

# COVID19: Full Opening Risk Assessment and Action Plan

**SCHOOL NAME:** The Lancaster School

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**Chair of Governors:** Mr Brian Main

**DATE:** 01/09/2020

**Date updated:** 1/11/2020

**Date updated:** 4/1/2021

**Date updated:** 22/2/2021

**Date updated:** 7/3/2021

**Date updated:** 18/4/2021



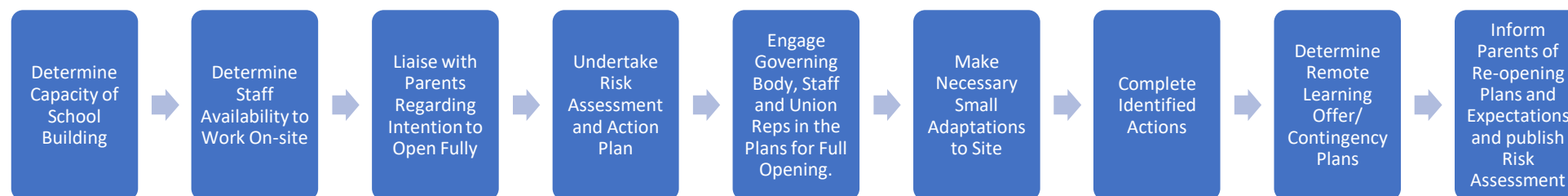
## Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding & Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

## Steps of Full Opening Preparation:



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*\*The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.					
<b>Preparing Buildings and Facilities</b>	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	Care Taker could be unavailable.	H	Source alternative suitably trained person or share staff across the federation	22/05/2020	L
			M	NH & AS to Carry out a formal / recorded full pre-opening premises inspection.	01/09/20	L
			M	Hot and cold water systems have been tested and certify the water system is safe before the buildings are reoccupied.	Summer 2020	L
			M	Boiler systems have been replaced and are fit for purpose.	Summer 2020	L
		<i>Food remaining in freezer.</i>	M	Determine with the school meals service how left over frozen food should be dealt with and action as appropriate.	2/9/2020	L

	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	Office staff desks repositioned. Limit number of staff into the school office. Door to be left open for ventilation. New office areas set up to accommodate staff – middle office is used as admin office	20/07/2020  7/12/2020	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at reception entrance to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors. No parents' carers to be in reception area. Parents given alternative methods to contact the school.  Staff and children to be notified of changes to routes before 19.04.2021.	20/05/2020  19/4/2021	L
	Consideration given to the arrangements for any deliveries.	Potential bottleneck within school entrance. Social distancing unlikely to be maintained.	L	Deliveries to take place and left in entrance area. Limit contact with staff and children.	20/05/2020	L
	Consideration given to staff room at peak times.	Potential cross of adult bubbles during peak times. First thing in the morning and at lunch times.	L	Staggered timetable and another section of the school has been opened as another staff room to limit the bubble bursts.	14/09/2020	L

				Three areas are available for staff lunchtimes.		
	Consideration given to common areas of the school and cross contamination between staff.	Potential cross of adult bubbles during peak times.	L	Staff to wear face coverings in common areas of the school and when teaching a different bubble – e.g. phonics.	2/11/2020	L
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Some evacuation routes could cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.	M	Evacuation procedures are share with all staff and children.	01/09/2020	M
	Consideration given to PEEP – (Personal Emergency Evacuation Plan) buddies are assigned or reassigned according to available persons.  Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Staff needing to work from home are current PEEP buddies and so reassignment necessary.	M	Fire drill to be completed to practice the routes.	01/09/2020	M
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance</a> . Including cleaning measures in place due to the new virus variant.			Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc.	1/9/2020	H

				<p>are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by (Cleaners &amp; Care Taker) and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	4/1/2021	
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Current cleaning schedule potentially inadequate for the current measures.	M	Devise new cleaning schedule and provide more cleaning hours.	4/1/2021	M
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser available at the school entrance and various points across school.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>	20/05/20	M

	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site by 5:00pm time in order for cleaning to be undertaken.		L
	Waste disposal process in place for potentially contaminated waste.		M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours  Waste collections made when the minimum number of persons are on site (i.e. before/after normal opening hours).		M
	Process in place for safe removal and/or disposal of face masks.		L	Separate Waste bin identified and used in these circumstances.	8/3/2021	L
<b>Classrooms</b>	Classrooms have been re/arranged to allow as much space between individuals as practical.	EYFS children find it difficult to comply with social distancing rules.	M	Seating arrangements /zoned areas set up to allow children to face the front, classrooms to be decluttered.	Summer 2020	M
	Classroom entry and exit routes have been determined and appropriate signage in place.	Year 2/Nursery outside areas could prevent social distancing measures.	M	Timings staggered for drop off and picks up and parents asked to leave the school premises as soon as possible.	01/09/2020	M

				More time between collection and drop offs for Year 2/Nursery areas.	8/3/2021	
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Not enough tables for year 2 children.</p> <p>Soft toys, cushions and beanbags in EYFS classrooms not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/awareness for children.</p>	<p>L</p> <p>M</p> <p>L</p>	<p>More tables purchased to allow for safer seating arrangements.</p> <p>Minimal soft furnishings in classrooms. Cleaning rota for these resources in place.</p> <p><b><u>e-Bug posters displayed:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Horrid hands</u></b></li> <li>• <b><u>Super sneezes</u></b></li> <li>• <b><u>Hand hygiene</u></b></li> <li>• <b><u>Respiratory hygiene</u></b></li> <li>• <b><u>Microbe mania</u></b></li> </ul>	<p>20/07/2020</p> <p>1/09/2020</p> <p>17/05/2020</p> <p>Updated 01/09/2020</p> <p>Updated 4/1/2021</p>	<p>L</p> <p>L</p> <p>L</p>
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.			<p>All desks to face forwards.</p> <p>Clear routes around the classroom established.</p>	03/09/2020	L

	Hot food to be served in three classrooms as part of hot school dinners.	Lack of furniture/ resources for food wastage.	M	New food trays/food wastages boxes and bins purchased to accommodate hot school dinners in classrooms.	23/10/2020	M
<b>Staffing</b>	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>• Paediatric First aider (where children under 3yrs)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>	Inadequate First Aider cover.	H	<p>Qualified first aiders in place to cover the school.</p> <p>All staff have basic first aid and 5 members of staff have paediatric first aid.</p>	1/06/20	L
	Approach to staff absence reporting and recording in place. All staff aware.	COVID-19 symptomatic	H	<p>Clear procedures in place.</p> <p>Follow government's track and trace.</p>	01/08/2020	M
	COVID Staff Testing	<p>Staff in school COVID testing</p> <p>Prevention of COVID-19</p>	H	<p>Separate risk assessment completed for staff COVID testing.</p> <p>Staff to wear face coverings when in communal areas and</p>	<p>25/01/2021</p> <p>8/3/2021</p>	M

				when meeting parents outside.		
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.			No members of staff were shielding.		
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Staff sickness	L	HLTAs in school to cover where necessary.  HT available to cover where necessary.	01/09/2020	L
	Approaches for meetings and staff training in place.	Increased contact from mixing bubbles throughout the school at Staff PDMs.	M	Some PDMs to take place via Microsoft Teams and use the hall to allow social distancing measures to be maintained.	04/12/2021	M
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	Headteacher contracts COVID-19	M	Clear leadership triage in place.  Procedures put in place when a member of SLT has to Self-Isolate	01/09/2020	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.	-Staff shortage across the federation due to COVID-19.	M	Various members of staff available to be deployed to support the relevant school.	01/09/2020	M

	If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.					
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	Staff struggling with mental health.		<p>Staff are aware of available support and advice for schools and pupils available from LCC, SAS including the Educational Psychology service</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	4/1/2021	
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>	Lack of home COVID testing kits	M	<p>All staff clear of the procedure needed to access COVID-19 testing.</p> <p>COVID coordinator to stock check and order new COVID tests when necessary.</p>	21/01/2021	M
	The approach for inducting new starters has been reviewed and updated in line with current situation.	<p>One new teacher and one SCITT trainee</p> <p>Two SCITTs in school during Term 3.</p> <p>One SCITT trainee in school Term 4.</p>	L	<p>Induction clear and procedures in place to support new staff.</p> <p>Procedures in place and informed on training days.</p>	<p>01/09/2020</p> <p>4/1/2021</p>	L

	Return to school procedures are clear for all staff.		L	Clear procedures in place. All staff updated again during training days. Regular Covid meetings have taken place to update staff on guidance and risk assessment.	01/09/2020  8/3/2021	L
	Clinically Vulnerable Staff due to Lockdown Procedures	Currently no Clinically vulnerable members of staff in the school work place.	L	Regular reminder of social distancing/hand hygiene. Advice to be taken from their doctors. Mask offered to relevant members of staff. Staff to remain in bubble.	31/10/2020	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Gardening, water/electricity contractors complete safety checks of school.  Building Contractors in School	M	Check with the contractor any requirements their employer has specified before visit. Share school protocols.  Contractors to share their COVID risk assessments with school prior to their visit. Contractors will not be allowed into school unless directed by the Headteacher. Contractors to be escorted around school by staff member.	17/05/2020  22/2/2021	M  M

	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Sports coaches, music teacher entering the school building.	M	<p>Visitors to complete short survey on their health. Visitors to leave their phone number/email address for track and trace. Visitors to wear masks. Social distancing is essential. Lockdown restrictions enabled. Only essential staff to be in school.</p> <p>Peripetic teachers are allowed in school as per DFE instructions and are to follow school procedures. LFT testing available.</p>	<p>01/09/2020</p> <p>8/01/2021</p> <p>8/03/2021</p>	M
	Arrangements in place for external visitors such as social workers, NHS medical staff and essential visitors to support the development needs of the school.	Social workers, NHS staff, visitors to support the development needs of the school. (e.g. governors, SLE, LLE)	M	<p>Visitors to complete short survey on their health. Visitors to leave their phone number/email address for track and trace. Visitors to wear masks and use hand sanitiser. Social distancing procedures in place. Visitors to be escorted around school by school staff. LFT testing available from school if necessary.</p>	01/09/2020	

<b>Group Sizes</b>	All children are included in distinct groups/ 'bubbles' that do not mix.	Toilet block shared by both classes.	M	Bubble set at the size of Keystage groups. Each class to have designated toilets.	01/08/20	L
	Staff to remain in bubble sizes.	All staff have the continued message of remaining in their bubbles and no mixing between bubbles.	M	Staff aware of bubbles and to remain in those bubbles.	01/08/2020	M
	Lockdown: Keyworker and vulnerable groups.	1 class per year group for Keyworker/Vulnerable children. Supported by teacher and HLTA.	M	Lockdown bubbles set to max 16 per class before adding another class.	8/01/2021	M
	Hygiene and social distancing in relation to the new variant of COVID- 19.	Hand hygiene and social distancing.	H	All children and staff have regular reminders of good hand hygiene and importance of social distancing.  Emphasis on hand hygiene and clear routines in place to support these measures.	04/01/2021	H
<b>Social Distancing</b>	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> </ul>		L	Organise the school into zones per bubble, to reduce movement and interaction between	03/09/2020	L

	<ul style="list-style-type: none"> <li>Staggered or limited amounts of moving around the school.</li> <li>Classroom design</li> <li>Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>Toilet arrangements</li> </ul> <p>Lockdown Procedures:</p> <ul style="list-style-type: none"> <li>Staggered drop off and pick up times.</li> <li>Keyworker/vulnerable bubbles to remain in their year group areas.</li> <li>Staggered break and lunch times per yeargroup/vulnerable bubble.</li> </ul>	Keyworker/vulnerable children could possibly mix.		<p>bubbles in communal spaces.</p> <p>Clear timetable in place for each year group.</p> <p>Clear social distancing measures in place.</p>	8/01/2021	L
<b>Social Distancing</b>	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Pupils parents/carers congregating outside school gates and near classroom doors.	M	<p>On arrival, children move straight to their zones area and wait with parents/carers until it is time to go into school. School will open 8:45am and parents/carers asked to arrive at their allocated time.</p> <p>Parents challenged regarding no face</p>	<p>03/09/2020</p> <p>4/1/2021</p> <p>8/3/2021</p>	L

				covering or congregating in groups around school.		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Unable to get in contact with parent/carer.	M	<p>COVID- 19 response initiated.</p> <p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	01/06/2020	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	L	Assemblies are within year group bubbles and via Microsoft Teams where possible.	03/09/2020	L
	Social distancing plans communicated with parents, including approach to breaches.	Parents do not always follow social distancing measures when on school grounds.		<p>Parentmails sent out to parents/carers to ensure they are aware of the measures in place when they drop off and pick up their child.</p> <p>Communication through Parentmail/newsletters at regular intervals.</p>	<p>01/09/2020</p> <p>04/01/2021</p>	M
	Arrangements in place for the use of the playground, including equipment.	Resources for outdoor play revised.	L	Each bubble to have their own outdoor equipment.	<p>03/09/2020</p> <p>8/3/2021</p>	L

				Trim Trail to be cleaned and sanitised by MSAs – Only Reception Bubble to use trim trail.		
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Children could mix between year groups.	L	Staggered break and lunchtimes. Each year group to have a specific timetable.	03/09/2020	L
	Consideration for Start and end of school drop off and pick up times for parents.	Risk of children/staff/parents to contract COVID-19 during these times.	L	Staggered times for different bubbles, all staff and parents to wear facemasks during these times.	25/09/2020	L
	Hand Hygiene in light of the new COVID-19 variant.	Children not washing hands regularly	H	Daily reminders of hand hygiene. Hand hygiene routines to be in place	04/01/2021	H
<b>Catering</b>	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	2 form entry school, children could mix between year groups.	L	Staggered break and lunchtimes. Each year group to have a specific timetable.	03/09/2020	L
	Hot school dinners to resume in term 2.	Cross contamination of potential COVID-19 between staff/children/parents.	L	Serving to take place by one member of staff in hall. <ul style="list-style-type: none"> <li>Aeroplane food trays purchased and to be preserved before given to children.</li> <li>Staff have specific bubble groups.</li> </ul>	23/10/2020	L

				<ul style="list-style-type: none"> <li>• Children to eat hot school dinners in their classroom.</li> <li>• Waste bins and collection of utensil resources purchased.</li> <li>• Correct antibacterial solution purchased for wastage boxes.</li> </ul> <p>All SLT and MSA's have completed Food Hygiene Course.</p>		
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Lack of PPE.	M	Adequate sources of PPE when needed.	01/06/2020	L
<b>Remote Education Contingency Plan</b>	All students have access to technology and remote learning offer is available as a contingency when needed.	Bubble needs to self-isolate because of a positive case of COVID19.	M	Remote learning contingency available and ready when needed.	01/09/2020	L
	Lack of technology for children to access learning.	Children isolating have no access to remote learning.	M	School have not been allocated any additional remote learning devices. School will provide books and paper-based work for these children.	23/10/2020	L
	Unexpected announcements from government.	Plans and contingencies not in place.	M	Three option contingency plan in	08/03/2021	M

				place and all staff aware of the measures		
<b>Safeguarding</b>	Consideration given to any CP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CP previously deemed to be safer at home and family are anxious about returning to school.	M	Review the CP's risk assessment to identify any support or arrangements needed for their return to school.	01/09/2020	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	New staff starting at the school.	L	All Staff refresher training session on processes and procedures and the revised wellbeing material. Staff updated safeguarding training focusing on current trends.	01/09/2020  8/3/2021	L
	Updated Child Protection Policy in place.			Reviewed & Adopted most recent Child Protection Policy	01/09/2020	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	CIN/TAC Meetings.	L	Where possible these meetings to take place virtually.	01/06/2020	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Child portraying extreme behaviours.	M	Review individual consistent management plans to ensure they include protective measures.	02/06/2020 4/1/2021	L

				Positive Behaviour Management policy updated.		
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.	Children with displaying extreme behaviours	M	Behaviour policy updated.  Individual risk assessments completed and clear communication with parents/carers.  Behaviour policy clearly indicates that any child in breach of COVID-19 measures could potentially receive a fixed/permanent exclusion.	01/06/2020	L
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> <li>• PE – including no contact sport</li> <li>• Practical science lessons</li> <li>• DT</li> </ul>	Year groups and cross contamination on equipment.	L	<p>Clear timetable in place to support each year group.</p> <p>Equipment equally resourced for every Year Group.</p>	01/09/2020	L

	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that has been done</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DFE 'catch-up' funding and programmes</li> </ul>	Children have not accessed learning since December 2020.	H	<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>SLT will closely monitor support/catch up groups.</p> <p>Intervention room created to support children with EHCP targets.</p> <p>Direct work with SENDCO to support SEND children. Federation involved with the LENS project.</p>	Ongoing	M
	Student behaviour policy reviewed and reflects the current circumstances.	Children displaying anxiety.	L	<p>Access to a range of therapies. Behaviour policy updated.</p> <p>Art Therapist still to conduct work in school and follow staff COVID testing regime</p>	<p>01/06/2020</p> <p>8/01/2021</p>	L
<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Children not attending due to anxiety or adults self-isolating.	M	<p>Attendance officer to work with families. Remote learning provided.</p>	08/03/2020	L

				Reduced timetable implemented.		
	Approach to support for parents where rates of persistent absence were high before closure.	Holiday during term time and persistent absence.	M	Attendance policy and criteria clearly defined to parents/carers. Follow attendance measures.	03/09/2020	L
	Attendance during lockdown.	Non remote learning attendance & vulnerable children.	M	Daily attendance taken and daily attendance assessment by DSLs. Home visits conducted if DSLs have concerns.	08/01/2021	M
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.					
	Governors are clear on their role in the planning and full opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.	New governor.	L	Induction to be given and clear role given to new governor.  Appoint chair and vice as well as teams. Learning walks in place to support staff.	14/09/2020	L
	Governors prepared for start of school year (clerking, etc).	Initial Governors meetings and ratifying of policies.	M	Governors meetings to be completed virtually via Zoom.	20/07/2020	L
	Governor face to face visits.	Face to face visits to monitor school.	M	Governors visiting to be supplied with LFT test and report via same system as staff. Face coverings to be worn at all times.	31/03/2021	L

				No at risk governors on site.		
<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	One trip for each year group.	M	No school trips to be organised before June 2021.  As per government advice on 12.04.2021, day trips can take place as long risk assessment is in place.	01/09/2020 8/3/2021  18/04/2021	L  M
<b>Before and after school clubs</b>	Approach in place for before/after school clubs implements the necessary protective measures.  Lockdown circumstances	Mixed children within Buttons Club.	L	Children to be located with siblings and kept to their bubbles where possible.  Before & After School club not operational during lockdown.	07/09/2020 8/3/2021  8/01/2021	L

### Suspected or Confirmed COVID-19 Case at school.

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Member of staff to get tested</li> <li>- Inform parents/carers to get child tested.</li> </ul>	HT	
Confirmed case in school	<ul style="list-style-type: none"> <li>- Contact relevant agencies e.g. LA / Public Health England</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents (Parent Mail) – general information about sickness etc. and the key next steps e.g. closure of a bubble.</li> </ul>	HT, SBMs; Site	
Suspected case in a family	<ul style="list-style-type: none"> <li>- Parents to ensure child washes hands before leaving the house.</li> <li>- Child to wash hands immediately after coming into school</li> <li>- Increase monitoring of pupils</li> <li>- Inform parents/carers to get child tested.</li> </ul>	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> <li>- Children in the family to remain at home for a fixed period of time</li> <li>- Deep clean of the classroom and school</li> </ul>	Families  SBMs  Site	
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / SLT Cover</li> <li>- Where too many – partial closure for certain year groups/merging of two classes/ or part time / AM / PM classes</li> </ul>	HT	
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most needy children / classes with remaining staff</li> </ul>	HT	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat</li> <li>- Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>	SENCO Team; FSW	
Staff with health issues (e.g. Heart/breathing)	<ul style="list-style-type: none"> <li>- Ask them to contact their consultants to seek advice on their condition</li> <li>- Consider working from home</li> </ul>	HT  Staff	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice; discuss with HOS</li> <li>- Inform staff member to get tested.</li> </ul>	HT	
Pregnant staff	<ul style="list-style-type: none"> <li>- Ask them to contact their midwife to seek advice;</li> <li>- Consider working from home</li> </ul>	HT	

Kitchen shut down	- Parents to provide packed lunches	HT; Families	
Site team shortage	- Discuss with cleaning contractor cover arrangements in good time	SBMs	
Leadership shortage	- Access via phone	SLT; Staff	
Admin shortage	<ul style="list-style-type: none"> <li>- Cover with TAs / SLT</li> <li>- Inform parents not to phone unless emergency</li> <li>- Use of answerphone and regular monitoring of messages</li> </ul>	SBMs, HT	
Long period shut down	<ul style="list-style-type: none"> <li>- Continue learning activities through website and Parent Mail, Twitter</li> <li>- KS1- work to be sent home</li> <li>- Microsoft Teams to be used for learning where appropriate</li> </ul>	SLT; Staff	Staff to take in turns to tweet daily activities for children to do at home

# The Lancaster School - Preventing and Managing Sickness

## Information for staff - Lincolnshire is currently in National Restrictions

All users of the building are asked to follow the following guidance:

### Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell
- ✓ If you are displaying COVID-19 symptoms, please remain at home and organise a test.
- ✓ Please try to limit contact with adults within the school and be aware of numbers of adults in common areas.



### Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ do not enter the school if you are displaying COVID-19 symptoms

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

# The Lancaster School - Preventing and Managing Sickness

## Information for staff, visitors

### and building users - Lincolnshire is currently in National Restrictions

We are currently operating increased precautions in place to ensure the effective prevention of the spread of COVID-19.

All users of the building are asked to follow the following guidance:

#### Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ Have your temperature taken before entering the school building
- ✓ Use hand sanitiser gel in the reception area before entering school
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell
- ✓ Please can visitors leave their phone number and email address due to track and trace.



#### Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.