

Name of person completing the risk assessment:		Mr S.G. Bell		Date: 23/10/20			
What are the hazards?	Who might be harmed and how?	What control measures are already in place? Are they sufficient?	What additional control measures are needed?	Action by who?	Action by when?	Actioned?	
Children, parents and staff are unsure of the procedures for reducing the risk of spreading the virus	Government guidelines not followed leading to an increased risk of contracting the virus.	People are aware of key aspects of social distancing and the risk assessments employed in school. School has successfully reopened.	<p>A further addendum has been written for the Home-School agreement, which has been sent to all parents and staff. This clearly sets out expectations.</p> <p>Weekly letters are sent to parents to ensure communication is strong including outlining the additional measures that are introduced to reduce the risk of spreading the virus.</p> <p>Weekly staff meetings/bulletins include updates on amendments to the Risk Assessment.</p> <p>Local health teams/police etc will be contacted in order for them to help us communicate the importance of following social distancing guidelines, eg, attending private parties etc.</p>	<p>SGB/ Principal</p> <p>SGB/ Principal Principal</p>	<p>Ongoing</p> <p>Weekly 31/8/20</p>		
Misunderstanding of the DfE guidance	Staff misunderstand the exact government guidelines leading	Current procedures used in school reflect safe practices and	<p>All staff will have the opportunity to read and comment on the risk assessment. Clarification will be provided where necessary.</p> <p>Staff will sign the risk assessment to acknowledge receipt.</p>	Principal and staff	5/11/20		

		<p>Prevention rules will be known and followed by all staff:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) – see below. <p>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <p>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</p> <p>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p> <p>School will ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</p> <p>Where support staff capacity is available, we may consider using this to support catch-up provision or targeted interventions. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided</p>	All	Daily	
			TAs	Daily	

		<p>under the funding agreement for academies). Any redeployments will not be at the expense of supporting pupils with SEND.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>The start and end of the days will be staggered to reduce large groups congregating. Different (clearly marked and segregated) entrances will be used for different classes as follows:</p> <p>LIST TIMES/ENTRANCES</p> <p>Duty rotas will include staff directing parents/pupils to the designated areas.</p> <p>Parents will not enter the building unless they have a pre-arranged appointment, which will be conducted safely.</p> <p>Each child to sit at a designated table (where possible) – set out on a seating plan - with their own equipment such as pens etc. These seating plans will be monitored rigorously by Senior staff. It is essential that all staff enforce the seating plans as, if there is a confirmed case, we need to be able to identify close contacts speedily.</p> <p>Sharing toys will be reduced and cleaned between different groups use.</p> <p>Pupils will be instructed to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. Work should be submitted and marked electronically wherever possible. Pupils should print out the work and stick it in their books after it has been marked so they have a revision record.</p> <p>Live marking to continue whilst observing a suitable distance between the staff member/child (preferably 2m). Staff to either wear gloves when handling children's books or wash/sanitise their hands thoroughly after handling books.</p> <p>Staff should maintain a distance from their pupils, staying at the front of the</p>	Staff	Daily	
			LG/SLT	Daily	

		<p>class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.</p> <p>Purchased lidded bins in classrooms and in other key locations around the site to be used for the disposal of tissues and any other waste, their double bagging and emptying. These should also be used for discarded gloves and other PPE in line with this risk assessment.</p> <p>Assemblies and large-scale acts of worship will not run.</p> <p>Classes will be informed of special routes and areas they should follow around school as follows:</p> <p>LIST</p> <p>Pupils in Years 7 and 8 will remain in their teaching groups all day.</p> <p>Older pupils will move classrooms within their designated Year group bubble areas:</p> <p>LIST THE AREAS</p> <p>Pupils to stay within their bubbles at all times of the day.</p> <p>Staff to stay 2m apart from each other and the staff room to be used by a maximum of 4 staff at any one time. We realise this is difficult but we will do all we can to protect the health and safety of colleagues. Staff should not be offended if and when we ask them to follow the 2m rules; it is for their safety and the safety of others.</p> <p>Staff will be encouraged to bring their own flasks/lunch to avoid use of shared areas.</p> <p>While passing briefly in the corridor or playground is low risk, school has made arrangements to avoid creating busy corridors, entrances and exits.</p> <p>Bubbles will remain together in their break times and lunchtimes. Food will be sold in the designated bubble areas before school and at break. Lunches will be staggered in order to allow time for cleaning surfaces in the dining areas between groups as follows:</p> <p>LIST</p> <p>Carpet areas traditionally used for children to sit together and soft toys that are</p>	All staff	Daily	
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		<p>hard to clean will not be used.</p> <p>Because it is challenging to reduce contact between young children in early years settings, regular cleaning and disinfection of surfaces, objects and toys, as well as hand washing, are particularly important. Read guidance on cleaning for non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Occupied spaces must be well ventilated. The following applies:</p> <ul style="list-style-type: none"> •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) •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). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing (only if classrooms are extremely cold. Children and staff should be encouraged to wear plain vests or equivalent under shirts etc. • rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained</p>	Principal/ staff	Daily	
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		<p>particularly in occupied spaces</p> <p>Children and staff to wash/sanitise hands as they arrive at school, before break, after break, before lunch, after lunch and before they leave school.</p> <p>Toilets designated to the bubbles to be supervised to avoid overcrowding at any one time. Pupils to use the toilets at break and lunchtimes rather than during lessons unless there is a medical reason or an emergency.</p> <p>Staff will be informed of the toilets they should use.</p> <p>Additional toilet cleaning will take place throughout the day with cleaners using gloves and, if required, a visor.</p> <p>Additional hand cleaning facilities will be available on the school site to meet demand.</p> <p>Table tops and other areas need to be cleaned carefully with anti-viral spray or equivalent.</p> <p>IT equipment to be cleaned with an anti-viral cloth (or equivalent) after each session.</p> <p>All potentially contaminated high-contact areas such as toilets, door handles, telephones must be cleaned regularly including in PE changing areas. Cleaners should wear gloves when cleaning these areas. Additional PPE should be provided such as a visor if required.</p> <p>Parents to send their child in uniform and work with the school to encourage good hygiene practices.</p> <p>Outdoor equipment will be appropriately cleaned between groups of children and young people. Multiple groups will not use it simultaneously. Alternatively, it will be rotated to allow equipment to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</p> <p>Children should be told that they must not share any equipment or other items including drinking bottles, this will be supervised.</p> <p>Pupils (except for the very young) should also be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Amended expectations about breaks / play times, including where pupils may</p>	Principal/ staff	Daily	
			Principal/ staff	Daily	

		<p>or may not play/congregate will be clearly communicated.</p> <p>New fire evacuation areas will be created to account for the bubbles staying apart from others.</p> <p>We will follow best practice, which suggests:</p> <ul style="list-style-type: none"> •proactively teaching new rules to staff, pupils and parents •regularly and rigorously reinforcing behaviour throughout every day •consistently imposing sanctions when rules are broken, in line with this risk assessment and behaviour policy addendum, as well as positively reinforcing well-executed rules through encouragement and rewards. <p>The full curriculum will run including PE and music. Sport will be non-contact and changing areas will be cleaned between groups.</p> <p>In PE, pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities</p> <p>Please note the following advice:</p> <p>guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport</p> <p>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <p>School is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures.</p> <p>During the November lockdown, extra-curricular activities (that is, before and after school clubs) will only run where it is reasonably necessary to support</p>	PE staff	Daily	
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			<p>in place in November. School will make appropriate arrangements to enable them to continue their education at home –see remote learning section.</p> <p>In EYFS, we are suspending parent and carer visits for:</p> <ul style="list-style-type: none"> •new admissions, •settling-in children new to the setting •attending organised performances 			
Child needs intimate care or falls ill in school	Children not treated appropriately if requiring intimate care or injured or ill	<p>Intimate Care Policy followed as usual.</p> <p>A first-aider will be on site at all times.</p> <p>Paediatric first aider available for Nursery and EYFS</p>	<p>The ill child would normally have to be removed from the bubble for the first-aider to administer the required support in the first-aid area.</p> <p>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <p>A disposable plastic apron should be used in the case of those children whose care routinely already involves the use of PPE due to their intimate care needs or due to EY age or special educational need. Relevant staff to read: <u>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</u></p>	First-aiders	Daily	
Child/staff member falls ill on site with suspected coronavirus symptoms	Staff supervising the ill child/supporting the member of staff and others who may come into contact with them could be exposed to the virus	Staff are aware of the symptoms of coronavirus	<p>Reference to PPE below means:</p> <ul style="list-style-type: none"> •fluid-resistant surgical face masks •disposable gloves •disposable plastic aprons •eye protection (for example a face visor or goggles) <p>The PPE that should be used in the following situations when caring for</p>	Principal/fir	Daily	

		<p>someone with symptoms of coronavirus (COVID-19) is as follows:</p> <ul style="list-style-type: none"> •a face mask should be worn if a distance of 2 metres cannot be maintained •if contact is necessary, then gloves, an apron and a face mask should be worn •if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</p> <p>Face masks must:</p> <ul style="list-style-type: none"> •cover both nose and mouth •not be allowed to dangle around the neck •not be touched once put on, except when carefully removed before disposal •be changed when they become moist or damaged •be worn once and then discarded - hands must be cleaned after disposal <p>If a child 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 child and with appropriate adult supervision if required.</p> <p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need 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. In this instance, cleaners should be given gloves, a splash resistant face covering and a visor.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p>	st-aiders		
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		<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> <p>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. 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. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>All stakeholders to be reminded that those who have coronavirus symptoms, or who have someone in their household who does, MUST NOT attend school.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p>book a test if they are displaying symptoms. For any families reluctant/unable to arrange their own test, one of the limited school test kits may be issued. The online portal should be used to order additional coronavirus (COVID-19) test kits if we are running out of kits. We are able to make a new order for test kits 21 days after receiving a delivery confirmation email telling us that our previous supply of test kits has been sent. These kits are only for those who develop one of the symptoms of coronavirus (COVID-19) and face significant barriers to accessing a test.</p> <p>In particular, we commit to use these if staff members are struggling to book a test. Our aim is to support staff wellbeing and remove the concern of being covid positive. This process will also help to get symptomatic staff who test negative back to work as soon as they feel well enough, to ensure the continuity of education for pupils. We will call the Test and Trace helpdesk on 119 if we have not received our Unique Organisation Number (UON) or if we have lost the record of it as it is needed to book the kits.</p> <p>It is noted that tests conducted at a testing site will deliver the fastest results. Individuals must book a test in advance or they will not be given a test. People can also order home test kits to be sent directly to them.</p> <p>Staff and pupils must not come into the school if they have classic symptoms ie</p>	Principal	Weekly	
			Principal	As required	
			Principal	As required	

		<p>a persistent cough, a high temperature or a loss of taste and smell, and must be sent home to self-isolate if they develop them in school.</p> <p>Furthermore, if a person has the following symptoms, a test should be arranged. They can attend school but only if they are well enough to do so and only need to self-isolate if the test comes back positive.</p> <ul style="list-style-type: none"> • Headaches • Aches and pains • Feeling very tired for no good reason • Sore throat • Runny nose • Sneezing • Sometimes 'tummy ache' in children <p>This is in line with new advice from Staffordshire Local Authority.</p> <p>All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <p>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>Close contact means:</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 physical contact (skin-to-skin)</p> <p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> <p>travelling in a small vehicle, like a car, with an infected individual</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p>	Staff/pupils	As required	
			Staff/pupils	As required	

			<p>Leaders will ask parents and staff to inform them immediately of the results of a test:</p> <p>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. Code X should only be used up until the time of the negative test result when the pupil can return to school.</p> <p>If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.</p> <p>We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, we can take the decision to refuse the child if in our reasonable judgement it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p>	Principal	As required	
There is a confirmed case of coronavirus in school	Stakeholders on site contract the virus	Staff awareness of the previous coronavirus risk assessment	<p>If someone 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 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 keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Leaders must take swift action when they become aware that someone who</p>	Principal/S LT to ensure the correct procedures are followed	Daily as required	

			<p>has attended has tested positive for coronavirus (COVID-19) – see below. The Principal or a person delegated by the Principal will contact the DfE’s helpline. We will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases.</p> <p>The NHS advice team can be reached by calling DfE’s existing helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. School will be put through to a team of advisers who will inform us of what action is needed based on the latest public health advice.</p> <p>The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school’s call to the PHE local health protection team.</p> <p>The advice service (or PHE local health protection team if escalated) will work with school to guide us through the actions we need to take. Based on their advice, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.. The line is open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> <p>Those having to self-isolate will be recorded as code X in the register.</p> <p>To assist the above, records of pupils and staff in each group will be maintained including seating plans (with the exception of early years), and records will also be kept of any close contact (as above) that takes places between children and staff in different groups.</p> <p>We will, in the event of close contacts needing to self-isolate, remove them from the bubble and ask parents to collect them immediately. In the extreme case of a parent not being able to collect the child, we will allow them to travel on school transport but will endeavour to sit them alone (out of the normal transport seating plan).</p> <p>The local health protection team will contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19)</p>	<p>Principal</p> <p>Health Protection Team</p> <p>Principal</p> <p>Principal/ staff</p> <p>Principal</p>	<p>Daily as required</p> <p>Daily as required</p> <p>Daily as required</p> <p>As required</p>	
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		<p>attended the school – as identified by NHS Test and Trace.</p> <p>A template letter will be provided to school, on the advice of the health advisory team, to send to parents and staff if needed. We must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</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. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <p>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. They will be recorded as code X in the register and live streaming will be available immediately.</p> <p>As we have detailed records of pupils' contacts, transmission risks are reduced so whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of health protection teams.</p> <p>If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak and must continue to work with the local health protection team who will be able to advise if additional action is required.</p> <p>All cases should also be reported to the LA's Covid-19 Local Outbreak Co-ordinating Team using the email address: C19Loc.education@staffordshire.gov.uk</p> <p>In consultation with the local Director of Public Health, where an outbreak in a</p>	<p>Principal</p> <p>Principal</p> <p>Public Health</p>	<p>As required</p>	
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			<p>school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>NHS COVID-19 app</p> <p>The app is available to anyone aged 16 or over to download if they choose. For some young people, particularly some with special educational needs and disabilities (SEND), parents will need to decide whether or not their use of the app is appropriate.</p> <p>SECONDARY:</p> <p>This will mean that some students in year 11, and the majority of students in years 12 and above will be eligible to use the app and benefit from its features. However, phones should not be left on during the course of the day.</p> <p>PRIMARY AND SECONDARY:</p> <p>Staff members will also be able to use the app. However, phones should not be left on during class contact time.</p> <p>School will report all confirmed, positive cases using the online attendance form daily return.</p>	<p>England</p> <p>Staff</p> <p>SBMs</p>	<p>Daily</p>	
<p>Increased risk of adults spreading the virus to each other at work.</p> <p>Risk of staff not following the correct procedures to mitigate risks.</p>	<p>Staff not following the risk assessment or the guidance within it leading to an enhanced risk of contracting the virus</p>	<p>Current procedures at school are known and understood</p>	<p>Ensure there are plentiful supplies of soap, hand sanitiser, disposable paper towels, cleaning products, sanitising wipes for wiping some equipment, lidded bins, tape for cordoning off areas and marking floors, disposable gloves and aprons that can be washed on a daily basis. Posters (for example, to encourage consistency on hygiene and keeping to own group) to be displayed throughout the school.</p> <p>Continue to disable hand dryers; they release residual microbes into the air.</p> <p>Staff should be reminded of the following principles:</p> <ul style="list-style-type: none"> •wash your hands more often - with soap and water for at least 20 seconds or 	<p>Principal/ SBM</p>	<p>Check stock weekly</p>	

		<p>use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food</p> <ul style="list-style-type: none"> •avoid touching your eyes, nose, and mouth with unwashed hands •avoid close contact with people who have symptoms •cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands •clean and disinfect frequently touched objects and surfaces <p>Staff desks and IT equipment to be cleaned with disinfectant or an anti-viral cloth when a new member of staff begins to use it.</p> <p>Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.</p> <p>Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.</p> <p>Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.</p> <p>Bring flasks to work where possible rather than using facilities in school.</p> <p>Thoroughly wash hands after using equipment such as photocopiers.</p> <p>Make sure you have read the school's behaviour policy addendum and know what role in it you are being asked to take.</p> <p>Explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.</p> <p>Set times to be used for handwashing include: LIST</p> <p>Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. Any that are shared/taken home should be wiped over thoroughly on their return.</p> <p>Dining room serving hatches to take account of social distancing avoiding close contact with staff/children where possible.</p> <p>Staff serving lunches should wear a visor unless there is a screen or physical</p>	<p>Staff</p> <p>Staff</p> <p>Staff/pupils</p> <p>Staff</p>	<p>Daily</p> <p>Daily</p>	
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		<p>household with someone who is clinically extremely vulnerable.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</p> <p>As school leaders, we will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Members of staff: face coverings may be worn in corridors or communal areas if staff members are moving from bubble to bubble. Face coverings should not be worn in classrooms unless a member of staff is continuously working in close proximity with a pupil, for example, a TA working on a 1:1 basis.</p> <p>SECONDARY:</p> <p>If the area moves to Local COVID Alert Level: high or very high, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>PRIMARY:</p> <p>If the area moves to Local COVID Alert Level: high or very high, face coverings should be worn by adults when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p>	Principal/ CEO	As required	
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			<p>PRIMARY AND SECONDARY:</p> <p>In the event of new local restrictions being agreed, school will communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Staff who are pregnant</p> <p>As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable people. A risk assessment is prepared for all pregnant staff and will include government guidelines on coronavirus.</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>During the November lockdown, staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p>	Principal	As required	
				Principal	As required	
Absence could increase due to anxiety of the virus	Staff/child wellbeing is affected Children/staff	Absence procedures for staff and children	<p>Staff should notify school as normal if they are due to attend but are ill/anxious. Full support should be given by the line manager/Principal in line with the Absence Policy and strategies implemented to facilitate a return to work.</p> <p>Families should notify school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. School</p>	All staff	Daily	

	miss out on valuable educational opportunities including social interaction	Wellbeing Policy	<p>will continue to inform social workers where children with a social worker do not attend.</p> <p>School will resume taking the attendance register. Regular staff/pupil discussions to take place to check on their mental health and wellbeing. Support to be offered if required.</p> <p>It is vital for all children to attend school to minimise as far as possible the longer-term impact of the pandemic on their education, wellbeing and wider development. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>If parents of pupils with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school. If necessary, an additional personalised risk assessment will be produced.</p> <p>We are clear that parents of pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</p> <p>Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance is mandatory. This means the usual rules on school attendance apply, including:</p> <p>parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</p> <p>our responsibility to record attendance and follow up absence</p> <p>the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</p> <p>Leaders will identify children with poor attendance records. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic. Additional work, such as</p>	Principal Staff Leaders/Ed ucation Welfare	Daily Daily Daily records	
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			Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.	Parents		
Insufficient supervision due to a member of staff falling ill on site/absent	Children not adequately supervised	EYFS ratios to be applied as usual	MAC CEO/DCEO to be informed of any staffing level concerns so alternative arrangements can be sought safely. Supply staff may be used following discussion with the CEO and the COO being informed.	GW/CH/SG B/JBr/Principal	As required	
Safeguarding measures may slip due to the unique nature of the situation	Children are not safe	Full Safeguarding Procedures to be followed	DSL/DDSL to ensure all staff are reminded of Safeguarding Procedures including the reporting of concerns on MyConcern. Additional time to be given to DSLs if required to support the staff and children regarding new welfare concerns and the handling of referrals. Communication with school nurses is important for supporting safeguarding and wellbeing. DSL/DDSL to attend LA updates.	Designated senior member of staff	Weekly updates or as required	
Local lockdown closes the school partly or in full.	Children miss out on more educational opportunities	Live learning and effective remote teaching has been successfully implemented.	All staff and pupils in the following years will be reminded/instructed of how to access live teaching: Years 3-13 Live teaching will follow the full timetable for Years 5 – 13. Years 3 and 4 will receive at least 2 hours of live teaching per day. Early years – Year 2 will be given carefully selected remote work to complete on Purple Mash.	All staff	1/9/20-	
Lack of	Children miss out	Full risk	Non-overnight domestic educational visits will resume following government	Staff	As required	

understanding of whether trips can run	on opportunities	assessments written for each trip	<p>guidance.</p> <p>Full risk assessments including relating to coronavirus risks will be written and assessed by the Principal prior to any trip being authorised.</p>	Principal/ EVC		
School transport increases the risk of the spread of the virus	Pupils unable to get to school	All pupils and families who use school transport to sign an agreement regarding the safe use of the bus	<p>All pupils must follow the following protocols:</p> <p>Pupils on dedicated school transport ie that arranged by the school, do not mix with the general public on those journeys and tend to be consistent. The government has informed us that this means the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply on dedicated school transport.</p> <p>Pupils have a seat number (like a reserved train or plane ticket). Pupils must sit in their designated seat as it will ensure that your child remains part of his/her bubble. Failure to do so will result in the child being banned from the school transport.</p> <p>Pupils must use hand sanitiser upon boarding and/or disembarking</p> <p>Additional cleaning of vehicles to take place</p> <p>Pupils must queue in an orderly fashion with 1m plus between each person.</p> <p>Pupils must use face coverings on the transport.</p> <p>We encourage parents, staff and pupils to walk or cycle to school if at all possible.</p> <p>For those using public transport, face coverings must be worn.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. This will be monitored by staff upon arrival.</p> <p>Guidance on safe working in education, childcare and children's social care</p>	<p>Principal to oversee</p> <p>Principal/S BM/transpo rt staff</p> <p>Pupils</p> <p>Transport providers</p> <p>Senior duty staff</p>	Daily	

			<p>provides more advice.</p> <p>The following guidelines should be noted:</p> <p>transport to school and other places of education: autumn term 2020.</p>			
<p>A local outbreak occurs leading to the government/Public Health England/local authority enforcing local measures</p>	<p>Key stakeholders who are at risk include but are not limited to:</p> <p>Staff (teaching and non-teaching) including supply/visiting staff; pupils; parents entering the site; family members who come into contact with pupils in their homes etc; contractors; other visitors</p>	<p>School has implemented the measures in this Risk Assessment prior to the latest guidance (28/8/20) regarding contingency planning. Full remote teaching is planned for.</p>	<p>PRIMARY AND SECONDARY:</p> <p>If there is a positive case in school, local health advisory and protection teams will advise on implications for the school and if others need to self-isolate. This will in part depend on how long it has been since the pupil was on-site.</p> <p>The local COVID alert level framework is now in operation. At all local alert levels, the expectation is that education and childcare provision should continue as normal. The government has been very clear that limiting attendance at schools and other education settings should only be done as a last resort, even in areas where a local alert level is 'high' or 'very high'. Decisions on any restrictions necessary in education or childcare settings are taken separately on a case-by-case basis in the light of local circumstances, including information about the incidence and transmission of coronavirus (COVID-19).</p> <p>School will follow the national education tier system as follows:</p> <p>Tier 1 (THIS IS THE EDUCATION TIER SYSTEM - NOT TO BE CONFUSED WITH THE NEW NATIONAL TIERS!) - when the government/PHE/local authority advise that an area has moved to tier 1, the following will apply:</p> <p>The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as 'tier 1'. PRIMARY: The school has decided that face coverings</p>	<p>Exec team/ Principal</p> <p>Principal</p>	<p>Daily</p> <p>As required</p>	

			<p>products such as detergent and bleach, in line with existing advice on cleaning. It is not necessary to conduct cleaning beyond this with other products or equipment between different rota groups. Shared resources should also be cleaned frequently but to note, for non-plastics 48 hours (over a weekend) is sufficient time to leave between use by different groups</p> <p>Full-time attendance will continue on site for vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time. The exact nature of the rota will be discussed with the CEO. It is anticipated that Year groups will attend two weeks on and two weeks off. Full time remote education will be provided for all those not attending. Staff will attend school as normal following social distancing rules with individual risk assessments continuing to be implemented as necessary (including supply/visiting/peripatetic staff.) School will, of course, consider advice from the relevant director of public health and/or the local authority in relation to staff attending workplaces when updating this risk assessment.</p> <p>Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>When not attending due to a rota system, code X will be used as per the Advice for schools and local authorities to support them to improve school attendance .</p> <p>School will support pupils to understand and adhere to wider local restrictions and guidance issued by the relevant director of public health or local authority in order to protect themselves and others from coronavirus (COVID-19). This is particularly important given that most pupils will be spending half of their time at home.</p> <p>PRIMARY AND SECONDARY:</p> <p>Tier 3 - when the government/PHE/local authority advise that an area has moved to tier 3, the following will apply:</p>	Principal	As required	
				Principal/C EO	As required	
				Principal		

		<p>PRIMARY: Pupils will continue to attend on site.</p> <p>SECONDARY: Full-time on-site provision available only to vulnerable children, the children of critical workers and selected Year groups (to be identified by the Department for Education). Other pupils should not attend on site. Full time remote education to be provided for all other pupils. For those attending, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Staff will attend school on a rota system.</p> <p>PRIMARY AND SECONDARY:</p> <p>Tier 4</p> <p>Full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. Remote education to be provided for all other pupils as per the contingency plans:</p> <p>Live teaching will follow the full timetable for Years 5 – 13.</p> <p>PRIMARY:</p> <p>Years 3 and 4 will receive at least 2 hours of live teaching per day.</p> <p>Early years – Year 2 will be given carefully selected remote work to complete on Purple Mash.</p> <p>PRIMARY AND SECONDARY:</p> <p>Staff will attend a school on a rota system.</p> <p>SECONDARY: Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>PRIMARY AND SECONDARY:</p> <p>It is important that pupils continue to adhere to public health advice while they are scheduled to be at home. They should also not return to on-site provision if</p>	<p>Principal/C EO</p> <p>Principal/C EO</p> <p>Principal</p> <p>Principal</p>		
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		<p>they are self-isolating, even if their rota group is scheduled to be at school that week. During time at home, parents and carers should still inform the school as soon as possible if a pupil tests positive for coronavirus (COVID-19). Local health advisory and protection teams will advise on implications for the school and if others need to self-isolate. This will in part depend on how long it has been since the pupil was on-site.</p> <p>Where children on benefits-related free school meals are not attending on-site during scheduled time at home, school will continue to provide free school meals by working with suppliers to prepare meals or food parcels to be collected by, or delivered to, eligible children during their time at home. Any parcels should be distributed in line with guidance on social distancing and local restrictions and should meet the school food standards. This will be agreed with the CEO/COO.</p>	Principal		
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All staff to sign to confirm they have a copy of this Risk Assessment.