

Name of person completing the risk assessment:		Mr S.G. Bell		Date: 04/02/2021			
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>Parents who are Critical Workers are to be reminded on a weekly basis (at least) that they should keep their children at home if they can.</p> <p>In line with national guidance, parents/carers of vulnerable children and young people are strongly encouraged to attend as they are the most likely to suffer a detrimental long-term impact on their economic, physical and psychological wellbeing.</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,</p>	<p>SGB/ Principal</p> <p>Principal Principal</p>	<p>Ongoing</p> <p>Weekly</p>		

			attending private parties etc.			
Misunderstanding of the DfE guidance	<p>Staff misunderstand the exact government guidelines leading to inappropriate actions being taken at the school</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>	Current procedures used in school reflect safe practices and school has been safe.	<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> <p>All staff will be given a hard and electronic copy of the risk assessment.</p> <p>Leaders and staff will use this risk assessment whenever a decision regarding coronavirus is made. Adaptations will be made in consultation with the CEO.</p> <p>The government recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>As we are currently in national lockdown, where possible, we will do our utmost to ensure that children are sat 2m apart when in class.</p> <p>Pupils will be in a bubble comprising their peers in the same Year group.</p> <p>Children will sit in forward-facing rows with the exception of Early Years. They do not have their own tables but will be kept apart as much as possible through careful use of the furniture and constant reminders with games created to encourage social distancing. Gov.uk resource Annex B in Planning guide for early years and childcare settings</p> <p>Sand pit or sand trays will not be used.</p> <p>SECONDARY SCHOOLS:</p> <p>STATE WHETHER TEACHERS WILL HAVE BASES OR WHETHER THEY WILL MOVE TO STUDENTS.</p> <p>Desks will be cleaned when a child moves classrooms. Where specialist rooms are required, for example, in science or design and technology, movement will take place once the rest of the students have completed movement in their designated areas.</p> <p>The actual rooms for each class will be detailed on a student's timetable.</p> <p>The Sixth Form will be its own bubble and students will not come into contact</p>	Principal and staff	14/1/21	
			Principal	14/1/21		
			Principal/ Staff	Daily		
				Principal/ LG/SLT	Daily	

with lower school students. Seating plans will operate but due to the nature of the curriculum students will move classrooms within the Sixth Form block. They are in much smaller groups in Years 12 and 13 and therefore the risk is lower as social distancing will be more possible.

Lockers will only be used by pupils in Y9-13.

Prevention rules will be known and followed by all staff:

- 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.

The majority of staff will not require PPE beyond what they would normally need for their work. However, please note the section on face coverings whilst in **national lockdown**. For further information, see:

<https://www.hse.gov.uk/coronavirus/ppe-face-masks/face-coverings-and-face-masks.htm>

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

where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained

where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be

All

Daily

			<p>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. We will continue to ensure that their EHCP requirements are fulfilled.</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 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>TAs</p> <p>Staff</p> <p>LG/SLT</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	
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		<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 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</p>	All staff	Daily	
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		<p>and the safety of others. No soft furnishing chairs to be in the Staff Room.</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 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</p>	Principal/ staff	Daily	
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		<p>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 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>	Principal/ staff	Daily	
			Principal/ staff	Daily	

		<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 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.</p> <p>Schools in tier 4</p> <p>PE, sport and physical activity provided by school can continue for those in school as well as opportunities to promote physical activity at home. This includes sports clubs or activities before or after school, in addition to regular PE lessons following the risk assessment guidance as above.</p> <p>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</p>	PE staff	Daily	
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not host performances with an audience. We may consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.

Wraparound care/after-school support to apply the same principle with children remaining in their 'bubble' wherever possible although some mixing is permitted in small, consistent groups.

School will advise parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, school will encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.

Parents have been issued with the leaflet on choosing a safe provider.

Parents' Evenings/Open Evenings etc will not run until further notice. They will be replaced by virtual events. Parents and stakeholders will be informed as the events approach.

Clinically extremely vulnerable pupils

Pupils in this category should not attend school whilst we are under **national lockdown**. We will make appropriate arrangements to enable them to continue their education at home –see remote learning section.

Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school if they fall under the CW or vulnerable definition.

Where a pupil is unable to attend school because they are complying with clinical or public health advice, we will immediately offer them access to remote education. We will keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.

In EYFS, we are suspending parent and carer visits for:

- new admissions,
- settling-in children new to the setting

			<ul style="list-style-type: none"> 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 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 	Principal/first-aiders	Daily	

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.

Face masks must:

- 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

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.

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.

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.

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.

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.

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

		<p>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 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 	<p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Staff/pupils</p>	<p>Weekly</p> <p>As required</p> <p>As required</p> <p>As required</p>	
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			<p>access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <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 (and their whole household) should continue self-isolating from the onset of symptoms plus the next full 10 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>			
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 from the day of onset of symptoms and at least the following 10 days 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</p>	Principal/S LT to ensure the correct procedures are followed	Daily as required	

		<p>to normal. Other members of their household should continue self-isolating from the day the symptomatic person first had symptoms and the following full 10 days.</p> <p>Leaders must take swift action when they become aware that someone who 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,</p> <p>SECONDARY:</p> <p>We will inform parents of children/relevant staff of the situation and seek consent for serial LFT testing (7 school days) if the child is in school. Otherwise, We must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate from the last day they were with the close contact plus 10 full 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>	Principal	Daily as required	
			Health Protection Team		
			Principal	Daily as required	
			Principal/ staff	Daily as required	
			Principal	As required	

		<p>remainder of the 10-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 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</p>	<p>Public Health England</p> <p>Staff</p> <p>SBMs</p>	<p>Daily</p>	
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		<p>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 barrier between them and the pupils. All kitchens must comply with the following guidance: guidance for food businesses on coronavirus (COVID-19).</p> <p>Phones and keyboards should not be shared or must be cleaned between use where this is not possible.</p> <p>Visitors to the site to be kept to a minimum. Social distancing to apply when a visit takes place in a well-ventilated area.</p> <p>Delivery drivers to be informed of the social distancing in place and contact to be kept to a minimum. Reception areas marked out for social distancing. Packages to be handled in gloves.</p> <p>Supply teachers, peripatetic teachers and/or other relevant staff can move</p>	<p>Staff/pupils</p> <p>Staff</p> <p>Dinner staff</p> <p>Staff</p> <p>Staff</p> <p>Reception</p>	<p>Daily</p> <p>As required</p>	
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between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. School will inform other visitors to the site, such as contractors and visitors, of the site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.

Staff who are clinically vulnerable or extremely clinically vulnerable

This risk assessment mitigates risks significantly, including for those who are extremely clinically vulnerable and clinically vulnerable.

In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.

Staff should talk to their leaders about how they will be supported, including to work from home where possible. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.

All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.

Further guidance to the clinically extremely vulnerable is available.

All other staff should continue to attend work if required including those living in a household with someone who is clinically extremely vulnerable. Staff are encouraged to speak to their Principals about what tasks can be completed at home. We will be as flexible as possible with these requests whilst ensuring that there is a balance in terms of staff onsite for supporting CW and vulnerable children.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Any staff, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, should approach the school leaders to discuss any concerns they may have around their particular

		<p>circumstances. We will do all we can to reassure staff about the protective measures in place but may produce an individualised risk assessment if required.</p> <p>Members of staff: face coverings (preferably fluid resistant) may be worn in corridors or communal areas if staff members are moving from bubble to bubble.</p> <p>Whilst in Tier 4, face coverings may be worn by staff in classrooms if this reduces the anxiety of being in the classroom. Pupils may be asked to wear face coverings if the member of staff prefers this, for example, a TA working on a 1:1 basis with a child. Similarly, if parents request for their child to wear a face covering in class, we will discuss this on an individual basis.</p> <p>Fluid resistant face coverings will be supplied to staff subject to availability.</p> <p>SECONDARY:</p> <p>As the country is in national lockdown, 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>As the country is in national lockdown, 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> <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>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant</p>	Principal/CEO	As required	
			Principal	As required	
			Principal	As required	

			<p>employees.</p> <p>Principals (or a person designated by them) will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy will be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</p> <p>Women 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 COVID-19 at any gestation, should work from home. We will ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</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>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>	Principals Principals Principals		
Absence could increase due to	Staff/child wellbeing is	Absence procedures for	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	All staff	Daily	

<p>anxiety of the virus</p>	<p>affected Children/staff miss out on valuable educational opportunities including social interaction</p>	<p>staff and children Wellbeing Policy</p>	<p>Absence Policy and strategies implemented to facilitate a return to work.</p> <p>SECONDARY: Lateral Flow Tests will be available for staff on a twice weekly basis in school. We follow the Coronavirus (COVID-19) asymptomatic testing in schools and colleges guidance for handling any positive tests as a result of that programme.</p> <p>PRIMARY: Our staff have been issued with home-testing kits. We follow the following guidance: Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools</p> <p>PRIMARY AND SECONDARY: Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged.</p> <p>Families should notify school as normal if their child is unable to attend/take part in remote education so that staff can explore the reason with them and address barriers together. School will continue to inform social workers where children with a social worker do not attend.</p> <p>School will take the attendance register recording those on site with the normal / \ codes. All pupils who are not eligible to be in school should be marked as Code X. They are not attending because they are following public health advice.</p> <p>As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. The Department expects schools to grant applications for leave of absence given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable. Regular staff/pupil discussions to take place to check on</p>	<p>Principal Staff</p>	<p>Daily Daily</p>	
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		<p>their mental health and wellbeing. Support to be offered if required.</p> <p>OFSTED will focus on matters that are particularly relevant at this time such as curriculum and teaching (including remote education), and attendance, particularly of vulnerable pupils.</p> <p>It is vital for all vulnerable 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 will not plan for rotas or allow children other than those who are vulnerable or whose parent or carer is a critical worker to attend on-site, even if the school believes it can accommodate more children safely. We need to keep onsite numbers as low as possible during the pandemic.</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 telephone calls/EWW support/additional catch-up work/wellbeing discussions etc will take place.</p> <p>All pupils must fully engage with remote/onsite provision. If not, they need to be followed up using the normal Rewards and Sanctions Policy.</p> <p>If digital access is a barrier to engaging with remote education, we will provide printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work.</p> <p>Some pupils who have difficulty engaging in remote education may be</p>	<p>Leaders/Ed ucation Welfare Worker</p> <p>Principal</p>	<p>Daily records</p> <p>As required</p>	
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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.			
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. An addendum to the Safeguarding Policy sets out our additional measures to ensure that all children are safe. This includes online safety. Vulnerable pupils should attend school in order to reduce the risks they face including neglect.	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 ie 5 hours per day. Years 3 and 4 will receive at least 4 hours of live teaching per day. Early years – Year 2 will be given some opportunities for live teaching where possible along with carefully selected remote work to complete on Purple Mash. This will equate to 3 hours per day. In recognition of the greater levels	All staff	1/9/20-	

			<p>of parental involvement to support young pupils' engagement, we do not expect that solely digital means will be used to teach these pupils remotely.</p> <p>There needs to be a 'strong' (curriculum) offer in place for all pupils not just a narrow focus on English and maths.</p>			
Lack of understanding of whether trips can run	Children miss out on opportunities	Full risk assessments written for each trip	Educational visits will not take place whilst under national lockdown.	Staff Principal/ EVC	As required	
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</p>	Principal to oversee Principal/S BM/transpo rt staff Pupils Transport providers	Daily	

			<p>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 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>	Senior duty staff		
A local outbreak occurs leading to the government/Public Health England/local authority enforcing local measures	<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;</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>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 school will work with the DfE and the LOC team if there is extremely high prevalence of coronavirus in order to consider the implementation of the contingency framework. The decision to apply the contingency framework outlined will be made by ministers within the Department for Education (DfE) NOT the school.</p>	Exec team/ Principal	Daily	

	contractors; other visitors					
Vulnerable and FSM pupils may go hungry due to the social factors from the pandemic	Vulnerable and FSM pupils	On-site catering team/SBMs managing voucher scheme	<p>We will provide meal options for all pupils who are in school. Meals will be available free of charge to all infant pupils and pupils who are eligible for benefits-related free school meals who are in school. Meals served will meet the school food standards, and where possible a hot meal will be available.</p> <p>We will continue to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. We will participate in the national voucher scheme. See more information on Providing school meals during the coronavirus (COVID-19) outbreak.</p> <p>Families in need of support during the half term break should contact their local authority in order to access help through the Covid Winter Grant Scheme. Parents should be informed of this option.</p>	Principal/catering team	Daily	
				Principal	5/2	

All staff to sign to confirm they have a copy of this Risk Assessment.