

Covid-19 Partial opening of Primary Schools For Vulnerable and key workers children Guidance & RA Template V6A

This Guidance & V6A risk assessment template for the provision of primary education for vulnerable and key workers children.

The Trustees, CEO, CMT, Local Committees Boards, and Headteachers of Cirrus Primary Academy Trust considers the health safety of its pupil's staff parents carers and the broader community of the highest of importance.

With this in mind we have reviewed and updated our risk assessment template to **Version 6a** from information and guidance provided by the Government, On 30 December 2020 the Government announced to help contain the community transmission of coronavirus (COVID-19). Some restrictions to primary education settings are required in certain areas. These are in line with the contingency framework for education and childcare settings.

The Trust Health and safety lead with support from our Health Safety consultants have produced this The Trust Guidance & RA Template V6 Covid-19 Partial opening of Primary Schools for Vulnerable and key workers children. To enable our schools to comply so far as is reasonably practicable with the most current Government information and guidance, with any additional controls and measures the Trust may put in place to ensure our school communities are working in a Covid safe environment. This template sets out below the known hazards and necessary controls measures we have put in place to mitigate the risks associated with COVID-19. Some are suggested actions that may or may not apply to all of our schools and their specific educational environment.

The Headteacher/Head of school with their SLT must use this information, guidance and RA template to assess these risks identifying any additional control measures and procedures that may be applicable to make bespoke to each of their schools.

This completed Trust Guidance & RA Template V6 Covid-19 Partial opening of Primary Schools for Vulnerable and key workers children must be shared via Every to replace the existing V5 fully opening risk assessment as a to-read document to all staff and governors.

This document must also be published on each of the Trust school's websites by the 4th of January 2021

The Government has asked schools to adhere to the following:

The Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the Spring term other than those primary schools that are identified within the Contingency framework: education and childcare settings updated December 30th 2020 and as of the 4 January 2021 all school until further notice this will be reviewed February half term

This guidance intends to support schools, to remain partially open and operational for Vulnerable and key workers pupils. It applies to primary, and school-based nurseries.

We are all expected to follow the control measures set out in this document and build on them from assessing the risks for your own individual schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in our mainstream schools.

This Document and risk assessment template has been updated with the latest guidance released December 30th, 2020 and in line with the national lockdown and closure of all schools announced on the 4th January 2021

All changes (from the December 31st 2020 Trust partially re-opening schools V6 guidance and RA template) **are in bold red text within the guidance and risk assessment.**

The link to reviewed guidance is as follows:

[Contingency framework: education and childcare settings \(excluding universities\)
Updated 30 December 2020](#)

[Guidance for education and childcare settings in designated areas on the implementation of the Contingency Framework.](#)

Separate guidance for SEN school provision:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the Autumn term.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on each of our Trust the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

All our Schools have remained open to some pupils since 20th March and welcomed more pupils back from 1 June 2020. Our Schools have, therefore, already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of our planning for the spring term, and as a legal requirement our schools must revisit and update this trust template risk assessment (building on the learning to date and the practices they have already been developed), and consider additional risks and control measures that may be required.

Our Schools Settings should also review and update their broader risk assessments and consider the need for relevant revised controls regarding their conventional risk profile considering the implications of coronavirus (COVID-19).

Our Schools must ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment template below sets out the known hazards and essential controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice. Some are suggested measures that may be or may not be applicable to your school and specific educational setting. The Headteacher/Head of school with their SLT should use this information to formulate a plan of safe control measures and procedures that fit their school.

There are some specific issues that are addressed in the risk assessment, but for clarity, please read the full Government advice to schools.

Personal Protective Equipment (PPE) including face coverings and face masks:

The government guidance states that wearing a face-covering or facemask in schools or other education settings is not recommended.

Cirrus Primary Academy Trust has agreed to support staff further and help to reduce possible stress and promote all of our staff and our wider school communities mental health and wellbeing during the latest Covid 19 national lockdown announced on the 4th January 2021 By:

- Recommending that all staff wear a face shield (Clear visor) across all CPAT school settings if they wish to do so.
- Recommending that If you are a member of staff that is identified as clinically vulnerable and have an individual CV risk assessment (RA) in place and wish to wear a face shield and a face covering in classroom settings can do so. Those staff that do wish to wear a face-covering will need to contact a member of their schools SLT to update their CV RA with the staff member. These items of PPE can then be provided. If you do not require this additional measure, then your current CV RA remains appropriate.
- CPAT has ordered additional PPE all trust schools will have these PPE items please check with you SLT as many schools will already have these PPE items available for you now.
- During this period of partial opening, we would also ask all staff to carry out that additional surface cleaning in your bubbles and work areas with the equipment and cleaning materials supplied; kindly ensuring that tables and frequent touchpoints and hand traffic points are wiped down at regular intervals throughout the day at least twice daily specifically during break and lunchtimes periods.

Please refer to CPAT additional information on face covering and face shields

The government guidance states face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other

measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings.

Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would typically need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases, including:

- Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The system of controls:

Protective measures

This is the set of actions our schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).
7. Numbers 1 to 4 MUST be in place in all schools, all the times.
8. Number 5 MUST be properly considered, and schools must put in place measures that suit their particular circumstances.
9. Number 6 applies in specific circumstances identified on the risk assessment.

Response to any infection

1. Engage with the NHS Test and Trace process.
2. Manage confirmed cases of coronavirus (COVID-19) amongst our school communities.
3. Contain any outbreak by following local health protection team advice.
4. Number 7 to 9 MUST be followed in every case where they are relevant.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools will therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

The overarching principle to apply is reducing the number of contacts between pupils and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining a distance between individuals. These are not alternative options, and both measures will help, but the balance between them will change depending on:

- Pupil's ability to distance
- The layout of our schools
- The feasibility of keeping distinct groups separate while offering a broad curriculum.

It is likely that for our younger pupils, the emphasis will be on separating age or year groups, and for older pupils, it will be on distancing. For pupils old enough, they should also be supported to maintain distance and not touch staff where possible.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring pupils and staff where possible, **only mix in small, consistent bubbles**, and that **small bubble stays away from other staff and bubbles**.

Consistent bubbles reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the bubble. Maintaining distinct 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Siblings may be in different Bubbles.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 meters from other staff. Where this is not possible with younger children, teachers in our primary schools can still work across groups if it is required to enable full educational provisions. Supply Teachers, peripatetic teachers and temporary staff may move between schools if required.

It is recommended that bubbles should be kept as small as possible. If this can be smaller than a year group it should be. So a normal class size may be appropriate. Our Schools should demonstrate that they are keeping pupils in as small and consistent bubbles as possible. Large gatherings such as assemblies or collective worship will be avoided.

Practising Social distancing in primary schools is difficult. Staff should remain 2 metres apart where possible, close face to face contact should be avoided, and contact within 1 metre of anyone must be limited. For pupils

that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible. It is recognised that this will not always be possible with the youngest pupils.

Changes to classrooms so that pupils sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required.

Government guidance advises the following:

Schools should assess their circumstances, and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible, and older pupils should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between bubbles as much as possible. When using a larger bubble, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating Bubbles and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

Measures not in the classroom:

Bubbles should be kept apart, and movement around the school site kept to a minimum. Schools should avoid busy corridors, entrances and exits. Breaks and lunchtimes should be staggered. Large gatherings such as assemblies and collective worship should be avoided. The use of staffrooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising.

Measures for arriving at and leaving school:

Where travel to school patterns allow staggered start and finish times in your school, you should consider this to keep groups apart. Schools must communicate this effectively to parents and pupils to prevent congestion or large gatherings at the start and finish of each day. This can be by letter social media and schools websites

Schools should implement a process for removing face coverings when pupils or staff who use them arrive at school. Pupils should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.

Equipment in schools:

For individual and very frequently used equipment such as pencils and pens, it is recommended **that staff and pupils have their own items they are NOT shared.**

Classroom-based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that pupils limit the amount of equipment they bring to school

to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

Engage with the NHS Test and Trace process:

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

Manage confirmed cases of COVID-19:

Our Schools must take swift Action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes implementing their advice, specific procedures and containing any outbreak as directed.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team.

The school needs to consider:

How can this be managed safely or adapted to for in line with current social distancing requirements?

Do school start times need to be adjusted to accommodate staff and pupils getting to school safely?

When using public transport, rules that apply to the general population will apply.

Dedicated school transport – no public use

Normal public transport social distancing rules do NOT apply. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the overall guidance for schools. Schools should consider:

- How pupils are grouped together on transport, where possible this should 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 the vehicle wherever possible
- The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group.
- Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.

Premises Management

In conjunction with this risk assessment and guidance previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time

It is important that, prior to re-opening for the autumn term, all the usual pre-term building checks are undertaken to make our schools safe.

Face coverings – November 2020 guidance

In **early years settings**, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.

In **out-of-school settings**, face coverings should be used where it is a requirement of the indoor setting and where the teaching, training or activity is taking place in an area in which children aged 11 and over or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance).

In **addition**, face coverings should be worn by adults and children aged 11 and above when moving around the premises, **outside of classrooms** or activity rooms, such as in **corridors and communal areas** where social distancing cannot easily be maintained.

See CPAT additional measures on and above this guidance

In **primary schools** and education settings teaching year 6 and below, there is **no change to the existing position**. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the **discretion to recommend the use of face coverings** for adults on site, for both staff and visitors.

Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs. Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.

When the country returns to the Tiered system / local restrictions

Guidance applies to Years 7 and over. The WHO now advises that children aged 12 and over should wear a mask under the same conditions as adults. This is particularly important where 1m distance from others cannot be maintained.

The Government is NOT recommending that face coverings are necessary in education setting generally because mitigating controls/measures have been put in place to reduce the risk.

Schools and colleges have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that is right in their particular school

This may be in the following situations:

- Where layouts of the school or college estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises;
- Where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools and FE colleges and providers, permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college.

Access to face coverings

Schools should adhere to the following:

1. Where face coverings become damp they should be replaced
2. Where pupils or staff do not have means to provide a mask, the school will maintain a supply to assist
3. The school will ensure that no-one is excluded from an educational setting for not having a face covering.

National restrictions are in place until 2 December. Read how the [national restrictions](#) affect this section of the guidance.

Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier. All staff can continue to attend school in all three local restriction tiers.

Under local restriction tier 3: very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.

In the future, the Government will only reintroduce formal, restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The Government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

[Further guidance to the clinically extremely vulnerable is available.](#)

Where local restrictions apply

To conform to WHO new advice, schools and colleges should take additional measures in locations where transmission of the virus is high. These areas are defined as areas of national government intervention.

In these areas adults and students above Year 7 will be required to wear face coverings when moving through communal areas. It will NOT usually be necessary to wear face coverings in the classroom.

Schools and colleges will need to communicate quickly and clearly to occupants in areas where new local restrictions have been imposed.

Please note:

The template addresses the general site and school use risk assessment. The government guidance asks that all school risk assessments are reviewed that may be affected. This will include but is not exclusive to: Use and supervision of playgrounds, General classrooms, Common areas, Cleaning, Practical subjects (Science, PE, Art, DT, Performing Arts etc.).

There is specific guidance from organisations such as the Association for Physical Education that should be consulted. Each Head of Department (specialists in their area) must review these risk assessments, make suitable amendments and show how they are adhering to guidance. This is specific to your school and department.


Sharing Coronavirus (COVID-19) risk assessment

Schools must share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

CPAT COVID-19 Partial opening Schools for Vulnerable and key workers children Guidance & RA Template V6A

Description of Activity / Person / Area / Equipment being assessed	Pupils and staff partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.
Section(s) / Team(s) covered	Pupils, employees, Parents, Carers, Contractors and Visitors.
Location(s) covered	Whole school site
Date of Original Assessment	January 5th 2021

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	Consultation with heads staff reps and dynamic reviewing of this RA	
Are Staff pupils' parents covered by this risk assessment aware of the controls noted and understand them?	Yes, via Every and recorded staff training and instruction	No
Copies sent to trade union representative's date: TBA via Every	Yes	No

Has Action been taken	YES / NO / ONGOING / NONE REQUIRED
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	Louise Wood, Headteacher
Lead Assessor's signature	
Date:	05/01/2021

Has Action been taken	YES / NO / ONGOING / NONE REQUIRED
Manager JT { }	
Senior Business manager	
Head of School/Headteacher	
Date:	

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about changes

Significant Hazards and Current Controls

This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid-19.

No.	Hazard & what could go wrong.	Risk rating High/Medium/ Low.	Current control measure to control the hazard.	Risk rating after controls. H/M/L
1	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	High	<ul style="list-style-type: none"> • The school has informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); • Parents receive guidance on school times drop off, collection & for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of all pupils – staff training session on 20/7/2020 and 21/7/2020. Communication via email to staff over Christmas holidays following announcement made on 30/12/20 that schools will delay reopening to all pupils and only open for CW and Vulnerable pupils. Virtual meeting arranged for 04/01/21 for teachers (and Tas invited) and for TAs on their return to work. • Employees have had sufficient training and briefing regarding infection control and school protocols. • Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: 	Medium/Low

			<p>https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none"> • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to pupils; • Staff can access the free helpline Education Support Partnership and workplace options for school staff and targeted support for mental health and wellbeing • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and are easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful – 20/7/2020 and 21/7/2020 as well as ongoing email communication and copies of letters provided. • COVID-19 guidelines are published on the school’s website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures –Draft Parent Handbook shared and discussed with staff on 20/7/2020. Final Parent Handbooks (Y1-6 and EYFS) sent to staff and parents over summer holiday. Follow up training and time for discussion on INSET 2/9/2020. • Children’s Social Story sent to staff and parents over summer holiday. • Letter to be sent to parents and staff at end of summer holiday to ensure that they have read the relevant documents before school re-opens. 	
--	--	--	--	--

			<ul style="list-style-type: none"> • All correspondence with parents shared with staff and this is ongoing so that staff have copies of all correspondence sent to parents. • When possible staff will be permitted to work from home • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications • People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate • Specific risk assessments for new and expectant mothers are completed • Staff that travel abroad during the summer holiday to countries that are not on the Coronavirus (COVID-19): travel corridor list will self-isolate for 14 days before they are due to return to work in the autumn term. Where 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 isolate and work from home 	
2	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 		<p>Dropping off:</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. See above re Parent Handbook. Follow up letters will be sent and shared with staff as arrangements are continuously monitored and any necessary changes made. • Parents/carers/childminders are required to wear face coverings when entering the schoolgrounds. • Relevant areas of the site have been demarcated to enable parents to remain 2m away from other parents during drop off 	Medium

			<p>of pupils – specifically Harbury Road path. Letters sent explain about the need for social distancing. Large grass area at Radcliffe Gardens utilised to best effect. Adaptations made to site to allow for one way system at drop off and collection point – now using main front staff car park for pedestrian exit and Beanos gate to allow for continual flow of pedestrians,</p> <ul style="list-style-type: none"> • Parents are asked to arrive at their specified time and not congregate for longer than 5minutes before the designated school start time for their child (if more than one child is to be dropped off, parents will be off site and should be keeping 2m away from others); • Start times have been staggered for each year group in order to prevent large numbers of parents outside school. 8.30am/8.40am/8.50am/9.00am. Additional gates and staff used and present at drop off. • Start times are designed to enable one group of parents to leave the site before the next group arrive; • Only one parent/guardian per child is permitted on site; • If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families • A one-way system for parents arriving and leaving has been introduced. <p>Entry to the school:</p> <ul style="list-style-type: none"> • Pupils will be greeted at the external gates and walk directly into class. Separate doors are used for different year groups/classes. Non class based adults are out on the playground and on the gates/paths in the morning to provide support. • Parents/Guardians are NOT permitted to enter the school buildings; parents/carers/childminders are required to wear face coverings when entering the schoolgrounds. • Parents of Y4-6 children encouraged not to walk down Harbury Road path to ease congestion. • Only Reception parents may come through the external school gates (Radcliffe or Harbury) and accompany their child(ren) outdoors to the Reception garden where they will hand them 	
--	--	--	--	--

			<p>over to the teacher. Parents reminded about procedures in letters and at 'home visits'.</p> <ul style="list-style-type: none"> • Entrance doors are held open, reducing the number of occupants touching the doors; • Hand-wash stations are located in each classroom. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; • Good hand washing signage to instruct pupils how to do this effectively is displayed; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands. • Where ground floor classrooms/offices have fire exits leading directly outside, these are utilised as entry points to reduce congestion in main entry points. <p>Arrangements reviewed for 05/01/2021 to maintain safe access.</p>	
--	--	--	--	--

3	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	Medium/High	<p>Picking up :</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each year group have been identified, this information has been cascaded to parents – see above re Parent Handbooks for EYFS and Y1-6. Parents can only enter the playground at their designated time. Classrooms are spread out thus children are being dismissed to different areas of the playground at different times. Finish times have been staggered for each year group/phase in order to prevent large numbers of parents in the playground/on school grounds; Parents encouraged to leave the site via one way system and re-enter if more than one collection time. Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive; Parents are reminded to leave the site once their children have been collected; Senior leaders on entry gate to ensure that parents can only enter at specific times. Parents have plenty of room to socially distance at Radcliffe Gardens green. Only one parent/guardian per child is permitted on site; Parents/carers/childminders are required to wear face coverings when entering the school grounds. 	Medium/High
---	---	-------------	--	-------------

			<ul style="list-style-type: none"> • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. • A one-way system for parents arriving and leaving has been introduced. <p>Leaving the school:</p> <ul style="list-style-type: none"> • Pupils will be collected in the playground by their parent; • Parents/Guardians are NOT permitted to enter the school buildings; • Exit doors are held open, reducing the number of occupants touching the doors; • Pupils are reminded to wash hands as they leave the school building; • Hand-wash stations are located in each classroom. • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands; • Good hand washing signage to instruct students how to do this effectively is displayed. 	
3,A	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Classroom use / activities. 	Medium/High	<p>There will be no large gatherings such as assemblies or collective worship with more than one group/‘bubble’.</p> <p>Assemblies held in classrooms. Remote learning maximised as well as class teacher story times, reflections, etc.</p> <p>Early years staff to Pupils ratio:</p> <ul style="list-style-type: none"> • In accordance with the early year’s framework class sizes for early years will adhere to the following: • Children under two – one adult for every three children • Children aged two – 1 adult for every 4 children • Children three or over – one adult for every 13 children • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; • All other classroom controls are the same as primary below. 	

			<p>Primary</p> <ul style="list-style-type: none"> • Classroom sizes are restricted to a normal number of students (30 in EYFS and KS1 and Y5 and 6, 32 in Y3 and Y4), 1 teacher and TA if required (specific needs of class); • Pupils are kept in year group bubbles. • The year bubble will not interact with other bubbles within the school; • Hand washing is completed on entrance to the class and between specific activities; • Pupils are allocated resources and are not encouraged to share; • Pupils' tables will be forward facing from Y2 upwards. Classrooms are arranged so that pupils sit side by side and facing forwards, rather than face to face or side on; • Individual pupil packs to be produced; • Wipe-clean folder with equipment to be ordered and provided for each pupil to keep on designated desks; • Individual and very frequently used equipment such as pencils and pens are not shared; • Staff and pupils have their own items; • Classroom based resources are only shared within a class bubble. These resources are cleaned regularly as are classroom surfaces; • Other resources shared between year group bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use; • Some other resources shared between year group bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics) • Outdoor equipment is more frequently cleaned; • The school limits the amount of equipment pupils bring to school to only essentials such as lunch boxes, hats, coats, books, stationery and mobile phones – all detailed in Parent Handbooks. Children will only bring to school: lunchbox, small bag, water bottle, sunscreen, hats, gloves. Limited stationery 	
--	--	--	--	--

			<p>brought on first day of term will remain at school in plastic wipe clean wallet.</p> <ul style="list-style-type: none"> • Mobile phones for Y5 and Y6 pupils will be turned off and kept with child's belongings in locker. • Pupils are regularly reminded not to touch their or other pupils faces; • Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable suitable social distancing and successful and effective cleaning of all surfaces; • Where possible classes/activities will be completed outside; • Play equipment will be used in rotation. Equipment is cleaned before use by each designated class bubble; • The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school. • No swimming lessons for Y4 Autumn Term 2020. • Y4 wider opportunities music lessons on a Weds afternoon have been adjusted so 2 classes per afternoon instead of 3. Allows for cleaning in between classes. • Peripatetic music lessons held in smaller groups in larger music room with better ventilation. No mixing of bubbles so either individual or year group lessons. • Children will wear PE kit to school on their PE days to enable washing of school uniform and ease congestion in classrooms whilst changing for PE. • No Extra Curricular clubs/Hedgerows after school club to reduce visitors to school, avoid mixing of bubbles and allow cleaning to take place. • School Events – school tours and parents' evenings to be virtual. • Smaller scale Christmas events will be undertaken in bubbles and filmed. 	
--	--	--	--	--

4	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	Medium/High	<p>Primary (early years):</p> <ul style="list-style-type: none"> • Slightly staggered lunch hour overall so that EYFS have 11.45 entry, Y1 have 12.00 and Y2 have 12.30 with separate areas for dining and separate entrances and exits to avoid bubble closing. • Across the school, every year group have 30 mins inside eating lunch and 30 mins outside in the playground. • Lunchtime rota drawn up so that each year group have either first or second half an hour in playground – playground zoned to enable year group bubbles not to mix. • Pupils will stay in these bubbles during lunch; • Children encouraged to use the toilet before lunch for ease of supervision of toilets at lunchtime. • Only Reception, Year 1 and Year 2 will eat in the main hall, thus enabling different areas for seating with cleaning in between each year group. Reception, Y1 and Y2 have different tables or there is time for cleaning in between bubbles. • Children who have not finished from the first sitting will not mix with those with a second sitting. • Lunch area cleaned before and after each group’s lunch (not just at the end of break). Only one pupil will use a clean lunch space before it is cleaned again. • KS2 pupils have packed lunches in their classrooms; • Tables are wiped clean with an appropriate disinfectant before and after lunch; • Pupils are advised to clean hands before and after eating lunch in the classroom. • Children will take their own water bottles to lunch hall. • Admin staff on hand in lunch hall to assist if necessary. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the school is reduced as much as possible; • External doors are used to move students from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; 	Low
---	--	-------------	--	-----

			<ul style="list-style-type: none"> • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Where possible doors will remain open throughout the day to limit touching of door handles. • Children to wear PE kits to school two days per week therefore no changing in the day thus reducing traffic in and out of classroom and means bags go home each day so corridors have a good clean and are clutter free. • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Times are allocated for each year group for break/lunch to reduce the need to pass one another in open spaces; • Where possible, pupils will move with their bubbles only and will not mix with other bubbles; • Staff will generally manage pupil movement but keep a suitable social distance from pupils and other staff. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. <p>Primary (early years):</p> <ul style="list-style-type: none"> • Pupils are only permitted to complete suitable activities with their year group; • Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented; • Daily inspection and enhanced cleaning programs are in place for external areas and equipment; • Outside play equipment and toys will be used in rotation; • Equipment is cleaned before use by each designated class group; • Outside play equipment and toys have been reduced; • This is designed to enable successful and effective cleaning of all outside toys / play equipment. 	
--	--	--	---	--

5	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	Medium/High	<p>Primary (early years):</p> <ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as e-bug and PHE schools resources; • Hand washing stations are positioned at each student, staff and visitor entrance to the school; • All those entering the school are required to wash/sanitise their hands; • Hand washing stations are located on each floor, within each classroom and on entry to the dining halls; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Pupils and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school; ➢ After using the toilet; ➢ When returning from breaks ➢ On entry to the dining hall; ➢ Before and after eating; ➢ On entry and exit from each classroom. ➢ Before and after using any shared equipment that is necessary for learning but that which must be shared e.g. maths resources (e.g. numicon) • Unnecessary touching of the face is discouraged. • Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'; • Toilets and wash stations have single-use paper towel for drying hands 	Low

6	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	Medium/High	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: • Frequent cleaning of classrooms, Toilets, common areas and dining halls; • Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. • Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms; • Classrooms will be cleaned at lunch breaks and after school; • Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; • Common areas will be cleaned once a day; • Equipment used by the pupils and staff will be suitably cleaned at the end of each day or before it is used by another person; • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on COVID-19: cleaning un non-healthcare settings. • Member of cleaning staff employed at lunchtime to sanitise all touch points. 	Medium/High
7	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular, school employees.	Medium/High	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at a safe social distance from each other; main staff room has a maximum of 10 people; KS1 area not to be used by staff for eating lunch/having tea break as this is more likely to result in mixing of bubbles • Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door; 	Medium/High

			<ul style="list-style-type: none"> • Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants; • Pupils will practise social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with Government guidance. • Staff can opt to wear PPE as per Trust policy – face coverings only to be worn in communal areas. • Where staff work 1-1 or have small groups, they can wear face coverings. • Peripatetic teachers and other visiting teachers such as EPs, OTs, etc should wear visors or masks. • Additional measures PPE provided by CPAT for staff to alleviate stress mental health and promote staff wellbeing. • “Staffrooms” set up in separate year group areas (third classroom) so that staff do not come into contact with other bubbles and so that there is plenty more room to socially distance. 	
--	--	--	---	--

8	<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. 	Medium/High	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; • The FA assessment takes into account numbers and ages of pupils, number and training of employees; • This information forms the decision on what activities and bubbles can safely be managed within the school; • This includes sufficient first aiders for the school to the number of pupils with a particular focus on early years provision; • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); • The school has a specific room/area dedicated for suspected cases of COVID-19 – this is the Sensory Room (adjacent to Reception classrooms). • Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; 	Low
---	--	-------------	---	-----

			<ul style="list-style-type: none"> • Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained • Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer but only if the parent/carer is unable to secure a test themselves. • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE; • First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to pupils should minimise contact and their wash hands before and after dispensing the 	
--	--	--	---	--

			<p>medication. If required, gloves will be worn by staff when giving medication</p> <ul style="list-style-type: none"> • Where appropriate, pupils should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • When dealing a child who needs general first aid (non Covid related) a face mask, gloves and apron will be worn. <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not 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, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 	
9	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; 	Medium/High	<ul style="list-style-type: none"> • During the Latest National lockdown 4th January 2021 until further notice school visitors are restricted to those who are absolutely necessary, in our school no parent meetings or organised performances are permitted <p>Once national restrictions are reduced:</p>	Low

	<ul style="list-style-type: none"> • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 		<ul style="list-style-type: none"> • Parents are not permitted to enter the school; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for pupils, they should be left at the school's main entrance for staff to collect; • The SLT are able to meet via video link parents if face to face meetings are required; • For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Touch screen sign in equipment in Reception to be wiped after use • Visitors will only be permitted into the school if they have an appointment; • A record of all visitors, including contractors, to site will be kept and maintained; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend Reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small rooms or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect; • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. 	
--	---	--	--	--

10	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	High	<ul style="list-style-type: none"> • Toilet cubicles have been labelled for each year group to reduce the mixing of bubbles; • Pupils' use of toilets outside of early years is managed by staff and communicated to pupils; • Toilets are cleaned throughout the day; • Pupils and staff are encouraged to close toilet lids where applicable before flushing. 	Medium
11	Lack of staffing / insufficient staff ratios	Medium/High	<ul style="list-style-type: none"> • Adequate ratio of staff to pupils will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Pupils are suitably supervised at all times; 	Medium/High
12	Lack of suitable premises management	Medium/High	<ul style="list-style-type: none"> • The school has applied the guidance regarding continued premises management at this time; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; • The 'Managing School Premises during COVID-19 outbreak a separate risk assessment has been completed; • Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. 	Low
13	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	Medium/High	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitiser is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; 	Low

			<ul style="list-style-type: none"> • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	
14	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	Medium/High	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➢ Safe assembly points for occupants following social distancing requirements; ➢ Safe exit via the nearest available final exit; ➢ Training occupants of any changes to evacuation; ➢ Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school; ➢ Use of the school has been reduced to enable safe sweeping and evacuation. • All other fire system testing and maintenance has continued as normal. 	Low
15	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	Medium/High	<ul style="list-style-type: none"> • The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) • The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance • The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	Low
16	Spread/contraction of COVID-19 during an educational visit.	Medium/High	<ul style="list-style-type: none"> • In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term • A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits. • No educational visits to take place during a national lockdown and in certain Tiers 	Low
17	Spread/contraction of Covid-19 due to not acting appropriately when a case is suspected or confirmed.	Medium/High	<ul style="list-style-type: none"> • If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection 	Low

			<ul style="list-style-type: none"> • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding • The school has identified the Local Health Protection Team (HPT) so they can be contacted immediately in the case of a case, the HPT details are available to the SLT • The school keeps informed of Government and Department for Education guidance and updates • To avoid attendance to the school, remote education plans are in place for pupils or bubbles that need to self-isolate • A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only and providing remote education for all other pupils. 	
18	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	Medium	<ul style="list-style-type: none"> • The school has informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection) – Parent Handbooks. • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children – Social Story • Parents of SEN pupils or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of pupils; • Employees have had sufficient training and briefing regarding infection control and school protocols; 	Medium

			<ul style="list-style-type: none"> • Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students; • Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and are easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful • COVID-19 guidelines are published in the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures – as previous. • When possible staff will be permitted to work from home • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications • People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on 	
--	--	--	---	--

			<p><u>shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></p> <ul style="list-style-type: none"> • Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate • Specific risk assessments for new and expectant mothers are completed • Staff that travel abroad during the holidays to countries that are not on the <u>Coronavirus (COVID-19): travel corridor list</u> will self-isolate for 14 days before they are due to return to work in term time. Where 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 isolate and work from home 	
19	Spread/contraction of Covid-19 due face coverings not being worn where local area restrictions or national lockdown requirements apply.		<ul style="list-style-type: none"> • <u>CPAT recommend that all staff can wear a clear face shield visor the Trust will provide these PPE items</u> • <u>CPAT recommend that all staff can wear face coverings if they wish in communal school areas. staff are responsible for the correct disposal of these PPE items</u> • <u>CPAT recommend that clinically vulnerable staff that have a personal RA in place can wear a face-covering and visor in classroom settings if they wish. Staff will need to contact a member of the SLT to review and update the personal CV RA PPE items will then be made available to those staff who are responsible for the correct disposal of them.</u> • <u>The school has measures in place to contact staff and parents in good time should local restrictions result in face coverings being required for pupils.</u> 	Low

COVID-19 controls declaration	COVID-19 Secure declaration poster for schools to display in the Reception <ul style="list-style-type: none"> ▪ Link: Covid-19 Secure Poster:
-------------------------------	--

Risk Rating: if left with High or Medium after the controls, use Action Plan on page 3

1. High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate Action required, may require the task to be suspended until issue resolved
2. Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, maybe sooner dependent on how serious an issue it is
3. Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Risk Assessment

Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.