



ST WINEFRIDE'S SCHOOL  
*Founded 1868*

**St. Winefride's**  
**COVID-19 Risk Assessment**  
**June 2021**

## St. Winefride's School

Assessment conducted by: ED, RG, LR	Job title: SLT	Covered by this assessment: All staff
Date of assessment: June 2021	In line with step 3 of the roadmap.	Date of next review: In line with up-to-date guidance provided by the government.
<b>Related documents</b>		
<u>Coronavirus (COVID-19): Staff Handbook, Coronavirus (COVID-19): Contingency Plan, Social Distancing Policy, Infection Control Policy, Coronavirus (COVID-19): Test Kit Policy, Coronavirus (COVID-19): Rapid Testing Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Attendance and Absence Policy.</u>		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
<b>Likely impact</b>	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>• All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <u>Coronavirus (COVID-19): Full Opening Plan</u></li> <li>- <u>Coronavirus (COVID-19): Rapid Testing Policy</u></li> <li>- <u>Health and Safety Policy</u></li> <li>- <u>Infection Control Policy</u></li> <li>- <u>Social Distancing Policy</u></li> <li>- <u>First Aid Policy</u></li> <li>- <u>Behavioural Policy</u></li> </ul> </li> <li>• Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <u>Health and Safety Policy</u></li> <li>- <u>Infection Control Policy</u></li> <li>- <u>Social Distancing Policy</u></li> <li>- <u>Behavioural Policy</u></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance</li> </ul> </li> </ul>	Y	Headteacher	30.06.21	M

		<ul style="list-style-type: none"> <li>- DfE (2020) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'</li> <li>- DfE (2021) 'Face coverings in education'</li> <li>- NHS Test and Trace (2021) 'How to guide' Rapid testing of primary and nursery workforce'</li> <li>- DHSC (2021) 'Terms and Conditions for Covid-19 testing (Primary Schools)'</li> <li>• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email or telephone, particularly any changes to processes to allow for the full opening of the school.</li> <li>• Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. eBug website resources to be used.</li> <li>• Admin staff conduct a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations.</li> <li>• SLT reviews relevant school policies to ensure they account for new provisions.</li> </ul>				
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Heating and ventilation	H	<ul style="list-style-type: none"> <li>• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained.</li> <li>• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> <li>• Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> <li>- Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>- High level windows are opened in preference to low level to reduce draughts</li> <li>- Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes (doors and windows opened fully)</li> </ul> </li> </ul>	Y	All staff	30.06.21	L
Fire safety and evacuation routes	H	<ul style="list-style-type: none"> <li>• A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date.</li> <li>• The <u>fire safety officer</u> and <u>headteacher</u> ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> <li>• Fire Safety Audit completed 30.06.2021 by Unicorn.</li> <li>• The <u>headteacher</u> identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.</li> </ul>	Y	ED / RG	30.06.21	L
Water storage, drainage systems and	M	<ul style="list-style-type: none"> <li>• A suitably trained individual ensures that checks on all hot and cold water systems, including air conditioning units, are up-to-date.</li> </ul>	Y	ED / LR / RG / KS	30.06.21	L

sanitary appliances		<ul style="list-style-type: none"> <li>• All water systems, e.g. toilets and taps, are thoroughly flushed at the start of each term, and the <u>headteacher</u> commissions a water treatment specialist to chlorinate water systems where required.</li> <li>• All equipment that uses water, e.g. dishwashers and washing machines, is run through a cycle to flush limescale and bacteria build-up before the start of each term.</li> <li>• A suitably trained individual ensures that checks on all sanitary appliances, including drainage, are up-to-date.</li> <li>• Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were previously turned off or isolated.</li> </ul>				
Cleaning	H	<ul style="list-style-type: none"> <li>• The <u>headteacher and cleaning supervisor</u> implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>• More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>• Frequently touched surfaces being cleaned more often than normal. (Class teachers and teaching assistants during the day)</li> <li>• Provision for ensuring toilets are cleaned regularly. (handles etc teachers and teaching assistants).</li> </ul> </li> <li>• Dining areas are cleaned before and after use by classroom staff.</li> <li>• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.</li> <li>• The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the <u>COSHH Policy</u>.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> </ul>	Y	All staff, plus cleaning staff Provac	30.06.21	M

		<ul style="list-style-type: none"> <li>• All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> <li>• Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down.</li> </ul>				
Contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> <li>• They have any symptoms of coronavirus.</li> <li>• They have tested positive for coronavirus in the last 10 days.</li> <li>• They are in a household with someone (including someone in their support bubble or childcare bubble if they have one) who displays symptoms or has tested positive in the last 10 days.</li> <li>• They are required to quarantine having recently visited countries outside the <a href="#">Common Travel Area</a>.</li> </ul> </li> <li>• Parents are informed via email not to bring their children to school or onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed to coronavirus.</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms or the date of their positive test if they did not have symptoms.</li> <li>• Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national</li> </ul>	Y	All staff	30.06.21	M

		<p>guidance and the <u>Infection Control Policy</u>, and any individuals with symptoms are sent home as soon as possible.</p> <ul style="list-style-type: none"><li>• Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. (School hall, if this is in use the medical room will be used).</li><li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the <u>Infection Control Policy</u>.</li><li>• In exceptional circumstances, if a pupil's parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements.</li><li>• If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li><li>• Symptomatic individuals who are sent home are directed to not use public transport to get home.</li><li>• Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care.</li><li>• PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li><li>• Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises.</li></ul>				
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		<ul style="list-style-type: none"> <li>• Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</li> <li>• The school does not routinely take the temperature of pupils.</li> <li>• The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community.</li> </ul>				
Testing	M	<ul style="list-style-type: none"> <li>• All rapid-result testing is carried out in line with the DHSC '<a href="#">Terms and conditions for Covid-19 testing (Primary Schools)</a>' guidance.</li> <li>• All rapid-result testing is carried out in line with the Coronavirus (COVID-19): Rapid Testing Policy.</li> <li>• Rapid-result testing is carried out on staff members who have consented to take part in testing.</li> <li>• All staff members who consent to take part are provided with the most up-to-date version of the 'COVID-19 Self-Test Instruction for Use Guide' to read.</li> <li>• Staff will self-administer the LFD tests.</li> <li>• Self-testing is conducted by staff members twice a week (3 to 4 days apart), ideally before staff come into work (Sunday &amp; Wednesday).</li> <li>• Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone – they are also required to share their results with the school. This applies whether the result is positive, negative, or void.</li> <li>• Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test.</li> </ul>	Y	All staff (ED-coordinator & DW registration assistant)	30.06.21	L

		<ul style="list-style-type: none"> <li>• PCR tests are arranged in the event of a positive LFD test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, need to be confirmed with a PCR test.</li> <li>• Negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms.</li> <li>• Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</li> <li>• Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test.</li> <li>• Testing kits are stored indoors between a temperature of 2 to 30°C, in an environment which allows enough space for social distancing.</li> <li>• Individuals are instructed to collect test kits from the designated collection point.</li> <li>• A test kit log is in use and kept up to date with the relevant information required.</li> <li>• A test result log is in use and kept up-to-date with the relevant information required.</li> <li>• The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times.</li> </ul>				
NHS Test and trace	H	<ul style="list-style-type: none"> <li>• Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>- Book a PCR test if they (or their child) display symptoms.</li> <li>- Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> </ul> </li> </ul>	Y	All members of the school community	30.06.21	M

		<ul style="list-style-type: none"> <li>- Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> <li>• Anyone in school who displays symptoms is encouraged to get a PCR test.</li> <li>• If the school believes a symptomatic individual may face barriers to accessing a test elsewhere, the school provides them with a home testing kit.</li> <li>• Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C).</li> <li>• The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.</li> <li>• Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address.</li> <li>• Kits are not given directly to pupils but are instead given to the pupil's parent or carer.</li> <li>• Parents and staff are asked to inform the school immediately of test results.</li> <li>• If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> <li>- Everyone they live with who has symptoms tests negative.</li> <li>- Everyone in their support bubble who has symptoms tests negative.</li> <li>- They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.</li> <li>- They feel well.</li> </ul> </li> </ul>				
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		<ul style="list-style-type: none"> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period.</li> <li>• Staff and pupils aged over 16 are encouraged to download the NHS Test and Trace app.</li> <li>• Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.</li> <li>• Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.</li> <li>• If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning.</li> <li>• The headteacher ensures an NHS QR code poster is displayed in spaces open to the public and that a visitor record is kept.</li> <li>• If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education.</li> </ul>				
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> <li>• Parents are informed, via email, of how the school responds to confirmed cases of coronavirus.</li> <li>• Where an individual in the school community tests positive for coronavirus, the <u>headteacher</u> contacts the DfE's dedicated advice service immediately.</li> <li>• The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps.</li> </ul>	Y	All members of the school community	30.06.21	M

		<ul style="list-style-type: none"> <li>• Individuals at school who have been in close contact with someone who has tested positive are sent home immediately to self-isolate for 10 days. Close contact is defined as follows: <ul style="list-style-type: none"> <li>- Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test if asymptomatic, and continue to self-isolate for the next full 10 days.</li> <li>• Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive.</li> <li>• A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> <li>• Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>• The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> <li>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated).</li> </ul>				
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		<ul style="list-style-type: none"> <li>The pupil or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia.</li> </ul>				
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> <li>Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> <li>Arrival at school</li> <li>Return from breaks</li> <li>A change in rooms</li> <li>Before and after eating</li> </ul> </li> <li>There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water and hand sanitiser stations positioned in all key entry points throughout the school.</li> <li>The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant.</li> <li>Adequate amounts of tissues and bins are available in the relevant areas.</li> <li>Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.</li> <li>A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures.</li> <li>Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> </ul>	Y	All staff	30.06.21	M

		<ul style="list-style-type: none"> <li>• Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</li> <li>• Pupils wash their hands after they have coughed or sneezed.</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> <li>• Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.</li> </ul>				
Social distancing	H	<ul style="list-style-type: none"> <li>• The <u>Social Distancing Policy</u> is shared with all relevant members of the school community and adhered to as far as possible.</li> <li>• Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>• Pupils are separated into bubbles.</li> <li>• Bubbles are the size of a full class and pupils do not mix with those outside of their bubble during the school day.</li> <li>• Staff can move between bubbles but minimise close contact with others whilst doing so and are to wear a face mask.</li> <li>• Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</li> <li>• The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases.</li> <li>• School assesses the ability of early years pupils to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules.</li> </ul>	Y	All members of the school community	30.06.21	M

	<ul style="list-style-type: none"><li>• The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures.</li><li>• Pupils' EHC plans are provided as normal.</li><li>• Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space. (EYFS classrooms are exempt).</li><li>• Visual aids are used to display social distancing measures.</li><li>• Pupils take breaktimes and lunchtimes in their bubbles, and these breaks are staggered to reduce the number of pupils in the corridors and on the playground. EYFS &amp; KS1 break 10:15 – 10:30, KS2 break 10:35 – 10:50. EYFS &amp; KS1 lunch 11:45 – 12:15 eating, 12:15 – 12:45 outside. KS2 lunch 12:15 – 12:45 eating, 12:45 – 1:15 outside.</li><li>• Assemblies are conducted within pupils' bubbles.</li><li>• Pick-up and drop-off times are staggered to reduce the number of parents around Belmont and the Churchyard.</li><li>• Parents have been sent a table outlining the drop-off and pick-up times and the entry/exit point (main entrance, Belmont gate, Churchyard door).</li><li>• Pupils queue two metres apart at entrances and exits.</li><li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.</li><li>• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the <u>headteacher</u> assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li></ul>				
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		<ul style="list-style-type: none"> <li>• Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE <a href="#">guidance</a>.</li> <li>• Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.</li> <li>• Arrangements are made to enable specialists, therapists, clinicians, and other support staff for pupils with SEND to continue to provide interventions as usual.</li> <li>• Pupils whose behaviour is purposefully contrary to the social distancing measures in place are managed in line with the Behavioural Policy.</li> <li>• Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children.</li> </ul>				
Resources	M	<ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> <li>• Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles. Pupils are to use hand sanitiser before and after touching sports equipment.</li> <li>• Pupils only bring essential items to school each day, e.g. lunch boxes, water bottles, hats, coats, books, and stationery.</li> <li>• Pupils are permitted to bring bags to school.</li> <li>• Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</li> </ul>	Y	All staff and pupils	30.06.21	L

Face coverings	M	<ul style="list-style-type: none"> <li>• Face coverings are required to be worn by staff and visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing is difficult between adults.</li> <li>• Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to: <ul style="list-style-type: none"> <li>• Clean hands before and after touching a face covering.</li> <li>• Store face coverings in individual, sealable plastic bags.</li> <li>• Avoid wearing damp face coverings.</li> </ul> </li> <li>• Face coverings are not worn in classrooms by those in the 'bubble'.</li> <li>• The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one.</li> <li>• Transparent face coverings, which may assist communication with someone who relies of lip reading, clear sound or facial expressions to communication, are worn where appropriate.</li> <li>• Face visors or shields are not worn as an alternative to face coverings.</li> <li>• Staff and pupils are not prevented from entering or attending school on the grounds that they are not wearing a face covering.</li> <li>• The school has a contingency supply of face coverings.</li> <li>• Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply.</li> </ul>	Y	All staff	30.06.21	L
PPE	M	<ul style="list-style-type: none"> <li>• PPE is distributed to staff who provide intimate care for pupils who need this care and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> </ul>	Y	All staff	30.06.21	L

		<ul style="list-style-type: none"> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn.</li> <li>• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE.</li> <li>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> </ul>				
Wellbeing	M	<ul style="list-style-type: none"> <li>• Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care leader (LR).</li> <li>• The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</li> <li>• Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> <li>• SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress.</li> <li>• Pupils who are new to the school, are provided with the appropriate support. The headteacher / DSL liaise with any relevant parties to determine what additional support is available for pupils who are suffering with their mental health.</li> <li>• The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine.</li> </ul>	Y	All staff	30.06.21	M

		<ul style="list-style-type: none"> <li>• The headteacher / DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support.</li> <li>• The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>• Safeguarding issues are managed in line with the <u>Child Protection and Safeguarding Policy</u>.</li> <li>• Staff and pupil bereavement is managed in line with the <u>Bereavement Policy</u>.</li> </ul>				
Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> <li>• Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision.</li> <li>• Pupils who live with someone who is CEV continue to attend school as normal.</li> <li>• All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend.</li> <li>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school.</li> <li>• If CEV pupils are self-isolating or shielding and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time.</li> <li>• CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site.</li> <li>• Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission. (wearing a face mask and only using the hall, external doors remain open for air flow, sanitised before use, hand sanitiser used on entry and exit).</li> </ul>	Y	All staff	30.06.21	M

		<ul style="list-style-type: none"> <li>• Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home.</li> <li>• Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school.</li> <li>• The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• If required, staff can adjust their working hours, as agreed by the SLT.</li> <li>• The headteacher ensures that the school can be adequately and safely staffed.</li> <li>• A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees.</li> <li>• Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>• Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach.</li> <li>• The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.</li> </ul>				
Attendance	L	<ul style="list-style-type: none"> <li>• Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly.</li> <li>• The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy.</li> </ul>	Y	All members of the school community	30.06.21	L

		<ul style="list-style-type: none"> <li>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> <li>Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals.</li> <li>Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils.</li> <li>Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's <a href="#">guidance</a>, before attending school.</li> </ul>				
Extra-curricular activities and wraparound provision	M	<ul style="list-style-type: none"> <li>The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils.</li> <li>Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate.</li> <li>Clubs are run in line with protective measures, e.g. keeping pupils in their bubbles where possible.</li> <li>Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend.</li> <li>In Early Morning Club pupils are kept in their bubbles within the school hall which is ventilated.</li> <li>After Care will have numbers limited to 30 pupils, activities will take place outside weather permitting and then in the hall using the same measures as in Early Morning Club.</li> </ul>	Y	School staff / Crossbar staff / STITC staff	30.06.21	L
Safeguarding	H	<ul style="list-style-type: none"> <li>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying.</li> <li>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> </ul>	Y	ED / RG / PCC / LR	30.06.21	M

		<ul style="list-style-type: none"> <li>• The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>• The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies.</li> <li>• If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school.</li> </ul>				
Behaviour expectations	L	<ul style="list-style-type: none"> <li>• The school’s <u>Behavioural Policy</u> sets out behaviour expectations for pupils and is updated in line with new rules and measures.</li> <li>• Expectations are communicated clearly to staff, pupils and parents.</li> <li>• Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y	All staff	30.06.21	L
Uniform	L	<ul style="list-style-type: none"> <li>• The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance.</li> <li>• Expectations of uniform are communicated to pupils and parents.</li> <li>• To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents.</li> <li>• PE kit is to be worn on the days when the pupil has a PE lesson in school.</li> </ul>	Y	SLT	30.06.21	L
Communication	L	<ul style="list-style-type: none"> <li>• The headteacher contacts the DfE’s advice helpline for specific recommendations for their school.</li> <li>• The headteacher puts into place any actions or precautions advised by the DfE’s helpline or local HPT if necessary.</li> <li>• The headteacher liaises with the relevant bodies where necessary and includes any local guidance in the <u>Coronavirus (COVID-19): Staff Handbook</u>, where required.</li> </ul>	Y	ED / RG / Admin staff	30.06.21	L

	<ul style="list-style-type: none"> <li>• The school's website is kept up to date with any important information regarding the running of the school during the pandemic, e.g. local arrangements.</li> <li>• Parents are informed via email about the relevant information regarding the running of the school during the pandemic, including any pick-up and drop-off arrangements.</li> <li>• Parents and their children are encouraged, where possible, to walk or cycle to school.</li> <li>• Staff and volunteers are informed via email about the relevant information regarding the running of the school during the pandemic, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>• Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> <li>• All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>• The headteacher liaises with the board of trustees about possible arrangements for running the school during the pandemic, where necessary.</li> <li>• SLT is actively present around the school to provide additional support, advice and reassurance.</li> <li>• The admin staff communicate with suppliers and contractors regarding the running of the school during the pandemic and reinstating or suspending the supply of any required goods or services.</li> <li>• The headteacher informs staff, volunteers and the board of trustees about the arrangements for meetings that would ordinarily take place</li> </ul>				
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		<p>in person, e.g. interviews, and how these will be carried out in line with social distancing guidance.</p> <ul style="list-style-type: none"> <li>• Social distancing and infection control measures are explained to all contractors and visitors upon their arrival. Prior to arrival they will have been asked to complete a Pre-appointment questionnaire.</li> <li>• A record is kept of all visitors and contractors that come to the school site.</li> </ul>				
Protective measures in EYFS	M	<ul style="list-style-type: none"> <li>• Children and staff will be in their class bubbles, kindergarten and infants 1 classrooms will be used as normal.</li> <li>• Parents are encouraged to limit the number of settings their child attends.</li> <li>• Social distancing between groups of children and staff is implemented as far as possible.</li> <li>• The use of communal spaces is managed to limit the level of mixing between groups.</li> <li>• The use of private outdoor space is maximised to ensure social distancing measures can be adhered to.</li> <li>• Children are taken to outdoor public spaces, e.g. parks, in small groups, following the completion of a risk assessment that demonstrates they can stay at least two metres from people outside of their group at all times. This is done in line with wider government guidelines on the number of people who can meet in outdoor public places.</li> <li>• Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively.</li> <li>• A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting.</li> </ul>	Y	EA / ND / JS / AR	30.06.21	L

		<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is put in place. Classroom staff are to ensure that frequently touched surfaces are cleaned at regular intervals.</li> <li>• Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using clinell wipes. Ensure the headteacher is given enough notice to re-order when supplies are running low.</li> <li>• Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed.</li> <li>• Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group.</li> <li>• Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.</li> <li>• If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care.</li> </ul>				
Infection prevention and control	L	<ul style="list-style-type: none"> <li>• The infection prevention and control measures outlined in the main body of this risk assessment continue to be followed, unless the headteacher and other relevant staff members decide that adaptations need to be made.</li> <li>• Any changes to infection prevention and control measures are clearly communicated to staff, pupils and parents.</li> <li>• Staff are requested to remain onsite during the duration of the school day to aid infection prevention. Exceptions to this are banking requirements for the school. No one is to leave site without permission from the headteacher.</li> <li>• Face coverings are worn by staff when moving outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</li> </ul>	Y	All staff	30.06.21	L

Workforce	M	<ul style="list-style-type: none"> <li>• The headteacher and other relevant members of staff discuss how staffing deployment arrangements may need to be altered to allow for the return of all pupils.</li> <li>• Appropriate support for pupils with SEND remains in place.</li> <li>• Line managers discuss and agree any proposed changes in role or responsibility with members of staff.</li> <li>• The headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles.</li> <li>• If there are concerns about staffing capacity, the headteacher talks to the Trustees.</li> <li>• Supply teachers, peripatetic teachers and other temporary staff members can attend the school site and move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. Face masks must be worn.</li> <li>• Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual.</li> <li>• The school continues its recruitment processes but offers alternatives to face-to-face interviews where possible.</li> </ul>	Y	All staff	30.06.21	L
Contingency planning	M	<ul style="list-style-type: none"> <li>• Remote education plans are in place for pupils who are self-isolating or shielding.</li> </ul>	Y	All teaching staff	30.06.21	L
Remote learning	M	<ul style="list-style-type: none"> <li>• While attendance is mandatory, remote learning is provided for pupils who are following clinician or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. Teacher will email daily tasks to parents which are in line with the lessons taking place in the classroom.</li> </ul>	Y	All staff	30.06.21	L

		<ul style="list-style-type: none"> <li>• The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day.</li> <li>• The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them.</li> <li>• The school inform parents that they should raise any concerns about the quality of the school's remote education offer with the headteacher in the first instance.</li> </ul>				
Educational Visits	L	<ul style="list-style-type: none"> <li>• Educational visits will be conducted in line with the government's <a href="#">roadmap</a>. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</li> <li>• A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely.</li> <li>• The school is able to carry out domestic day trips and residential trips, but international travel is not planned or carried out.</li> <li>• Bubbles for residential school trips: <ul style="list-style-type: none"> <li>• Are formed from existing school bubbles.</li> <li>• Are no larger than around 30 pupils, or less where possible.</li> <li>• Are not accompanied by parents, carers or volunteers.</li> </ul> </li> <li>• Groups of children are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> <li>• It is for the purpose of childcare.</li> <li>• The EYFS staff:child ratios are maintained.</li> <li>• A risk assessment is conducted in advance.</li> </ul> </li> </ul>	Y	All staff	30.06.21	L

		<ul style="list-style-type: none"> <li>• The risk assessment demonstrates that the group can remain socially distant (two metres) from other people and groups, wherever possible.</li> <li>• Good hygiene is maintained throughout.</li> <li>• Thorough handwashing happens before and after the trip (hand sanitiser to be used throughout).</li> <li>• The trip is carried out in line with relevant local or national coronavirus guidance.</li> <li>• Appropriate insurance arrangements are in place.</li> <li>• The school ensures that it has adequate travel insurance, and discusses any questions about cover with its insurance provider.</li> <li>• The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> <li>• Staff are to remain with the children in the group.</li> <li>• The group should socially distance from other individuals and groups.</li> <li>• Pupils and staff should wash hands thoroughly on arrival and before leaving.</li> </ul> </li> <li>• Adults and pupils over 11 will be required to follow the face covering policy for the indoor space.</li> </ul>				
Curriculum	L	<ul style="list-style-type: none"> <li>• All pupils are given the support required to make good progress.</li> <li>• Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school.</li> <li>• The headteacher with the music coordinator ensures staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission.</li> </ul>	Y	All staff	30.06.21	L

	<ul style="list-style-type: none"><li>• The brass teacher conducts a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use.</li><li>• The school only permits team sports on the list in the Department for Digital, Culture, Media &amp; Sport's (DCMS) team sport <a href="#">guidance</a>.</li><li>• Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups.</li><li>• Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups.</li><li>• School swimming and water safety lessons are conducted in line with Swim England's <a href="#">guidance</a>.</li><li>• Outdoor sports are prioritised where possible.</li><li>• Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.</li><li>• Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene (particularly in between class bubbles for gymnastics).</li><li>• External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities.</li><li>• The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures.</li><li>• Competitions between different schools, whether indoor or outdoor, can take place.</li></ul>				
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Approved by SLT & Chair of Trustees	ED, LR, RG, PS	Date	June 2021
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