

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC			
Location	SANDRINGHAM PRIMARY SCHOOL			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✘ Social Distancing Measures Not Followed During Travel to and from School ✘ Inadequate Cleaning/Sanitising ✘ Shared Resources ✘ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✘ Site User Becoming Unwell ✘ Site User Developing Symptoms ✘ Inadequate Hand Washing/Personal Hygiene ✘ Inadequate Personal Protection & PPE ✘ Visitors, Contractors & Spread of Coronavirus ✘ Inadequate Ventilation ✘ Arrangements for Boarding Schools During Pandemic 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>This risk assessment is to be used in conjunction with the school's lateral flow test for staff risk assessment and our organisational plan and is to be used from 12th April 2021</p>				
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>				
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>				
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	<p>All children attending are organised into year group bubbles with a maximum number of contacts identified for each bubble.</p> <p>Staff are allocated to specific rooms, rest facilities and toilets. Staff wipe touch points for any other area they work in and will sign this on that area's cleaning log. See organisational plan</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school keeps a record of pupils and staff in each group, and any close contact that takes	Bubbles in classes/year groups. Specific staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>places between children and staff in different groups This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</p>	<p>assigned to bubbles. Staff signing in using Inventory which records staff within the building each day Timetables are detailed within the organisation plan and clearly indicate which staff are allocated and will remain with each class.</p>			
<p>Distinct groups or ‘bubbles’ that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible</p>	<p>Bubbles in classes/year groups. Specific staff assigned to bubbles. Staff signing in using Inventory which records staff within the building each day Timetables are detailed within the organisation plan and clearly indicate which staff are allocated and will remain with each class.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19). Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized ‘bubbles’</p>	<p>All year groups are in full classes, each class is an identified bubble</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups</p>	<p>Classrooms reinforce distancing with tables in rows/L shapes or a horseshoe shape. Distance markings are in corridors, start and finish times are staggered. Collaborative work and carpet time, particularly for older pupils, is minimised at this time.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible</p>	<p>Organisation plan details class bubbles and pupils will not mix with other bubbles. In the hall at lunchtime year groups are on the same sitting but bubbles will be</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	seated in different zones. Toilet use is timetabled.			
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Handwashing and sanitising within the younger children's timetable and routine will be planned for and reinforced in with all pupils. Additional training for staff and planning for these routines was given on 4.1.21. The rules and routines within the classroom were reinforced at the start of term. Additional space, smaller ratios and visual markings are used for younger pupils. Staff are able to wear face coverings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Some mixing in small group music teaching in the hall. All children remain socially distanced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	A siblings list is available if needed for control measures if required for a positive case within the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	All staff are assigned to bubbles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Organisation plan and the staffing arrangements have been put in place to minimise cross contamination of year groups with cover teachers. Where this is unavoidable, staff are to adhere to social distancing measures and have the option of wearing PPE if they choose to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of interactions or changes are minimised wherever possible	See above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	Staff forums in July, September, November, December and January, and regular briefings remind staff about the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>need for social distancing. Whole school training on 4.1.21 covered all social distancing requirements</p>			
<p>Adults avoid close face to face contact and limit time spent within 1 metre of anyone</p>	<p>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected</p> <p>Bubbles in classes/year groups. Specific staff assigned to bubbles. Staff signing in using Inventory which records staff within the building each day</p> <p>Timetables are detailed within the organisation plan and clearly indicate which staff are allocated and will remain with each class</p> <p>physical contact (skin-to-skin)</p> <p>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off contact or added up together over one day) with an infected individual</p> <p>Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Educational and care support is provided as normal to pupils who have complex needs or who need close contact care with other increased hygiene protocols in place to minimise the risk of transmission</p>	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual whilst following the</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	school's Covid safe procedures.			
Schools, local authorities, health professionals, regional school's commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place. Individual risk assessments are in place for such pupils.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	Classrooms reinforce distancing with tables in rows/L shapes or a horseshoe shape. Distance markings are in corridors, start and finish times are staggered. Collaborative work and carpet time, particularly for older pupils, is minimised at this time. Teachers stand to the side or behind pupils when giving feedback and checking work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Any unnecessary furniture has been removed and placed in storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	No large gatherings are taking place. Assemblies are in classes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the school or building	Avoid creating busy corridors, entrances and exits. The only movement is for some classes to go to the hall for lunch, PE or to access toilets/outdoors. Some classes are having lunch in the classroom to reduce movement of pupils around the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	All break times are staggered and pupils are in zones. See organisation plan for details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	All lunch breaks are staggered and pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	zoned. See organisation plan.			
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other	<p>The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day Staff breaks are staggered.</p> <p>Additional rooms have been designated for each zone for staff breaks. Staff wear face coverings when moving around the building and in communal area.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well-ventilated room ensuring 2 metres social distancing at all times	<p>Virtual staff meetings could take place where staff stay in their classrooms and join the meeting. Majority of meetings and training is held remotely. Phase meetings in classrooms, socially distanced. SLT weekly meetings take place in the Main hall with each person having their own socially distanced table</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</p> <p>Staggered start and finish times should not reduce the amount of overall teaching time.</p> <p>. A staggered start may include:</p> <ul style="list-style-type: none"> condensing or staggering free periods or break time but retaining the same amount of teaching time <p>keeping the length of the day the same but starting and finishing later to avoid busy periods</p>	<p>An extended drop-off and collection time slots are in place (see Organisation Plan).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Refer to the organisational plan for markings to show the routes in and out of the site. Principal/Pastoral staff and the Site Manager manage access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>and movement through the site.</p> <p>One way system and segregated drop-off/collection points. Guidance on website.</p> <p>CYPS Bulletin</p>			
<p>All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing. This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt.</p>	<p>Clear signage in place. All parents aware of the need to wear face coverings and are reminded daily by staff who have spare masks available.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time. This will reduce the amount of people assembling in and around the school grounds and will help with social distancing.</p>	<p>Additional social distancing signs displayed in waiting areas and on perimeter of fence leading to entrance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school</p>	<p>This will reduce the amount of people assembling in and around the school grounds and will help with social distancing</p> <p>Additional social distancing signs displayed in waiting areas and on perimeter of fence leading to entrance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and pupils are told 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, only one adult per family should enter school grounds to drop off or collect)</p>	<p>An extended drop-off and collection time slot is in place. One way system and segregated drop-off/collection points. Guidance on website. A one-way system is in place across the site. Information and text messages circulated to parents.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>	<p>Guidance issued on website and via texts.</p> <p>All parents have been given times for drop off and collection.</p> <p>Only one adult per family should enter school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	grounds to drop off or collect). Keyworker and Vulnerable children only currently			
Schools can resume educational day visits from 12 April Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination	Visits are resuming from 12.4.21. They are taking place in year groups and class bubbles. Additional transport is arranged for children to travel socially distanced or on separate coaches. The visit takes place in bubbles where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic and International residential educational visits must not take place at this time. This will be reviewed no earlier than 17 May	Residential visits are not currently taking place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will work to resume all before and after-school educational activities and wraparound childcare for pupils	Afterschool clubs are taking place in class bubbles and outside where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	All external providers working with children in their own key stage bubbles. Wrap around are exclusively working with SPS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member	Activities taking place outside where possible and in bubble groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities taking place outdoors can happen in groups of any number This is because the transmission risk is lower outside	Activities taking place outside where possible and in bubble groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also: • advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. • encourage them to check providers have put in place their own protective measures • send them the link to the guidance for parents and carers	Parents have been advised. Kiddiwinks provide exclusive care for SPS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have:	Kiddiwinks provide exclusive care for SPS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • considered the relevant government guidance for their sector • put in place protective measures 				
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Parents informed and encouraged to walk to school, including through participation in WOW scheme.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	Safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	<p>Additional lunch time cleaning is scheduled and room checklists are in use to record cleaning</p> <p>Morning break time cleaning schedule to be maintained</p> <p>Tables, chairs, sinks and toilet areas are wiped down and sprayed.</p> <p>All staff toilet and eating facilities are cleaned between use and at the end of the day</p> <p>Staff provided with access to antibacterial wipes for cleaning toilet sheets (signs to direct staff to dispose in bins rather than flushing)</p> <p>Site cleaning teams to clean and mop floors and replenish soap, hand towels and sanitiser every morning.</p> <p>Cleaning sign off sheets are completed to show cleaning has taken place.</p> <p>Staff are allocated to specific rooms, rest facilities and toilets. Staff wipe touch points for any other area they work in and will sign this on that area's cleaning log.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently touched surfaces, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Additional cleaning of touch points is carried out throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	by staff in the rooms/bubbles Cleaning sign off sheets are completed to show cleaning has taken place			
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Regularly cleaned using anti bac spray and wipes Additional spray and wipes available for all staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Included in additional cleaning rota	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Adequate stock in place and reordered as required from Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Each class has an allocated play equipment bag/box. Cleaning products are used after every use and at the end of the break and lunchtime break time by class LSA Checklists for recording the cleaning of play equipment in use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers	Each class has an allocated play equipment bag/box. Cleaning products are used after every use and at the end of the break and lunchtime break time by class LSA Checklists for recording the cleaning of play equipment in use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	All classes have individual packs in a zipped wallet containing all the equipment required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Reading book return boxes in place. Each class/bubble has own equipment, any shared resources such as iPad are wiped down after use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out	All resources cleaned frequently, cleaning equipment readily available in all areas of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Equipment rotated where necessary			
Pupils should limit the amount of equipment they bring into school each day, including essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy)	Coats and bags are stored on child's peg Lunch boxes are wiped down and stored in separate zones Pupils use lidded name labelled boxes for packed lunch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either: <ul style="list-style-type: none"> • restricted to one user • left unused for a period of 48 hours (72 hours for plastics) between use by different individuals Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use 	All resources cleaned frequently, cleaning equipment readily available in all areas of the school. Where cleaning is not possible items are boxed/bagged for 48/72 hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking	Feedback slips are used and stuck in books for pupils in year 1 to 6 to reduce the amount of handling of books Staff briefed on in-lesson feedback where possible in line with marking and feedback policy; exceptions include extended writing and test marking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Screen Wipes provided in staff PPE packs and can be restocked as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	School follows all advice from public health and ensures that staff are aware of the procedures to follow if a household member becomes unwell with symptoms. Anyone showing symptoms whilst at work is immediately sent home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	A priority test booked for any member of staff showing symptoms DFE lateral flow testing for staff offered from w/c 25.1.21. Staff trained in use and protocols in place for testing, recording and reporting.			
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	All staff are aware and adhere to guidance. School have a dedicated alert line for parents to report any child who has been contacted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> they have one or more coronavirus (COVID-19) symptoms a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms they are legally required to quarantine, having recently visited countries outside the Common Travel Area they have had a positive test have been in close contact with someone who tests positive for coronavirus (COVID-19) 	School is aware of the requirements and regularly liaises with staff, parents and other stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School makes everyone onsite or visiting aware that they must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> the start of their symptoms the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school) 	School is aware of the requirements and regularly liaises with staff, parents and other stakeholders. School have a dedicated alert line for parents to report any child who has been contacted. When notified of a positive case the school confirms the return date to ensure 10 day isolation is followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10	School is aware of the requirements and regularly liaises with staff, parents and other stakeholders. When notified of a positive case the school confirms the return date to ensure 10 day isolation is followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

days or are otherwise unwell, you should advise them to stay at home and seek medical advice.				
The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required. You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case	School leaders are aware of the requirement to report a situation were 2 or more positive cases are confirmed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice. There are currently no such pupils Arrangements would be made if this situation changes	There are currently no Pupils attending more than one setting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support	There are no CV pupils. Arrangements would be made if this situation changes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested.	Staff are carrying out LFT testing twice per week but handwashing, social distancing, masks and social distancing is still in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend	There are no CVE pupils. Arrangements would be made if this situation changes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions	All CVE individuals who were shielding are now attending work and following Covid rules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Staff with specific health conditions who fall within the CEV category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible</p> <p>Individual risk assessments are needed and guidance must be sought</p>	<p>All staff who were shielding are now attending work and following Covid rules. Individual risk assessments are in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings</p>	<p>All staff are now attending work and following Covid rules. Individual risk assessments are in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission</p>	<p>All staff are now attending work and following Covid rules. Individual risk assessments are in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home</p>	<p>All staff are now attending work and following Covid rules. Individual risk assessments are in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19) where it is not possible to work from home, these staff can attend school as long as the system of controls</p> <p>information available on who is at higher risk from coronavirus</p>	<p>All staff are now attending work and following Covid rules. Individual risk assessments are in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pregnant women are in the 'clinically vulnerable' category</p> <p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review</p>	<p>One member of staff has been moved phases to ensure distancing. Individual risk assessments are in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RCOG Q&A covid19 virus infection and pregnancy				
<p>All employers have a duty of care to their employees, and this extends to their mental health.</p> <p>Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures.</p> <p>Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing</p> <p>Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme</p> <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	<p>The school has 4 mental health first aiders and holds regular staff forums and mental health session.</p> <p>Individual risk assessments are in place for any staff anxious</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Volunteers may be used to support the work of the school, as would usually be the case</p> <p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible</p>	<p>Any volunteers working in school will be fully trained in the schools Covid safe procedures</p> <p>There are currently no volunteers in school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual whilst following the schools Covid safe procedures</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff</p> <p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year</p>	<p>We will consider longer engagement of supply staff to minimise movement between sites where possible</p> <p>Some flexibility has been allowed in the plan, with regular staff for cover occasional days of absence</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Supply staff, volunteers and other temporary or peripatetic staff can move between schools.</p> <p>Such staff and visitors must follow your school's arrangements for managing and minimising risk based on the system of controls. They should also have access to</p>	<p>We will consider longer engagement of supply staff to minimise movement between sites where possible</p> <p>Some flexibility has been allowed in the plan, with</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>information on the safety arrangements and be provided with this as soon as possible after the booking.</p> <p>This also applies to other temporary staff and volunteers working in schools such as:</p> <ul style="list-style-type: none"> • support staff working on a supply basis • peripatetic staff such as music tutors and sports coaches <p>those working in before and after school clubs</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff.</p>	<p>regular staff for cover occasional days of absence</p>			
<p>Site User Becoming Unwell</p>				
<p>If anyone in the school becomes unwell 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), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p>	<p>Other members of their household (including any siblings) should 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. Anyone reporting a positive case is telephoned to ensure they are following the advice and are aware of their return date.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. A window should be opened for fresh air ventilation if it is safe to do so</p>	<p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Each building has a designated area for isolation. Windows in these areas can be opened for ventilation</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Each area will be deep cleaned once pupil or staff member has been collected			
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	<p>Toilet area to be cleaned immediately after use using standard cleaning products</p> <p>Office staff to contact Site Manager/cleaning staff for deep clean to take place</p> <p>If not able to clean immediately toilet will be closed until a deep clean can be arranged</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment. Adequate stocks of PPE are readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household</p> <p>If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts</p>	Parents are advised to collect by car where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result	<p>If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.</p> <p>All children will need to be collected due to primary age.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	pharmacy, urgent care centre or a hospital. All staff are aware of procedures.			
Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive 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) which is a legal obligation they have tested positive from an LFD or PCR test as part of a community or worker programme. If an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school 	<p>Clear guidance has been given to staff and this is reviewed and reinforced in staff meetings</p> <p>Daily Staff briefings and regular staff forums, include Covid updates. The school has an Alert email facility to notify of any positive tests for pupils and their households. Reports of any positive tests are considered and appropriate bubbles closed and linked staff are told to self-isolate</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	<p>Refer to isolation procedures. All staff form a class bubble to hand wash and clean down the area</p> <p>Posters displayed around school</p> <p>Included in staff training.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	<p>COVID-19: cleaning of non-healthcare settings guidance</p> <p>PPE and cleaning materials readily available any areas unable to be cleaned are closed until cleaning can take place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				

<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p> <p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p>	<p>Information for staff and parents/carers stipulates if a child or member of staff becomes ill with a symptom of Covid 19 they require a test.</p> <p>School has a supply of testing kits and sends them home with any staff or pupils displaying symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School have received an initial supply of 10 PCR test kits before the start of the autumn term in 2020 and information about how to order to replenish this supply when they are running out</p> <p>You can replenish these kits when they run out by making an order through the online portal. You should call the Test and Trace helpdesk on 119</p>	<p>School has the tests and regularly reorders every 21 days</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p>	<p>School has adequate test to issue as required.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines</p>	<p>Staff are using LF testing twice per week. Anyone showing symptoms will self-isolate until they receive results of PCR test as per Government guidance. School is taking part in DFE dual testing programme.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test</p>	<p>All guidelines are adhered to and bubbles closed if necessary</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate</p>	<p>All guidelines are adhered to and bubbles closed if necessary</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus</p>	<p>All guidelines are adhered to and bubbles closed if necessary. All staff and parents are advised accordingly on notification.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace</p>	<p>Staff H&S training conducted with all staff has stipulated the requirement. Parents/carers are informed via a letter and face to face upon collection of their child that they must keep school updated and if the test comes back positive they must share information with test and trace NHS. Staff training has stipulated this requirement Parents have been informed of isolation requirements If a child is sent home and a test is requested, the school. Academy will contact the family for a welfare check and to go through all requirements so that the parent/carer fully understands</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the school immediately of the results of a test</p>	<p>Upon collection of a child ill and suspected Covid 19 symptoms the parent/carer is asked to ensure the academy is updated immediately on the test outcome</p> <p>Staff training has stipulated this requirement. An alert email has been set up for parents to notify school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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.</p>	<p>Staff are aware of guidance and the Academy confirms return to work dates with any parents or staff on details of symptoms/positive test. Where staff and pupils are isolating due to bubble closures contact is maintained to update on any changes in circumstances.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.</p>	<p>Staff are aware of guidance and the Academy confirms return to work dates with any parents or staff on details of symptoms/positive test. Where staff and pupils are isolating due to bubble closures contact is maintained to update on any changes in circumstances.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</p>	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation If a child is sent home and a test is requested, the school will contact the family for a welfare check and to go through all requirements so that the parent/carer fully understands</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days. Senior leaders ensure staff are aware of this.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or</p>	<p>Senior staff are aware of the procedures to follow. All advice from Public health is followed and staff/pupils sent home to self-isolate</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days</p>				
<p>Close contact can be anyone who:</p> <ul style="list-style-type: none"> • lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): <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 1 day) <p>travelled in the same vehicle or a plane</p>	<p>Senior staff are aware of the procedures to follow. All advice from Public health is followed and staff/pupils sent home to self-isolate</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority</p>	<p>This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice</p> <p>School has been provided by the Trust with a plan of actions to take in the event of a positive test of a pupil or staff member</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Public Health England has good evidence that routinely taking the temperature of pupils by</p>	<p>Temperature checks are not routinely taken</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	If a child is showing symptoms of the virus then a temperature check is carried out as part of the first aid assessment			
Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils. Staff have staggered breaks and lunch to ensure adequate facilities for handwashing are available Hand sanitiser is available in each classroom and in strategic places around the building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Staff have staggered breaks and lunch to ensure adequate facilities for handwashing are available Hand sanitiser is available in each classroom and in strategic places around the building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	Opportunities are given to staff for additional hygiene routines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 and this has been considered	Opportunities are given to staff for additional hygiene routines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	Clear guidance has been given to pupils and posters are displayed around the school. Staff are available to support any children unable to adhere to this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	Individual risk assessments are in place for all pupils with SEND needs, staff who support these pupils are provided with PPE to wear. The minimum PPE requirement is a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	mask, face visor, apron and disposable gloves			
Hands are washed with liquid soap & water for a minimum of 20 seconds	Clear guidance has been given to pupils and posters are displayed around the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	Handwashing stations and sanitiser available classrooms. Sanitiser available in prominent areas around the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	Skin friendly cleaning wipes can be used as an alternative. Sanitiser is in every room for use by pupils/staff. Teacher in charge is responsible for ensuring pupils use this safely	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	Handwashing stations and sanitiser available classrooms. Sanitiser available in prominent areas around the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>E bug posters are also displayed around school</p>    <p>NHS</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	A tissue box is in every room and near to the blue tissue bin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Lidded bins are in every room, in smaller toilets/office a labelled bin is in situ.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inadequate Personal Protection & PPE				
Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom	All staff wear face coverings in areas outside of the classroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children in Primary schools do not need to wear a face covering	Staff are aware. Children are discouraged from wearing masks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate	Staff have transparent face coverings if needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately	Parent/carer information and staff training information stipulates when face coverings are to be used For intimate care needs/medical needs and only where distancing cannot be maintained. Pupils coming onto site wearing a face mask from home will be asked to take this off as they enter the cloakroom and place this in their zipped bag.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings do not need to be worn by pupils when outdoors on the premises	Face coverings are not required by primary school pupils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places	There are no staff or pupils in this category currently	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils are instructed to: <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom 	Staff and pupils are aware of the procedures to follow when putting on and removing face masks Staff and pupils are aware of the need to wash hands before and after the putting on or removing of face masks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Staff and pupils are aware of the procedures to follow when putting on and removing face masks Staff and pupils are aware of the need to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	wash hands before and after the putting on or removing of face masks			
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	Staff and pupils are aware of the need to wash hands before and after the putting on or removing of face masks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully	Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day. Face coverings are readily available if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	A supply of face coverings are available if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a process for when face coverings are worn within the school and how they should be removed	This procedure should be communicated clearly to pupils and staff. Staff Pupils are aware of the need to wash hands before and after the putting on or removing of face masks and how to dispose of them	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes	Primary aged children are not required to wear face coverings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	safe working in education, childcare and children's social care Staff are aware of this and have access to the required PPE. The minimum to be worn is a face mask, face visor, apron and gloves	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	No current requirement in school	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	PPE is readily available to all staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				

All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Only necessary appointments are made with any parents and other visitors Any contractors without appointments are turned away and asked to rearrange the visit Parents advised that the office is closed, other than by prior arrangement for handover of medicines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Any visitors to the school are advised on the schools Covid safe procedures Signage is displayed at the entrance to the school and at key points around the school to remind visitors of the procedure in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	Visits arranged out of school hours where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Any contractors without appointments are turned away and asked to rearrange the visit. Only necessary visits take place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits Schools should have discussions with key contractors about the school's control measures and ways of working All contractors on site have provided satisfactory risk assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing. Staff responsible for the organisation of immunisations are aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	of the requirement for these to be delivered within the Covid safe practices of the academy			
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Visitors and contractors are informed that details will be kept and shared if required for the purpose of NHS track and Trace Details are kept on file in the Inventory system and can be accessed at any time and a report produced if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including: mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) All windows are open and have trickle vents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures Windows and doors are open where possible. All windows have trickle vents and are opened wider when class rooms are empty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	Windows and doors are open where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<u>conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</u> <u>No units in school</u>			
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted. <u>Doors that can be opened have been identified to staff taking into account safeguarding/security needs</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) <u>Rooms are all adequately ventilated with high level windows open or trickle vents. Windows are opened wider when rooms are not occupied</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	<u>Rooms are all adequately ventilated with high level windows open or trickle vents. Windows are opened wider when rooms are not occupied</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	<u>Rooms are all adequately ventilated with high level windows open or trickle vents.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing	<u>For more information see School uniform Parents have been advised that children may need to wear additional warm clothing on colder days. Where parents raise concerns about their child, flexibility will be emphasised</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	<u>Classrooms are arranged to minimise pupils next to direct drafts.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Heating is used when necessary. Windows are open as necessary to ensure adequate ventilation. Staff advised to open fully during breaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	Fans are not currently used as all classes have adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk. No additional heating currently needed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures				
		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan				
		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
ACTION PLAN (insert additional rows if required)		To be actioned by		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Date	
All staff to continue to follow local and national government guidance alongside local infection rate figures.		Joan Wood	29.04.2021	
Review of action plan to take place following new Government roadmap guidance due on 19/07/2021		Chris Metclafe/L Burton	19/07/2021	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment				
		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?				
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Assessor(s):	Lorraine Burton	Signature(s):	<i>Lorraine Burton</i>
Position(s):			
Date:	21/06/2021	Review Date:	Following updated guidance on 19th July the risk assessment will need to be reviewed in August 2021 in preparation for new academic year

Distribution: All staff, website and Central team

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely		Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely		Minor					
Insignificant	Minor injury	Remote		Less likely to occur	Insignificant				
					Remote	Unlikely	Possible	Likely	Highly Likely