open safely. Supply teachers will have the risk assessment shared with them and the key elements highlighted. School will use the LA testing system to test any staff who are unable to source tests and whose absence will result in bubble closure.</p>				
Staff absence due to invoking section 44	<p>*Meeting with the member of staff to discuss the areas of specific concern.</p> <p>*Review of the whole school risk assessment in light of the above and signposting to where the school is already adequately meeting need.</p>	Meeting takes place with member of staff to identify and clarify concerns. Risk assessment is reviewed with the member of staff in the event of a tier change, a lockdown or at the request of	SLT and identified staff members	Ongoing according to union advice	



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	<p>*An individual risk assessment will be drawn up where needed which will be reviewed at any time when there is a tier change or lockdown or when the member of staff or school request it due to a perceived change in the risk.</p> <p>*A bubble will not open if it cannot be staffed safely and parents will be informed as soon as is possible in each individual case.</p>	<p>the member of staff or the school due to a perceived or actual change in risk (due to personal health reasons or the pandemic).If agreement cannot be reached or it is deemed necessary an OH appointment will be sought to seek further advice.</p>			
<p>Risk of infection transmission & number of people impacted by test and trace</p> <p>Transmission of infection from surfaces/ objects</p> <p>Use of Resources in class</p>	<p>*More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <p>*Taps and washing facilities, toilet flush and seats: (toilets: FS and KS1: after or during each break x3 total extra, KS2: after or during each break x2 total extra)</p> <p>*Door handles and push plates,</p> <p>*Machinery and equipment controls e.g. laptops, (when user is changing)</p> <p>*All areas used for eating must be thoroughly cleaned at the end of each break, including desks, chairs, door handles (desks before lunch as well)</p> <p>*Telephone equipment (when user is changing)</p> <p>*Keyboards, photocopiers and other office equipment, classroom desks and chairs. (see whole school cleaning schedule)</p> <p>Resources will be handled less and shared less:</p> <p>*Marking of books will be undertaken at school. This will be a ‘light mark’ for assessment and planning purposes. Feedback</p>	<p>Each classroom to be provided with hand wash, detergent and jey cloths, and cleaning kits to be collected from the office area. Alert the office team when supplies begin to run low in own classroom.</p> <p>Clear cleaning schedules established by key stage leads for within the school day to include all team members</p> <p>Parents informed about books going home to be cleaned on return</p> <p>Appropriate time is allowed to lapse between use of equipment by a different bubble or equipment is cleaned</p>	<p>Cleaning team</p> <p>Class staff</p>	<p>March 8th 2021</p> <p>ongoing</p>	



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	<p>will be incorporated in to planning and will be verbal wherever possible. The teacher will wash or anti bac hands before and after marking. Maths and English will be the priority subjects. (this will not apply in lockdown where marking will not take place and assessment and feedback will be in group sessions and followed up in planning)</p> <ul style="list-style-type: none"> *All children to have own pens/ pencils *Other resources that do need to be shared in class will be done so with frequent and through cleaning e.g books *Each KS2 class to have access to a laptop for daily AR quizzes and laptop trolley use on rota. Wash or sanitise hands before or after use. *No library books for Spring term *KS1 book change – stagger over the morning *Children to wash or sanitise hands prior to going to select a new reading book in the atrium area. *Outdoor equipment to be used with frequent and thorough cleaning: daily when re using or after change in bubble using it. *Outdoor trim trails used on a rota on a weekly basis (see lunchtime plan for more info.) FLASH to follow these rotas to avoid cleaning. *KS1 outdoor equipment to be used on a rota, FLASH to adhere to this or clean before and after use. *Football is allowed if; ball is foot touched only and not handled (this includes the goalkeeper) and no goal celebrations that involve interaction with others are had. *Bookbags to be used and reading books taken home 				



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	<p>*1 bag per child is allowed to keep the cloakroom area uncluttered. This can be a book bag or a rucksack but not both.</p> <p>*On return, books to remain in a box for 48 hours before being cleaned and reshelved</p> <p>Adults should maintain distance from pupils as much as possible using the following approaches:</p> <p>*For reception children, stay at adult height rather than dropping to the child’s eye line where possible. Wear a mask and/or visor at own discretion. Try to have children seated for activities and use the outside space for activities whenever possible. When needing to speak to a child approach from the side not face to face. Follow risk assessment for years 1 to 6 where possible.</p> <p>*Classroom layout for years 1 -6 to be in rows with the front row empty to allow a barrier of 2m between CTs/TAs and pupils.</p> <p>*CT/TA to stay at the front of the class where possible observing social distancing.</p> <p>*CT/TA can wear a mask at all times or:</p> <p>*Where a pupil needs help the CT/TA can put on a mask and approach the child to support from the side and not face to face.</p> <p>*Where possible support the child for less than a minute and then retreat.</p>				
Risk of infection transmission &	<p>*No use of library and library books for Spring term</p> <p>*Book changing for KS1 and KS2 to be carried out on a timetabled system</p>	Fewer people using the atrium space.	Rota	March 8 th 2021 ongoing	



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number of people impacted by test and trace Reduce overcrowding in common spaces e.g atrium	*No volunteers for changing books				
Risk of infection transmission & number of people impacted by test and trace Lunchtime Catering facilities	<p>*Catering staff to work at separate stations within the kitchen. See separate risk assessment.</p> <p>Midday supervisors will be restricted to same groups of children each day – see separate rota for lunch plan detail.</p> <p>Overview:</p> <p>*In dining hall – all tables and seats to be thoroughly cleaned between reuse.</p> <p>*Children will sit at tables and be served by MDS (KS2 will go up to the hatch to collect their lunch trays, one bubble at a time)</p> <p>*Children will sanitise or wash their hands before entering and on exiting the hall.</p> <p>*Midday supervisors and/or teachers can help younger children by cutting their food as needed. They should sanitise their hands before and in between helping individual children with this.</p>	<p>All meals will be hot as follows: All Ks1 & Y3, Y4 Mon – Fri</p> <p>Y5 & Y6 hot dinners Mon & Friday only</p>	Bubble MDS/ Kitchen staff	March 8th 2021 ongoing	
Risk of infection transmission & number of	For the beginning of the Summer term additional precautions will remain in place to be in line with the national guidance where possible. These will be reviewed after two weeks of the	All staff will work at home as and when possible outside of teaching times.	All staff	March 8th 2021 ongoing	



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<p>people impacted by test and trace tier 4 on return to the Spring term 2021</p>	<p>Summer term and in line with any updated DfE or LA guidance at that time:</p> <ul style="list-style-type: none"> *Any non-essential ‘in school’ work to be carried out at home or in own class via zoom if ‘meeting’ staff. PPA can and should where possible be taken at home. *Key stage meetings, staff meetings and other school meetings will take place on zoom, teams or the telephone. Staff can now meet at social distance (2 metres plus) outside or in a well ventilated room if meeting with only 1 or 2 other members of staff. *Meticulous observation around social distancing rules with other adults in school. Must keep 2m apart as standard and follow the track and trace guidelines unless there is a safety or safeguarding risk. *Staff briefings will now also take place using zoom. 	<p>All meetings and briefings will take place virtually.</p> <p>Staff will not come in to contact in a way that puts them at risk according to track and trace criteria.</p>			
<p>Fire Safety</p>	<ul style="list-style-type: none"> *Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. *Ensure all emergency escape routes / doors are fully operational and kept clear. *Reminders to staff and pupils that if the fire alarm is activated that they must still keep 1m+ distancing when at the evacuation point unless it compromises safety to do so. 	<p>Fire drills on cycle as with all H&S procedures – no change to assembly points</p>	<p>HTs and all staff</p>	<p>March 8th 2021 ongoing</p>	



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<p>Risk of infection transmission & number of people impacted by test and trace</p> <p>Access/Egress of school building</p>	<ul style="list-style-type: none"> *Parents will wait in 1m+ spaces within the front carpark area. *To help flow of adults on and off the site the car park doors will be opened to increase space for parents. The entrance will be coned off to stop cars using it. *Parents will drop off between 8.45 and 9.00 allowing for clear movement and no loitering to wait with siblings. The only exception to this is Reception who are following their phased entry to school (between 8.45 and 9.00). *One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. *Where possible, doors can be propped open to reduce the need for touch (fire protection measures must be adhered to). *Cleaning products available for door panels/ handles *Increased cleaning of handles and touch plates. *Children who arrive late will go in through the school front entrance and go direct to class. *Children who are collected late will be taken to the large hall and need to sit in their separate bubbles at least 2 metres apart, whilst parents are contacted. *Contact with parents unless pre arranged and cleared with SLT will be via telephone, zoom or email. When pre arranged social distancing will apply and if within the school building masks will be worn. *Parents will be asked to wear a face covering when anywhere on the school site. 	<p>SLT to welcome parents and children at front school gates.</p> <p>Children to enter/ exit classes via external classroom doors or main entrance (key worker pupils) Staggered pick up times in place.</p> <p>Priority must be given to disabled users and those identified as having health related issues. – N/A</p> <p>Provide relevant guidance to parents on drop off and pick up arrangements.</p> <ul style="list-style-type: none"> *Each team has a cleaning kit for use and alerts office when supplies begin to run low. *Teachers do not come in to contact with parents unless pre arranged. Zoom or telephone calls will also be used in the first instance. Any face to face meetings would need to be agreed by SLT. Zoom or phone only in lockdown. 	<p>HTs/SLT</p> <p>AF to cone front entrance daily</p>	<p>March 8th 2021</p> <p>ongoing</p>	



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Risk of infection transmission & number of people impacted by test and trace First Aid	<ul style="list-style-type: none"> *Each KS phase has an allocated first aid station and equipment. *Children to be encouraged to clean own wounds if superficial. *If significant head injury requiring ice pack, parent to be called. *Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. *Staff or pupils with medical needs have been assessed and relevant consents are in place. This may include separate risk assessment where different provision is needed. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. *Use of PPE (gloves and visors) is needed to administer first aid 	<p>We have 2 newly qualified Paed. 1st aiders.</p> <p>All staff know who their nearest first aider is. And list displayed in staff room.</p> <p>Magpies has been identified as isolation room should a pupil display symptoms of Covid 19 during the school day.</p> <p>Staff risk assessment where applicable are in place and reviewed as needed.</p>	All	March 8th 2021 ongoing	
Risk of infection transmission & number of people impacted by test and trace Waste	<ul style="list-style-type: none"> *Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely *Bins should be emptied daily. 	Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	Cleaning team	March 8th 2021 ongoing	
Risk of infection transmission & number of	*The school will stagger breaks/lunchtimes to minimize interactions between class groups and maintain bubbles – see separate rota.	Breaks and lunch run as per timetable.	SLT	March 8th 2021 ongoing	



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people impacted by test and trace Break/Lunch					
Risk of infection transmission & number of people impacted by test and trace Contractors	<ul style="list-style-type: none"> *All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. *All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. *All contractors and visitors will be asked to use the allocated toilet facilities. 	School check risk assessments are in place and complete regular visual checks of compliance. Headteachers will review what constitutes an emergency on a case by case basis.	DB	March 8th 2021 ongoing	
Property Compliance	<ul style="list-style-type: none"> *The school has ensured that relevant property statutory compliance checks have been completed and records updated. *Daily and weekly checks have been reinstated and pre-opening checklist completed. 	All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. Broken window in eagles Broken taps/ flushers on toilets	DB	March 8th 2021 ongoing	
Risk of infection transmission & number of people impacted by test and trace Hygiene & Cleaning	<ul style="list-style-type: none"> *The school has a suitable supply of soap and access to warm water for washing hands as well as hand sanitizer. *Appropriate controls are in place to ensure the suitable sanitising of pupil’s hands following breaks, before meals and following the use of toilets. *Wash your hands with soap and water often – do this for at least 20 seconds. *Use hand sanitiser gel if soap and water are not available. 	Regular monitoring of cleaning supplies and further orders to be made using suppliers suggested by LA	DB/ AF Class staff	March 8th 2021 ongoing	



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	<ul style="list-style-type: none"> *Staff and Pupils should wash or sanitise their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food. *Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze. *Put used tissues in the bin immediately and wash your hands afterwards. *Frequent cleaning of tables and chairs and equipment *Frequent cleaning of contact points in rooms *Frequent cleaning of toilets 				
When is Personal Protective Equipment necessary	<ul style="list-style-type: none"> *Where close proximity working with a suspected covid case. *Intimate care. *Re-usable PPE should be thoroughly cleaned after use and not shared between staff. *If PPE is running low it should be reported to DB/LT for re-ordering. 	Vomit visors are available for use. Packs of PPE put in Reception classrooms in case of toileting accidents	DB/LT	March 8th 2021 ongoing	
Staffing and pupils					
Risk of infection transmission & number of people impacted by test and trace	<ul style="list-style-type: none"> *Minimise the crossover of staff between different classes/bubbles without compromising the quality of education and/or safety. *When working in a different space, staff must wash hands on entry and exit and socially distance themselves from other adults 	Staffing will be optimal to deliver a full curriculum	CD	March 8th 2021 ongoing	



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when staff work in different classes	*Specialist teachers to be part of timetabling to ensure optimum curriculum provision. See separate risk assessments. All providers have a copy of school risk assessment.				
Risk of infection transmission & number of people impacted by test and trace Lateral flow testing to identify potential asymptomatic covid carrying school staff	*Administration and sharing of lateral flow tests (LFT) for staff to self-administer twice weekly (Sunday and Wednesday). *See separate risk assessment for lateral flow test use and distribution.	*LFT risk assessment has been shared and is followed by all staff in school. *Timely action if a positive result is generated to reduce the risk of greater transmission.	SLT and all staff in school	Ongoing from week beginning 25 th January 2021	
Staff illness that is not covid related	*Only staff that normally work within the year group bubble will be able to work in a different classroom for cover in the absence of a staff member. In an emergency situation an adult from another bubble may cover or supervise a bubble but would do this maintaining 2 metres distance at all times, wearing a mask and mask or visor where possible supervising from the door as a short term temporary measure. *If there is insufficient staff to safely provide cover school will use supply teachers to cover bubbles as a final option if it can keep the bubble open safely. Supply teachers will have the risk	Classes have appropriate cover in the event of staff illness. Parents are informed of any need for significant changes as promptly as possible.	All staff reporting SLT review	March 8th 2021 ongoing	



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	assessment shared with them and the key elements highlighted in a summary document. School will use the LA testing system to test any staff who are unable to sources tests and whose absence will result in bubble closure.				
Behaviour	<p>*Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</p> <p>*School will carry out inductions to inform staff and pupils of the changes.</p> <p>*Encourage staff to cooperate with government plans for contact tracing.</p> <p>*Staff should avoid physical contact with a pupil unless they are likely to harm themselves or others as per normal safeguarding rules.</p>	Revision of behaviour policy to include a Covid addendum SLT to support with specific behavior issues.	All staff	March 8th 2021 ongoing	
Risk of infection transmission & number of people impacted by test and trace School Staffroom	<p>*Arrangements should be made to ensure the staffroom spaces are not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff within key stages.</p> <p>*Staff are encouraged to eat within their bubble at lunchtime or minimize their time spent within the allocated staff room and take a break from school by going for a walk off premises.</p> <p>*Staff will limit time spent in their designated staff rooms (maximum of 15 minutes), ensure they are keeping at least two metres apart and not overcrowd the staff rooms as follows;</p> <p>*3 spaces will be provided for: KS1 staff – staff room – maximum of 6 adults in at any time KS2 staff – PPA room – maximum 5 adults in at anytime and community hall maximum 6 adults at any time. Please note the PPA room and community hall are not available during</p>	<p>All teams have different allocated refreshment areas and have been asked to stagger usage</p> <ul style="list-style-type: none"> Staff rooms numbers are below the numbers stated and are not used for prolonged periods. <p>Staff eat within their bubble to further minimize the risk of transmission of the virus where possible.</p> <p>All staff only eat at school when it is part of their working day.</p>	KK/RP	March 8th 2021 ongoing	



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	<p>lockdown. Staff are asked to use the spare classroom in their bubble, the pod linked to their bubble or the large hall. Lunch breaks are only taken in school by staff who are in school all day or over lunchtime and therefore need a break. All other staff are asked to eat at home to decrease numbers.</p> <p>If the staffroom is ‘full’ according to the above numbers staff should not enter.</p> <p>Office staff – office, staffroom for washing up only.</p> <ul style="list-style-type: none"> • Toilets are labelled for bubble use around the school including a contractor/visitor toilet. <p>*All staff can access the main staffroom to view the daily board and the safeguarding board. Staff will follow the rules for maximum numbers in the room at anytime, not use the space to sit and stay for no longer than 15 minutes unless they are in that bubble. They will maintain social distancing and not enter the space if it is full (6 adults)</p> <p>*All staff to be responsible for washing hands on entry and exit and sanitizing surfaces after use.</p>				
<p>Risk of infection transmission & number of people impacted by test and trace PE</p>	<p>*Children come to school in PE clothes on those days to avoid over crowding in cloakrooms during changing and excess baggage in school</p> <p>*PE is outdoor where possible</p> <p>*Non-contact PE games</p> <p>*For football the following rules apply: foot to ball contact only, no hand to ball (including the goalkeeper), contact based goal celebrations are not allowed.</p>	<p>P.E kit is worn to school on P.E. days. All pupils are able to participate fully in P.E.</p>	<p>All staff Parents Pupils</p>	<p>March 8th 2021 ongoing</p>	



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Outside coaches – Premier -Rockacademy	<ul style="list-style-type: none"> *Minimise the crossover of staff between different classes without compromising the quality of education *When working in a different space, staff must wash hands on entry and exit and socially distance themselves from other adults *Specialist teachers to be part of timetabling to ensure optimum curriculum provision *Premier have separate risk assessments based on activities provided. 	School deliver a high quality and full curriculum	All staff Premier sport team	March 8th 2021 ongoing	
Risk of infection transmission & number of people impacted by test and trace Wrap around care	<ul style="list-style-type: none"> *Breakfast club is re-opening for the Summer term with an initial reduced capacity to monitor implementation of care. *Consistent bubbles of year groups (same as during the school day) of F/T and P/T basis. *Spaces: performance hall (2 spaces) FLASH room (YR) Year 5/6 classroom library space and Y2 classroom *Marked walkway through FLASH for pupils to be brought to meet parents at FLASH door *No waiting lists/ cancellation rebooking *Consistent staff of 7 adults all following school risk assessment criteria re: social distancing. *No use of other after school club permissible eg premier *All children to wash hands at beginning and end of session and before and after snack *Minimise use of play equipment and follow school rotas for fixed equipment (or clean KS1 equipment before and after use). *Frequent and through cleaning of resource *Frequent and through cleaning of toilets 	<p>Each staff member responsible for cleaning and resourcing of own bubble</p> <p>Children will not mix with children from other bubbles</p> <p>Children will not mix with other children from Premier bubble</p>	FLASH team SLT Parents	March 8th 2021 ongoing	



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	*Parents aware that FLASH bubbles may need to close at short notice if adequate staffing for a specific bubble cannot be provided due to illness or isolation.				
Volunteers and Visitors	<p>*No volunteers for Summer term. Review for the Autumn term according to vaccine roll out and infection rates and DfE/LA advice.</p> <p>*Visitors will be allowed on a case by case and needs basis in exceptional circumstances only. Parent meetings will continue to be by phone or zoom unless otherwise agreed. Any visitors must be pre agreed with the Headteachers with a clear understanding of why a phone or zoom meeting is not appropriate. A plan must be in place for organisation of the visit and any interaction with staff and/or pupils.</p>	No volunteers will be used while the new risk assessment is embedded and reviewed.	All staff	Summer term	
Governance					
Governor support	<ul style="list-style-type: none"> • fortnightly critical incident meetings and 2 x FGB to specifically discuss the risk assessment and the local infection/transmission levels • Governors to sign off on the plan. • Governors visits continue remotely (via zoom) with the exception of the safeguarding visit which will happen at social distance to check the SCR. 	Risk assessment reviewed at FGB and shared on school website.	Chair of Govs/ HT	Ongoing	
Teaching and Learning					



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Loss of learning due to prolonged time out of school	<p>Subject leaders for Maths and English have devised planning documents for all staff which will support:</p> <ul style="list-style-type: none"> • Identification of gaps in knowledge using specific diagnostics. • Planning to support gaps and signposts to supportive material • Assessment to take place in the first two weeks of the Summer term. 	Gaps in maths and English will be identified and appropriate teaching will match the needs of the pupils.	English and maths leads All staff	March 8 th 2021 and ongoing	
Full curriculum review	<p>All subject areas have been thoroughly reviewed and progression documents have been created</p> <p>Full curriculum maps have been created for all year groups based around knowledge, vocabulary and skills.</p> <p>Initial return will focus on re-establishing routine and learning behaviours in core subjects and establishing peer relationships through utilization of the outdoor space.</p>	<p>School deliver a high quality and full curriculum</p> <p>Children are able to adapt to the routine of school and access outdoor education.</p>	Subject leaders	March 8 th 2021 for implementation	
Increased mental health issues related to prolonged absence	<ul style="list-style-type: none"> • INSET training previously on mental health issues. • Webinars for staff • On site counselling provision • All staff will have watched the DFE webinar on supporting staff and pupil wellbeing. • School enrolled on LA Mental Health and Relationships Programme – 1day course for PSHE teacher and whole school staff training. Focus: Developing skills for mutual, supportive, reciprocated friendships which support mental health 	<p>Pupils will have opportunities to share worries and concerns in a safe environment</p> <p>Staff feel sufficiently well equipped to deal with mental health issues particularly covid related and alert KS leaders to issues for action in individual or groups of pupils.</p> <p>Staff are able to share concerns of their own with team leaders and/or SLT so support can be planned as needed.</p>	All staff	March 8 th 2021 & ongoing	



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	<ul style="list-style-type: none"> All staff to have watched the 3 module webinar from the Educational Psychologist Team to support staff 				
Parent communication and Safeguarding					
Partial or complete school closure due to covid 19	*Communication with parents regarding possibility of class closures due to staff shortage in event of covid or non-covid related illness. *School comms will be used as the primary source of communication.	Home learning is provided effective immediately from date of class closure. See online teaching and learning policy for the pandemic. Home learning plan has been signed off by the Local Authority.	All staff	March 8th 2021 & ongoing	
Pupil has symptoms of CV19	*Parents are clear that a child must not come to school if they have any of the symptoms: <ul style="list-style-type: none"> Persistent cough Temperature Anosmia (loss of ability to smell) *If a child develops any of the symptoms throughout the school day parents will be asked to make arrangements for child to be picked up as soon as possible and tested - phone 119.	Parents are following guidance and school need to send home due to these symptoms is not significant/impacting on smooth running.	Parents	March 8th 2021 & ongoing	
Attendance	*Codes used in line with DfE updates. *X code for covid related absence and non-statutory school age non-attendance. *Absence reported and followed up on as per normal procedures and policy.	Attendance documents are completed correctly and promptly, including inset days.	All staff	March 8th 2021 & ongoing	



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	*Continue to track non covid related attendance as normal and liaise with EWO as needed.				
Ensure safeguarding standards are maintained	<ul style="list-style-type: none"> *Staff continue use my concern to log any concerns including those in relation to non attendance. *When in lockdown staff track virtual attendance and feedback to SLT who make welfare calls and visits if no response. *Vulnerable children are in school in lockdown where it is deemed appropriate and safe. *Safeguarding updates are shared with staff virtually. 	<p>My concern is monitored and used appropriately. Follow up action is taken as needed.</p> <p>Safeguarding meetings are attended virtually by SLT.</p>	All staff, SLT, DSL	March 8th 2021 & ongoing	
Widening of gap in learning for vulnerable groups	<ul style="list-style-type: none"> *PP/ SEND/CIN/Families with Family worker/Children previously receiving counselling in school *Quality wave 1 diagnostics (see teaching and learning) and teaching *Catch up intervention or support where needed and funding allows. 	Identified children receive the appropriate support to re-engage with learning, this may be support with behavior, learning or mental well being.	Class teachers SLT Parents External agencies where appropriate	March 8th 2021 & ongoing	

Where the document states ‘ongoing’ this measure will be in place until either; the pandemic is declared over and government guidance is lifted and/or risk assessment review changes the practice or policy based on new evidence.

The risk assessment in full, is subject to fortnightly review unless there are events which mean it should be reviewed more promptly.

Adults to wear face coverings at all times whilst on school premises dropping off and collecting

Car park to be closed daily at 8:30 to allow parents to more easily socially distance

No staff through gates in cars between 8:30 – 9



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No bikes/ scooters to be left in school

Entry/Exit points and times						
	YR	Y1	Y2	Y3/Y4	Y5	Y6
Time drop off	8:55 – 9:00	8:50 – 8:55	8:45 – 8:50	8.45 – 8:55	8:50 – 8:55	8:45 – 8:50
Place	KS1 outer gate	KS1 outer gate	KS1 outer gate	Main entry/KS2 gate	KS2 gate	KS2 gate
Staff	SLT plus team	SLT	SLT	SLT	SLT	SLT
Classroom entry point	External classroom doors					
Time pick up	3:00	3:10	3:15	3:15	3:10	3:20
Place	KS1 outer gate	KS1 outer gate	Y2 front grass	Y3 Front grass/ Y4KS2 outergate	Post on KS2 playground	Post on KS2 playground
Classroom exit points	External classroom doors					