

	RISK	WHO IS AT RISK?	CONTROLS	LEVEL OF RISK	ACTIONED BY
	<p>Contact with individuals who have COVID-19 symptoms or live with someone who does</p>	<p>staff, pupils, parents, visitors & contractors</p>	<ul style="list-style-type: none"> • The school will fully engage with NHS Test and Trace process and ensure that relevant staff (CP Officer, Welfare Officer and Community Liaison Officer) understand it and know how to contact our local Public Health England health protection team • Anyone with coronavirus (COVID-19) symptoms or who has tested positive in the previous 10 days will not be permitted into school. • Anyone coming onto the site displaying COVID-19 symptoms, will be sent home. • Anyone who becomes unwell in school with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ • Parents/staff will be advised to arrange a COVID-19 test online through the NHS website as soon as they arrive home, with the aim of tests being carried out within 3 days, during which time it will be most effective. Tests can also be ordered by telephone via NHS 119 for those without access to the internet. • Tests must be taken within 5 days of symptoms first being shown and the school will remain in daily contact with the symptomatic individual’s home to ensure that the test has been arranged/taken and for confirmation of the results. This will be undertaken by the CP Officer and welfare team, and stored securely in line with GDPR. • Individuals must self-isolate for 10 days from the date when their symptoms were first displayed and will not be permitted to return to school within that period, unless their test results are negative. • If they still have a high temperature after 10 days, they will be asked to keep self-isolating until their temperature returns to normal. • Other members of the individual’s household (including siblings who may also attend the school) must self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. • If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.. They will not be permitted onto the school premises, unless their family member’s test results are negative or the period of isolation has finished. • If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms. • If tests have not been taken by the 6th day, there is no point taking a test at all and it will be assumed that the individual has been infected with COVID-19 and they will be required to continue to self-isolate for the full 10 days and their household members for the full 10 days. 	<p>HIGH</p>	<p>staff, pupils, parents, visitors & contractors</p>

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			<ul style="list-style-type: none"> ● If the symptomatic person subsequently tests positive, we will seek advice from the DfE/PHE helpline. The health protection team will provide definitive advice on who must be sent home. The other household members of that wider class or group do not need to self-isolate unless the child/young person or staff member they live with in that group subsequently develops symptoms. ● If a child/young person or staff member tests negative, their symptoms are still indicative of another illness, e.g. cold or flu, and should not return to school until they are well. Fellow household members can end their self-isolation. ● As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. ● If advised, it may be necessary for the whole class, year group or school to self-isolate at home as a precautionary measure. ● If a child is awaiting collection after displaying symptoms, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate ventilation, and adult supervision if required (CP Officer and welfare team). The room will have a vision panel and a clear line of site to ensure child safeguarding. This room will be the meeting room at the front of the school, chosen for its ease of access and visibility. ● If it is not possible to isolate them, they will be moved 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 will use a separate bathroom (visitors’ bathroom) if possible. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in this risk assessment. ● The member of staff caring for the child while they await collection, will wear appropriate PPE: <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) ○ PPE must be disposed of safely and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings ● Relevant training will be sourced in the use of PPE (COVID-19: Donning and doffing of Personal Protective Equipment in Health and Social Care Settings) ● Once they have vacated the premises, the area around the person with symptoms must be cleaned with normal household bleach following the COVID-19: cleaning of non-healthcare settings guidance to reduce the risk of passing the infection on to other people. ● In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk. ● If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless <ul style="list-style-type: none"> ○ the symptomatic person subsequently tests positive 		
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			<ul style="list-style-type: none"> ○ they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) ○ they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) ○ they have tested positive from an LFD test as part of a community or worker programme ● Staff must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ● Once on site, staff will remain on site for the day. ● Staff on site have been invited to take part in the Lateral Flow Device testing to identify asymptomatic cases. ● Guidance has been provided to all staff regarding LFT testing procedures. ● Any positive results or void results will be actioned as per instructions. 		
	<p>Contact with individuals who have COVID-19 symptoms or live with someone who does - bubble closure</p>	<p>staff, pupils, parents,</p>	<ul style="list-style-type: none"> ● If a symptomatic pupil/staff member tests positive, or if an asymptomatic staff member is identified as positive through a LFD test, we will seek advice from the DfE/PHE helpline. The health protection team will provide definitive advice on who must be sent home. The other household members of that wider class or group do not need to self-isolate unless the child/young person or staff member they live with in that group subsequently develops symptoms. ● Any contacts identified will need to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. ● In our setting, Close contact means: <ul style="list-style-type: none"> ○ anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) ○ anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ■ face-to-face contact including being coughed on or having a face-to face conversation within 1 metre ■ been within 1 metre for 1 minute or longer without face-to-face contact ■ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ■ travelled in the same vehicle ● Where a child who is self-isolating is vulnerable, we will notify their social worker (if they have one), ensure regular contact and encourage engagement with remote learning. ● If someone in a bubble that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: <ul style="list-style-type: none"> ● if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. ● if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the 		

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			<p>next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <ul style="list-style-type: none"> • 		
	<p>Contact between individuals and groups/ bubbles</p>	<p>staff, pupils, parents, visitors & contractors</p>	<ul style="list-style-type: none"> • Staff to maintain distance from pupils and other staff as much as possible to reduce risk. • Masks (face coverings) should be worn in all communal areas and corridors from 01/03/21 (unless exempt). Face visors or shields should not be worn as an alternative to face coverings. • Safe wearing of face coverings requires the: <ul style="list-style-type: none"> o cleaning of hands before and after touching – including to remove or put them on o safe storage of them in individual, sealable plastic bags between use o Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. o Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day. • <u>In Key Worker/Vulnerable (KWV) provision</u>, the number of children per classroom is limited to 12. Numbers in bubbles may exceed this but in this case further spaces will be used. Further spaces within a bubble may also be used to allow greater distancing at any point. • Where KWV provision is in place and all staff are on site, KWV bubbles must remain separate from other staff and other staff should avoid going into these bubbles. • Children and staff (including SMSAs) will be in consistent groups ('bubbles'). These will take the form of year group bubbles with staff within a year group able to move between classes if necessary. Children will remain in their classes where possible. Year group bubbles enable us to continue to offer full curriculum provision including deployment of staff across a year group for support and interventions. It also facilitates managing the practical logistics within and around school. • Where staff need to move between bubbles, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. The number of interactions or changes will be minimised wherever possible. • This arrangement will be kept under review and staff may resume working across year groups when this is deemed appropriate (guidance: In order to facilitate the delivery of the school timetable, teachers and support staff will be able to operate across different classes and year groups) • Bubbles will be kept apart from other groups as far as is possible. • EYFS/KS1 – It is recognised that the youngest children, cannot socially distance from staff or from each other and therefore the school will place emphasis on maintaining consistent bubbles, over distancing, as a protective measure for these groups. • KS2 - Older children should be encouraged to maintain distance within their group and not touch staff and their peers where possible. • Pupils' adherence to the COVID-19 safety measures will be taken seriously and will be closely monitored. Failure to comply will be dealt with through the school's revised Behaviour Policy <p>Measures within the classroom</p>	<p>HIGH</p>	<p>staff, pupils, parents, visitors & contractors</p>

			<ul style="list-style-type: none"> ● Staff will aim to maintain a 2-metre distance from their pupils, staying at the front of the class, and away from their colleagues where possible. ● This will be difficult for adults working with young children, but all adults have been asked to do so whenever possible. ● Staff have been instructed to avoid close face to face contact and minimise time spent within 1 metre of anyone. This could involve working side by side with a child, or reviewing work over their shoulder. ● It will not be possible to maintain distancing when working with many pupils who have complex needs or who need close contact care. Staff will continue to provide the educational and care support to these children as normal. ● Children that are old enough and have the necessary comprehension, will be supported to maintain distance and not touch staff and their peers where possible. ● Where possible, classroom seating has been rearranged so that pupils sit side by side and facing forwards, rather than face to face or side on. This is not possible in EYFS or Y1. ● Pupils may require direct physical intervention from staff, due to young age. This should be managed as carefully as possible using available best practice guidance. Risk assessments will be carried out for children with EHC plans <p>Further Measures Throughout the School</p> <ul style="list-style-type: none"> ● Facilities will be provided in bubbles so that multiple bubbles do not need to use shared staff spaces. ● The school will avoid large gatherings such as assemblies or collective worship with more than one group/bubble. ● Movement around the school site will be kept to a minimum by keeping children in one consistent classroom whenever possible ● Break times and lunch times will be staggered leaving time for the cleaning of surfaces in the dining hall between groups. ● As far as reasonably practicable, the same teacher(s) and support staff will be assigned to each bubble and these will stay the same during the day and on subsequent days. ● Pupils/students will sit at the same desk each day if attending on consecutive days. ● Shared staff spaces have been set up to help ensure staff to distance from each other. Use of the staff room will be minimised, whilst still allowing staff to have a break of a reasonable length during the day. There is signage to indicate occupation of areas. Shared equipment (microwaves, fridges, keyboards, photocopiers) must be cleaned before use. Face coverings may be worn by staff in staff areas. ● Staff must not share cups, crockery, cutlery and food. Individually wrapped items may be shared on a ‘touch it, take it’ basis. ● Staff must follow social distancing guidance in offices/staff rooms etc and should not use offices / rooms where distancing cannot be maintained. ● Cleaning equipment will be provided in each classroom that can be used by staff. ● Staff must not gather in any room or area; the staff room may be used as above. ● Any queries for welfare or the office should be made by phone wherever possible. ● Drop-off and collection times will be staggered to prevent overcrowding of public areas. 		
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			<ul style="list-style-type: none"> ● stay for a limited amount of time (ideally not more than an hour) ● avoid close contact with other children ● are aware of the system of controls, how this impacts them, and their responsibilities in supporting it when visiting a setting with their child ● complete a visitor record form in order to support NHS Test and Trace <p>External professionals Where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child’s EHC plan, we will assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should:</p> <ul style="list-style-type: none"> ● follow guidance relevant to the setting ● keep the number of attendances to a minimum ● wash hands frequently ● where possible to do so, maintain social distancing ● wear a mask in all communal areas and corridors from 01/03/21 (unless exempt) ● be informed about the system of controls in settings ● complete a visitor record form in order to support NHS Test and Trace <p>Meetings</p> <ul style="list-style-type: none"> ● Wherever possible, all meetings to be conducted by telephone, video conferencing etc. ● Essential other meetings to be conducted with social distancing and hygiene in place. 		
	<p>Personal hygiene and handwashing regimes</p>	<p>staff, pupils, parents, visitors & contractors</p>	<ul style="list-style-type: none"> ● Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels. ● As a minimum, pupils and adults will be expected to clean their hands when they arrive at school, when returning from breaks, when changing rooms, before and after eating, after toileting and after sneezing or coughing. ● Help is provided to children and young people who have trouble cleaning their hands independently, e.g. very young children or those with complex needs, especially where hand sanitiser is used, to prevent hazards such as ingestion. ● Pupils who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also need more opportunities to wash their hands. ● Pupils with complex needs will be assisted as above to clean their hands properly. ● Sinks are available in almost every classroom to facilitate handwashing and allow safe controlled use, without overcrowding. Year 1 will use the relevant toilets for handwashing. ● Education around cleanliness will follow government suggestions with use of e-Bug resources to support teaching children about hygiene measures 	<p>HIGH</p>	<p>staff, pupils, parents, visitors & contractors</p>

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			<ul style="list-style-type: none"> • Proper handwashing technique is prominently displayed at all stations, discussed and understood as directed by NHS guidance. • Catch it, bin it, kill it signage will be displayed, discussed and understood in each class. Staff and children will use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. • Hand sanitiser is available at Inventory points. 		
	<p>Spread of coronavirus through Surface contamination</p>	<p>staff, pupils, parents, visitors & contractors</p>	<ul style="list-style-type: none"> • As part of an enhanced cleaning regime, surfaces that children/young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal. • As well as having an enhanced cleaning schedule delivered by the school’s cleaning staff, the school will adopt a ‘clean as you go’ policy, in which surfaces such as table tops and resources are cleaned immediately before and after use. This is the most effective way of controlling the risk and all staff will be required to be part of this process. • Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day and any shared equipment such as keyboards and photocopier. • Spray bottles of disinfectant will be clearly labelled with their contents and stored appropriately. <p>Equipment</p> <ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, pupils and adults will have their own items and they will not be shared. • Classroom based resources, such as books and games will only be used and shared within bubbles and will be cleaned regularly as with other surfaces. • Pupils and teachers will be allowed to take books and other shared resources home, but unnecessary sharing will be avoided, especially where this does not contribute to education and development of pupils. As with all other shared equipment and resources, these items will be cleaned in between use by different people. • No water fountains will be in use. • Children will be required to bring in a water bottle which they may refill from the tap. • Children will be required to wear their PE kit on their PE days. • Pupils will be limited on the amount of equipment they bring into school each day to essentials: lunch boxes, hats, coats, books. • Resources that are shared between classes or bubbles, such as sports, art, science and ICT equipment will be cleaned frequently (at least between bubbles) and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. The use of such equipment will be minimised. • Outdoor play equipment will be allocated to year group bubbles and will be regularly cleaned. This would also apply to resources used inside and outside by wraparound care providers. • Climbing frames will be used by one bubble per week. 	<p>HIGH</p>	<p>staff, pupils, parents, visitors & contractors</p>

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<p>General Hygiene standards within the building and grounds.</p>	<p>staff, pupils, parents, visitors & contractors</p>	<p>For general cleaning where there has been no suspected or confirmed cases of COVID-19, the following cleaning principles will be applied:</p> <p>Cleaning and Disinfection</p> <ul style="list-style-type: none"> • An increased frequency of cleaning will be carried out using the school’s standard detergent and disinfectant products. Frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected throughout the day as appropriate. • Toilets will need to be cleaned regularly (and additionally at lunchtimes) and pupils must be encouraged to clean their hands thoroughly after using the toilet. Year group bubbles will have allocated toilets to use, with sharing of facilities at playtimes and lunchtimes. • Specific attention to all surfaces but especially those that are frequently touched, such as door handles, light switches, stair rails, work surfaces, remote controls and electronic devices. • When cleaning, specific attention will be paid to bathrooms and kitchens. • Cleaning staff will only be required to wear the PPE that they would normally use for cleaning <p>Kitchens and communal canteens</p> <ul style="list-style-type: none"> • It is considered unlikely that COVID-19 is transmitted by food, but catering staff will be expected to follow the same good hygiene practice and wash their hands regularly with soap and water for at least 20 seconds before handling food. • Crockery and eating utensils are not shared and are cleaned in between use in an industrial dishwasher or sterilising sink, guaranteeing sterilisation through temperatures in excess of 70 degrees centigrade. • The school’s catering contractors will continue to follow the Food Standard Agency’s (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative practices (Pre-requisite Programs (PRPs)) and the school will regularly monitor their performance. • Lunch tables will be cleaned with detergent and disinfectant before each staggered lunch group. <p>Waste</p> <ul style="list-style-type: none"> • Routine waste does not need to be segregated or stored for a period of time unless an individual in the setting shows symptoms of or tests positive for COVID-19 and will be disposed straight away and in the normal way 	<p>HIGH</p>	<p>Facilities manager Cleaning staff</p>
<p>Standards of cleaning after an individual with symptoms of, or confirmed COVID-19, has left the setting or area</p>	<p>staff, pupils, parents, visitors & contractors</p>	<p>If someone with symptoms of, or confirmed (COVID-19) has been in the school, the following cleaning principles will be applied, as soon as they have vacated the area:</p> <p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> • As a minimum standard, cleaners will wear disposable gloves and an apron. 	<p>HIGH</p>	<p>Facilities manager Cleaning staff</p>

			<ul style="list-style-type: none"> ● If a higher level of virus is likely to be present (e.g. where surfaces have been visibly contaminated with body fluids) then additional PPE to protect the cleaner’s eyes, mouth and nose may be necessary. The school will contact the local Public Health England (PHE) Health Protection Team to advise on this. <p>Cleaning and disinfection</p> <ul style="list-style-type: none"> ● Areas where a symptomatic person has only passed through and spent minimal time and which are not visibly contaminated with body fluid, such as corridors, will be cleaned thoroughly as normal. ● All surfaces that the person has made contact with, will be cleaned and disinfected, including all potentially contaminated and frequently touched areas, such as bathrooms, door handles, telephones, grab rails and stairwells. ● Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following the principle of ‘one site, one wipe, in one direction’. ● The following cleaning and disinfectant solutions will be used: <ul style="list-style-type: none"> ○ a combined detergent and bleach disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) ○ or ○ a household detergent followed by bleach disinfection (1000 ppm av.cl.). ○ or ○ if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses ● Cleaning products will not be mixed together as this can create toxic fumes. ● The manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants will be strictly adhered to ● Cleaners will avoid creating splashes and spray when cleaning. ● When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used. ● Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. ● After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below. <p>Laundry</p> <ul style="list-style-type: none"> ● Items will be washed in accordance with the manufacturer’s instructions. ● The warmest water setting will be used, and items will be allowed to dry completely. ● Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. ● To minimise the possibility of dispersing virus through the air, dirty laundry will be handled gently and not shaken prior to washing. 		
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			<ul style="list-style-type: none"> Any items that are heavily contaminated with body fluids and cannot safely be cleaned by washing should be disposed of, following the methods outlined below. Anything used for transporting laundry with be cleaned and disinfected following the methodology described above. <p>Waste</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) will be:</p> <ul style="list-style-type: none"> put in a plastic rubbish bag and tied when full. placed in a second bin bag and tied. put in a suitable and secure place and marked for storage until the individual’s test results are known. <ul style="list-style-type: none"> Waste will be stored safely and kept away from children. It will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, waste will be put in with the normal waste If the individual tests positive for COVID-19, the waste will be stored for at least 72 hours and then put in with the normal waste If an emergency occurs, in which waste needs to be removed before 72 hours has elapsed, it will be treated as Category B infectious waste and will be kept separate from other waste and collection will be arranged by a specialist hazardous waste contractor. 		
	<p>Respiratory hygiene and air quality.</p>	<p>staff, pupils, parents, visitors & contractors</p>	<ul style="list-style-type: none"> Children and adults are encouraged not to touch their mouth, eyes and nose Children and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the ‘catch it, bin it, kill it’ approach. Sufficient tissues and bins are available to support pupils and staff to follow this routine. Bins are emptied and appropriately cleaned at regular intervals throughout the day. Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin. Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. If children/young people or staff have cold symptoms, they will be asked to remain at home, because even though typical cold symptoms such as a runny nose and sneezing are not symptoms of Coronavirus, the spread of other illnesses will lower the immune system and make people more susceptible to catching coronavirus. If someone has coronavirus and a common cold at the same time it will make it much easier for them to spread the virus. Proper ventilation and regular air changes are an essential element in the prevention of the spread of the virus in enclosed environments. The school will ensure that mechanical ventilation systems are maintained and running effectively, with recirculated air turned off. 	<p>HIGH</p>	<p>staff, pupils, parents, visitors & contractors</p>

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			<ul style="list-style-type: none"> Where mechanical ventilation systems are not working or not fitted, natural ventilation will be used (e.g. opening windows and propping open doors to classrooms from corridors and directly to the outside where possible in ground floor classrooms, weather permitting. Site security protocols will be amended as necessary to allow external doors to be kept open if necessary and fire procedures will be amended to make it the responsibility of staff to close doors behind them and prevent the spread of fire in the event of an emergency evacuation Fans will not be used within the school to provide cooling, because they may disrupt the effectiveness of mechanical ventilation and because they blow horizontally across the room and across peoples faces, potentially aiding in the distribution of infected respiratory droplet over a greater distance. 		
	Travelling to and from work/school on public transport	staff, pupils, parents, visitors & contractors	<ul style="list-style-type: none"> Parents and children/young people have been encouraged to walk or cycle to their education setting where possible Staff have been encouraged to avoid public transport and to use alternative modes of travel where possible. Staff, parents and pupils/young people have been advised to observe the mandatory wearing of face coverings/ masks when travelling on public transport. They have been advised not to touch their face or mask whilst on public transport and to use hand sanitiser as soon as they exit transport and to follow the Coronavirus (COVID-19): safer travel guidance for passengers. 	MEDIUM	staff, pupils, parents, visitors & contractors
	Dedicated School Transport, Including statutory provision	Pupils Staff Visitors Parents contractors	<ul style="list-style-type: none"> SEE RISK ASSESSMENT FROM TRANSPORT SERVICE Arrangements have been made with transport providers to cater for any changes to start and finish times Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore, the same social distancing requirements expected of passengers on public transport do not apply to dedicated transport. Specific transport bubbles can be formed, if necessary, that are different from school and other bubbles. Transport providers have shared their COVID-19 safety measures and confirmed their members of staff will not work if they or a member of their household are displaying any symptoms of coronavirus The school has checked transport risk assessments to ensure every effort has been made to adopt the following principles: <ul style="list-style-type: none"> where possible, children are grouped to reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate (and safe) to do so, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. The wearing of face masks by transport staff if distancing cannot be maintained. 		
	Lack of awareness of the preventative	Staff, Pupils, Parents,	<ul style="list-style-type: none"> This risk assessment has been shared with staff and staff representatives to ensure it is practicable and has been posted on the school’s website for transparency. 	MEDIUM	staff, pupils, parents,

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	<p>measures and plans for reoccupation</p>	<p>visitors, contractors</p>	<ul style="list-style-type: none"> ● It has been explicitly communicated to staff, children/young people, parents, carers or any visitors, such as suppliers, not to come on site if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) ● Parents have been informed that if their child needs to be accompanied to the education or childcare setting, only one parent should attend ● Parents and young people have been informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) ● It has been made explicit to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely) ● There will be no opportunity for parents and carers to communicate with the teaching staff or office staff at drop-off and pick-up. Parents must email or phone with any urgent or confidential matters. ● Recommendations have been made to parents and young people on transport to and from school (including avoiding peak times) and they have been referred to Coronavirus (COVID-19): safer travel guidance for passengers ● Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful ● Contractors and suppliers have been contacted to ensure they can support the school’s plans for opening, e.g. maintenance, cleaning, catering, food supplies, hygiene suppliers ● It has been discussed and agreed with cleaning contractors/staff the additional cleaning requirements and the additional hours to allow for this ● Children/young people will be encouraged to learn and practise good social distancing and hygiene habits through games, songs and repetition. 		<p>visitors & contractors</p>
	<p>Foreign travel during summer break</p>	<p>Staff, Pupils, Parents, visitors, contractors</p>	<ul style="list-style-type: none"> ● It has been made explicit to staff and parents and pupils that if they are travelling abroad for the summer holidays, that they will be required to quarantine for 14 days when returning from certain countries. The latest guidance on quarantine coronavirus (COVID-19): how to self-isolate when you travel to the UK has been shared with all parties. ● If families are returning from foreign travel towards the end of the summer break and they are required to quarantine, they must inform the school and they must not return to school until the 14-day quarantine period has finished. ● Staff will need to be available to work in school from the start of the autumn term. ● There is a risk that even where a member of staff’s official return date provides sufficient time for quarantine, that their travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. ● If it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to work from home. 	<p>MEDIUM</p>	<p>Staff, Pupils, Parents, visitors, contractors</p>

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	Outbreaks of COVID-19	Staff, Pupils, Parents, visitors, contractors	<ul style="list-style-type: none"> ● If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may indicate an outbreak and we will work closely with our local health protection team who will advise if additional action is required. ● The school will keep their Business Continuity and Emergency Response and Recovery plans up to date in preparation for outbreaks of COVID-19. ● Remote education plans will be put in place in the event of another outbreak and an enforced lockdown. ● In the event of a local outbreak, PHE health protection team or local authority will advise if it is necessary to close temporarily to help control transmission. 	MEDIUM	SLT Welfare team CP Officer
	Educational Visits	Staff, Pupils, Parents,	<ul style="list-style-type: none"> ● The school will not organise any domestic (UK) overnight and overseas educational visits until the DFE advises that it is safe to do so coronavirus: travel guidance for educational settings ● The school will continue to review situation regarding non-residential domestic educational visits. ● Trips will be carried out in accordance with all current council trip planning and risk assessment measures in place. ● Specific protective measures in respect of COVID-19 will remain in place, e.g. keeping children within their consistent group/bubble, enhanced handwashing and respiratory hygiene, and the COVID-secure measures in place at the destination. ● The school will also make use of outdoor spaces in the local area to support delivery of the curriculum. 	LOW	Teaching staff
	Extra-curricular provision	Staff, Pupils, Parents,	<ul style="list-style-type: none"> ● The school will resume breakfast and after-school provision from the start of the autumn term as this will aid the wider running of the school when returning to full capacity. ● The school will advise parents to limit the number of different wraparound providers they access, as far as possible. ● Parents using childcare providers or out of school activities for their children, have been encouraged to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place 	MEDIUM	Community Liaison Officer
	Organisational arrangements - First Aid	Staff, Pupils,	<ul style="list-style-type: none"> ● It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. ● Where possible, first aid will be administered in ‘bubbles’ using the first aid kits. ● Welfare will be called if staff member deems this necessary and always for banged heads. Welfare assistant will attend relevant classroom. ● PPE will be available where social distancing cannot be maintained. ● Relevant training has been shared in the use of PPE (COVID-19: Donning and doffing of Personal Protective Equipment in Health and Social Care Settings) 	MEDIUM	All staff Welfare team

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	<p>Personal care</p>	<p>Staff,</p>	<p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> ● where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ● where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>Read guidance: Safe working in education, childcare and children’s social care</p> <p>Parents will be called in the first instance if personal care is required. Relevant training has been shared in the use of PPE (COVID-19: Donning and doffing of Personal Protective Equipment in Health and Social Care Settings) Procurement routes, stock monitoring and ordering system will ensure supply.</p>	<p>HIGH</p>	<p>Staff involved in personal care</p> <p>Admin team</p> <p>Welfare team</p>
	<p>Curriculum considerations</p>	<p>Staff, Pupils, Parents, visitors, contractors</p>	<p>Curriculum priorities will take into account mental health and wellbeing – Staff will be invited to complete CPD on Psychological First Aid (https://www.futurelearn.com/courses/psychological-first-aid-for-children-and-young-people)</p> <p>Maximise opportunities for outdoor learning</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing</p> <p>Music - there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting, even when individuals are at a distance, because droplets will travel further.</p> <ul style="list-style-type: none"> ● The school will consider implementing the following controls to reduce the risk: <ul style="list-style-type: none"> ○ increasing physical distancing ○ playing outside wherever possible ○ limiting group sizes to no more than 15 ○ positioning pupils back-to-back or side-to-side ○ avoiding sharing of instruments ○ ensuring good ventilation. ○ Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. <p>Physical Activity</p> <ul style="list-style-type: none"> ● Pupils will be kept in consistent groups, ● Sports equipment will be thoroughly cleaned between each use by different individual groups. ● Contact sports will be avoided. 	<p>MEDIUM</p>	<p>All staff</p>

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			<ul style="list-style-type: none"> • Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene (This is particularly important in a sports setting because of the way in which people breathe during exercise). • Indoor PE apparatus will be used on a case-by-case basis, for example, where its omission would be detrimental to development. This will be cleaned after use and left for 72 hours between uses. • Children will wash hands before and after using indoor apparatus. • Doors may be left open for ventilation. • External facilities will also be used in line with government guidance as will travel to and from such facilities. • The school uses the following sources of advice: https://www.sportengland.org/how-we-canhelp/coronavirus <p>Brave curriculum to:</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing 		
	<p>Clinical risk to individuals from COVID 19</p>	<p>Staff, Pupils, Parents, visitors, contractors</p>	<p>Children Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents will be advised to speak to their child’s GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Staff Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Clinically vulnerable staff and children Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance. This involves:</p> <ul style="list-style-type: none"> • taking particular care to observe good hand and respiratory hygiene, • minimising contact and maintaining social distancing 	<p>MEDIUM</p>	<p>All staff SLT HR</p>

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			<ul style="list-style-type: none"> adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. <p>We encourage any staff who fall into any vulnerable group to continue to communicate with SLT regarding assessment of risk and carry out an individual risk assessment where appropriate. Pregnant members of staff must request an individual risk assessment which will determine any changes to their working arrangements.</p>		
	Work-life balance and well-being considerations	Staff,	<p>Workload impact assessment indicates for class teachers to deliver remote learning from home.</p> <p>Regular meetings with Heads or Year will highlight any particular issues regarding wellbeing.</p> <p>Feedback on this Risk Assessment is encouraged and welcomed.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers (https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers) is available.</p> <p>The Education Support Partnership (http://www.educationsupport.org.uk/) provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	MEDIUM	SLT MLT
	Loss of learning-Attendance	Pupils,	<p>Usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; schools’ responsibilities to record attendance and follow up absence the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct <p>Pupils who are shielding or self-isolating/non-attendance A small number of pupils will be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) If rates of the disease rise in local areas, children (or family members) from that area will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school <u>Any pupils falling into the above categories will have access to remote learning in order to keep up with their peers.</u> Engagement with online education will be monitored.</p> <p>Anxious families/previous low attenders</p>	MEDIUM	Safeguarding team

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			<p>Safeguarding/wellbeing team to discuss attendance with previous low attenders/latecomers, providing reassurance where necessary.</p> <p>Develop plans for re-engaging specific families, including services of school counsellor where necessary</p> <p>Use additional catch-up funding to secure regular attendance of specific families</p>		
	Staff, pupils and parents have been affected by mental illness, bereavement, physical illness or lockdown	Staff, Pupils, Parents, visitors, contractors	<p>We will consider:</p> <ul style="list-style-type: none"> the mental health, pastoral or wider wellbeing support children may need, including with bereavement, and how to support them to transition into school after a long period of absence <p>Liaise with Local Authority regarding services available.</p> <p>Recovery curriculum for children.</p> <p>Referral to counsellor for both staff and pupils</p> <p>Continue to follow the school’s bereavement policy.</p> <p>Have resources available in order to signpost parents and carers to any relevant support</p>	MEDIUM	All staff Inclusion team
	Emergency procedures (Fire alarm activations etc)	Staff, pupils	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Aim to maintain distance at assembly areas (where space permits).</p> <p>Evacuation routes are confirmed and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p>Trained staff on site each day to manage the alarm system in the event of an emergency.</p>	MEDIUM	Health and Safety lead All staff on site
	Site maintenance and contractors	Staff, pupils, wider contacts	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p>	MEDIUM	Site manager Facilities team
	Premises safety	Staff, pupils, wider contacts	<p>Ensure all normal tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>Flush all water outlets in areas of the school which have been closed for period of time.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	MEDIUM	Site manager Facilities team

List of documentation

[Guidance for full opening: schools](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[COVID-19: guidance for households with possible coronavirus infection](#)

[COVID-19: cleaning of non-healthcare settings outside the home](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Coronavirus \(COVID-19\): how to self-isolate when you travel to the UK](#)

[Coronavirus: travel guidance for educational settings](#)

[Safe working in education, childcare and children's social care](#)

LBH model risk assessment

[NEU Coronavirus Risk Assessment Guidance](#)

[NEU/GMB/UNISON/Unite commentary and checklist](#)

[Education and childcare settings: New National Restrictions from 5 November 2020](#)

[Restricting attendance during the national lockdown: schools](#)

[Rapid asymptomatic coronavirus \(COVID-19\) testing for staff in primary schools, school-based nurseries and maintained nursery schools](#)