|  |
| --- |
| **St Mary’s Academy Trust** **School Risk Assessment** |



|  |  |  |  |
| --- | --- | --- | --- |
| **Task / Activity:** | **PARTIAL OPENING OF SCHOOLS TO VULNERABLE AND KEY WORKER CHILDREN** | Date of Assessment | **JANUARY 2021** |

***This risk assessment should be produced in conjunction with the current government guidance as highlighted below:***

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

|  |  |
| --- | --- |
| **School** | **Royston St. John Baptist Primary School** |
| **Headteacher** | Lee Spencer |
| **Risk Assessment Team Members** | Headteacher, Assistant Headteacher, Class teachers, Safety Reps |
| **Overall responsibility for the risk assessment (Headteacher)** | Lee Spencer |
| **Appointed Deputy to be responsible for the risk assessment when the Headteacher is not available** | Rachel Steele, Curtis White  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard** | **Risks** | **Control Measures** | **Check-list of tasks to meet the Control Measures** | **Actions Required from the checklist** | **Person Responsible for Actions Required and Target Date** |
| Schools Premise | Personal injury FireLegionellaInfection of coronavirus  | * Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place
* Fire Risk Assessment to be reviewed and the Fire log-book is up to date.
* Legionella checks are to be up to date.
* Electrical, gas and ventilation systems checks are up to date.
* Increased cleaning regime, including communal areas

  | * The headteacher is responsible for managing the premises and in their absence another suitable senior leader is required to be on site
* Identify a member of staff within school to be responsible for further school risk assessments as a result of implementing adjustments. E.g. opening windows doors (potential flight risk / entry for public)
* Building checklist updated daily by site caretakers
* Ensure school Legionella checks are up to date
* Ensure contractor (ICE Plumbing) Legionella checks have been complete or if not due are scheduled
* Ensure schools have self-assessed against the criteria provided by the contractor (ICE Plumbing) in respect of Legionella
* Ensure equipment that holds water e.g. dishwashers, combination ovens etc. are run through on a full cleaning cycle at least once per week
* Ensure fire / security alarms are fully operational and in working order
* Update keyholder information and consider the use of remote monitoring or alternative providers if reliant upon staff.
* Ensure luminaires and emergency lighting is fully operational
* Review the fire risk assessment
* Ensure the fire log book is up to date
* Ensure all people in the building are aware of fire/emergency arrangement
* Fire Marshalls complete online refresher training
* Conduct a fire drill during partial closure to ensure all staff and pupils are aware of arrangements and any issues as a result of limited occupancy are addressed
* Ensure additional specialist equipment (needs dependant) has been serviced (as part of the routine service cycle) and is fit for purpose
* Increase cleaning capacity with contractors or staff
 | Staffing timetable CW – Mon to Wed, RS – Wed to FridayLS/AHT’s and MR where appropriateMR completes following Paragon schedule – daily MR completes twice weekly flushing. LS checks log monthly ICE continue with monthly monitoring, LS/MR follow up any actions MR/LS to carry this task out by 22nd Jan LS shares this task with MR 18th Jan MR checks fire and security alarms as schedule each week - LS/MR w/b 18th Jan Keyholder informationAccurate as of 15th Jan – provision for PB to cover as additional Keyholder in MR absence MR/LS site check on 18th Jan … any failings, MR to report to LS (added to Paragon App)Review of the Fire Risk Assessment to be carried out by 22nd JanLS/MR check fire log book following fire drill, see belowStaff reminded of routes 18th Jan, and remind pupils Fire Marshalls to complete training by 20th Jan Fire drill to be held 20th Jan (most staff in school) Time taken to evacuate building was …LS/AC update servicing cycle as necessary – e.g. kitchen dishwasher renewed 14th Jan Cleaners continue with cleaning regime – LS/MR discussion 8th Jan shared with cleaners 11th Jan  | LS/CW/RS – Complete by 5th Jan 21LS/CW/RS/MR – Complete by 5th Jan 21MR – following Paragon scheduleMR twice weekly LS/MR by 22nd Jan MR – informed 18th Jan with weekly work carried out MR, shares any concerns immediately with LS MR/LS/PB – complete 15th JanMR/LS by 18th JanLS/MR by 22nd Jan LS/MR update following fire drill on 20th LS remind all staff on 18th Jan of routes and procedures Training link sent by Trust w/b 11th Jan LS/AC – ongoing following routine service cycle MR/LS 11th Jan  |
| Infection Control  | Infection of coronavirusDealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces  | * 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
* School to response to any infection by:
* Engage with the NHS test and trace process and contact their local [Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams)
* Manage confirmed cases of coronavirus (COVID-19) amongst the school community. School should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
* Contain any outbreak. Where school have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must work with their local health protection team who will be able to advise if additional action is required.
* Clean hands thoroughly more often than usual. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future
* School to have sufficient hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly.
* Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.
* Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
* As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them.
* Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
* School to put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:
	+ more frequent cleaning of rooms/ shared areas that are used by different groups
	+ frequently touched surfaces being cleaned more often than normal

*Note: different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.* | * Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying symptoms of coronavirus (following the COVD19 guidance for households with possible coronavirus infection)
* School continue to proactively engage with NHS Test and Trace whenever positive cases are reported
* School to inform PHE and LA of any positive cases through the reporting system
* In the event of an ‘outbreak’ LS and Senior leaders to engage with local health protection team and follow any guidance

 * Assess that sufficient handwashing facilities are available and where these are required. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments
* Inform everyone that shared resources (where individual resources are not possible) are to be used with a clean, use, clean regime. Wash hands / sanitise, use the resource and wash hands / sanitise again.
* Inform everyone to wash / sanitise hands on arrival and exit of the building, before eating, after eating, sneezing or coughing.
* Ensure adequate signage
* Ensure sufficient supply of soap and hand sanitiser by contacting supply chain
* Provide training and continue to model good hand washing practice in line with government guidance
* Provide training and continue to model respiratory hygiene promoting ‘catch it, bin it, kill it’.
* Ensure an initial order has been placed and processes are in place to re-order tissues in order to continue with the ‘catch it, bin it, kill it’.
* Ensure staff are aware and have been informed of their responsibility for cleaning and continual upkeep of hygiene standards
* Ensure risk assessments are in place for any chemicals which are used and all staff have had the relevant training / guidance

 * Develop a timetable and rota for cleaning of items which are touched, e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc.
* Identify which windows are available to open and aid ventilation. (Safeguarding and fire procedures must not be compromised)
* All non-fire doors to be propped open, where safe to do so (Safeguarding and fire procedures must not be compromised) to limit the use of door handles and increase ventilation
* Any mechanical ventilation and/or recirculatory systems should be set to full fresh air. If this is not possible they should be switched off.
* Continue chemical store ventilation
* Inform staff and produce a rota for frequent emptying of bins during the day
* Inform children, parents, carers and adults that outdoor equipment must not be used and safely segregate/block access to outdoor equipment.
 | Parents reminded of school procedures 5/1 Also on School website. Parent discussions held over phone not in the school building Signage around the school site reminding children, parents not to enter school building – checked 5/1 School to report any positive case to LA, Trust and PHE – ongoing Continue to follow any guidance from local health protection team, prepare for and engage in any management meeting with PHEAll classrooms have sinks in classrooms and/or cloakrooms. Further hand sanitiser delivered 1th DecAll staff reminded via letter 5/1Staff reminded to clean down photocopier between use 5th Jan. Reduced staffing not enough to reduce risk Children reminded to do this as part of the new school culture on first day back 6th Jan, by school staff.Signage in each classroom and shared areas – checked by LS 18th JanMR check supply of soap and hand sanitizer, staff reminded to inform him and SLT if stocks running low 6th Jan Children reminded of this on return in Sept, modelled by all staff and from w/b 11th Jan Children reminded of this on return in Sept, modelled by all staff and from w/b 11th Jan Additional tissues etc to be ordered on regular basis and some held back in reserve w/b 11th Jan Staff reminded on 5th Jan prior to partial reopening.Chemical risk assessments in place and reviewed 26/8 LS/MRNext review by 22nd Jan 21The joint use of equipment to be kept at a minimum – children have own pens etc in package, PE equipment in each classroom LSStaff reminded of importance of outdoor learning and ventilation 5th Jan Reminder of this again after Christmas and parents reminded by letter 5/1LS reminder to staff regarding fan in ICT suite to be off – 5th Jan Chemical Store ventilation reminder 18th Jan – LS/MR As part of additional cleaning processes – additional bin bags left in classrooms by cleaners Outdoor equipment removed. Pupils reminded of reasons why not using it  | LS/RS/CW 5th Jan LS/CW/RS 5th Jan LS/CW/RS 5th Jan LS/CW/RS – 5th Jan LS/MR – 5th JanLS/CW/RS – 5th Jan LS/CW/RSClass based staff 6th Jan LS checks signage and adds additional where required MR complete 6th Jan Reminder to staff 6th Jan and ongoing LS and class staff LS and Class Staff LS and AC/Cmc Ongoing LS/CW/RS 5th Jan LS/MR 26/8/20LS/MR by 22nd JanLS/RS/CW reminder 5th Jan SLT/ MR 5th Jan LS/ SLT 5th JanLS/MR reminder 18th JanLS/MR 5th Jan Reminders from staff to children w/b18th Jan |
| Infection control  | **Transmission of coronavirus**  | * Minimise contact between individuals and maintain social distancing wherever possible
* PPA time MUST be completed at home – staff all informed
* HLTAs not covering between classrooms to keep bubbles secure
* Leadership time should be completed at home where appropriate
* Reduce the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals.
* These are not alternative options and both measures will help, but the balance between them will change depending on:
* children’s ability to distance
* the lay out of the school
* the feasibility of keeping distinct groups separate while offering a broad curriculum
 | * Timetable and inform parents of their staggered drop-off and pick-up times
* Mark a one-way drop-off/pick-up route for parents. Including distancing lines. Entry and exit should not use the same route to avoid ‘going against the flow of traffic’ and to limit or eliminate any contact, including where possible passing.
* Inform parents and display signage for drop-off/pick-up arrangements, e.g. 1 parent only; no access to the building without prior appointment; where to wait; no gatherings.
* Inform children of their individual drop-off / pick-up protocol
* Inform staff of their group protocol for drop-off/pick-up
* Identify required contractors and other professionals and make arrangements for when/if contractors/professionals need to be on site. Plans must include how school will ensure social distancing from the contractor/professional by use of either use of barriers, zonal occupancy or out of occupied school hours works. The plans should not compromise other factors.
* Timetable staggered lunch breaks and inform everyone involved of the arrangements
* Plan how to limit the number of children using facilities such as toilets at the same time
 | Parents informed that during partial opening they will remain in their bubbles. Start and End times stay the same with a 15 min window at start and end of the day – confirmed 5th Jan One way system to stay in placeClasses enter building through the class fire exits – Year through door by VG classroomParents reminded of need to distance when entering, Mask must be worn whilst waiting to enter the site and whilst on it – 5th Jan All staff reminded of continuation of start and end of day procedures – meetings on 5th Jan Where possible contractors to access the site and school beyond length of school day, other professionals not to visit site, unless agreed with LS for exceptional circumstancesReception children eat in the hall all other children in their classrooms from 7th Jan Staff implement 1 in 1 out rule for toileting – reminder to all staff 18th Jan | SLT via letter 5th JanSLT on gate in morning each day Regular reminders when necessaryReminder via letter 5th Jan SLT 5th Jan LS/AC/Trust reps when making arrangements From 7th Jan – to be reviewed 22nd Jan  |
| Child/staff member becomes unwell at school with coronavirus symptoms, or have someone in their household | **Transmission of coronavirus** | * Ensure that pupils, staff and other adults do not come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home.
* If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate (in accordance with the current government guidance) from when the symptomatic person first had symptoms.
* If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.
* Where 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 and needs of the child, 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 the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
* PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) guidance.
 | * As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should 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 and 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 bleach 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](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).
* Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).
 | This information shared with staff w/b 18th Jan by LSRegular ongoing reminders to staff about protocols by SLT Staff informed of ability to be tested twice weekly if asymptomatic so long as haven’t tested positive in the last 90 days – via email 12th Jan Staff reminded of the below w/b 18th Jan This protocol has already been used where there has been a suspected case in school Classroom also isolated for at least 48 hours before it is thoroughly cleaned Children awaiting collection moved to the Red Room and supervised and supported though the glass panel.Windows open to provide ventilation Disabled toilet to be used if child needs it – and thoroughly cleaned down afterwards PPE is worn by staff (gloves and gown) as well as face mask Mask provided for person collecting pupil Temperature is no longer checked when pupils or staff enter the school | LS / SLT by 18th Jan LS 12th Jan All staff reminded of procedures w/b 18th Jan Reminder 18th Jan by SLT Reminder 18th Jan by SLTReminder 18th Jan by SLT Reminder 18th Jan by SLT  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Face Coverings | Spread of infection (coronavirus) | Staff can wear medical face masks/visors at any point during their working day. It is mandatory for staff to wear medical facemasks in communal areas, unless they are exempt from wearing a mask. If staff are exempt they must discuss this with their Headteacher.Other cases when PPE is needed include:-* 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 used

In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.Some individuals are exempt from wearing face coverings. This applies to those who:* cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
* speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.**Further guidance on face coverings** Safe working in education, childcare and children’s social care providers <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>Face coverings in education settings <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education> | Discuss the need for wearing PPE at briefings with all staffDistribute the latest employee guidance and ensure staff have signed this. Ensure adequate supplies of medical facemasks have been ordered.Consider alternative ways of setting up working spaces to encourage/adhere to social distancing, such as: changing the distance between desks and/or the way they are facingIdentify staff eligible for exemptions in one to one meetings. | All staff made aware of need to wear covering 5th Jan – staff letter Guidance to be shared and returned once received Additional masks ordered 8th Jan by AC. Reminder to staff to be vigilant if stocks low Children sit in rows from Year 2 up. Have same seatsSit at the back of the classroom, staff teach from the front with minimal movement No staff member eligible for exemption as of 15th JanStaff to be made aware of any additional guidance regarding face coverings when released  | LS and SLT 5th Jan + regular reminders From TrustLS/AC – checked weekly LS. SLT and class teachers by 5th Jan  |
| Groups of children  | Spread of infection (coronavirus) | Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups. | Ensure staff are aware of their bubbles and procedures to maintain bubbles | During partial opening pupils to remain in separate year group bubbles with existing staff – shared by SLT with all staff 5th Jan  | LS and SLT to monitor in absence of LS ongoing, to be reviewed if staff numbers fall due to illness  |
| Classrooms  | Spread of infection (coronavirus) | * Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission.
* Staff should maintain 2 metre distance from each other, and from children where possible. Where this is not possible a facemask/visor must be worn unless staff are exempt
* For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.
* Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupil’s side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.
* When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups.
 | Discuss the need for maintaining distance at briefings with all staffDistribute the latest employee guidance and ensure staff have signed this.Pupils seated in rows from Year 2 up and encouraged to space out in Reception and Year 1Outdoor space used extensively in Year 1 and reception when appropriate  | From 5th Jan Staff aware of need to distanceSeating arrangements enable pupils at the back of classrooms in rows from Year 2 up Staff wear masks in classrooms unless teaching the pupils Pupils made aware, regularly, of the need to allow each other space and not to touch their peers and staff. Regular hand washing  | LS and SLT , class teachers 5th Jan and ongoing  |
| Groups | Spread of infection (coronavirus) | * Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.
* When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.
* School to consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).
* Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.
 | No collective worship sessions held as a school, class based and remote sessions instead including those led by parish clergy Each class has own entry and exit route from their classroom to playground.Timetable for playtimes and lunchtimes maintained Only reception using hall for lunch Staff only using staff room to make drinks, eating with the pupils  | All staff made aware of need to protect the bubbles No whole school events or mixing of bubbles5th Jan and part of school ethos Under review if amount of staff available to work reduced  | LS and SLT 5th Jan  |
| Drop off and pick up routines  | Transmission of the coronavirus between parents/children  | * School to consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.
* A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.
* Schools to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.
* School to have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them.
* 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. Guidance on [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) provides more advice
 | Pupils have 15 minute window to arrive and be collected from schoolBreak and lunchtimes staggered and supervised by staff in the bubbleEnsure letters/communication has been sent to parentsDistribute the latest employee guidance and ensure staff have signed this.  | Parents informed that drop off and pick up routines would continue 5th Jan Lunchtime arrangements confirmed with via discussion LS and Lynn 5th Jan Parents informed 5th Jan Distributed when received  | LS and SLT letter 5th Jan  |
| Groups of children who should attend school | Critical WorkersVulnerable Children and Young People  | Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors. Children with at least one parent or carer who is a critical worker can go to school if required. This includes parents who may be working from home. The definition of vulnerable children and young people includes children who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason at local discretion (“otherwise vulnerable”). Schools are expected to allow and strongly encourage vulnerable children and young people to attend. Parents/carers of vulnerable children and young people are strongly encouraged to take up the place. If vulnerable children and young people do not attend, schools should: * work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child’s circumstances and their best interests
* work together with the local authority and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person’s attendance would be appropriate Where schools grant a leave of absence to a vulnerable child or young person they should still speak to parents and carers, and social workers (where applicable) to explore the reasons for this and any concerns raised. The discussions should focus on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home.
 | Speak to parents and carers to identify who needs to attend school. Ask for simple evidence that the parent in question is a critical worker, such as their work ID badge or pay slip. Parents and carers who are critical workers should keep their children at home if they can.Where provision has to temporarily stop on public health advice, inform the local authority to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so. | Lists of Key Workers sought from 5th JanParents inform school and bring in or email evidence of KW status Reminder to use school only when needed 18th JanParents of Vulnerable children contacted 5th Jan and invited into schoolLogs of attendance of Vulnerable children updated daily by VG through discussion with school office, HM and LS Reluctant parents of Vulnerable children to be contacted weekly to encourage pupils to attend (from 11th Jan) by HM VG and SLT | LS and SLT 5th Jan LS and office staff from 6th Jan prior to pupils attendingLS/SLT 18th JanLS/HM/VG and SLT from 5th Jan VG ongoing from 5th Jan Updated to LA online system from w/b 18th JanLS/SLT/HM and VG to continue to engage with hard to reach vulnerable families   |
| Equipment  | Spread of infection (coronavirus) via use of shared equipment | * For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.
* Classroom based resources, such as books and games, can be used and shared within the bubble; these are to be cleaned regularly, along with all frequently touched surfaces.
* Pupils 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.
* Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
* Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.
 | Distribute the latest employee guidance and ensure staff have signed this. Handwashing before and after handling equipment, especially if being used by more than one person. Avoid sharing equipment wherever possible. Coats are left on back of chair Each class has set of PE equipment for them to use  | From 5th Jan all pupils one book to complete work in a personal pack of equipment Ongoing cleaning of tables and equipment by cleaners and teaching staff – reminder 5th Jan and ongoing | LS and SLT from 5th Jan |
| Pupils with education, health and care plans or on SEN support | Spread of infection (coronavirus)  | * Pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve.
* Teachers and special educational needs coordinators are to plan to meet these needs.
* Individual Risk Assessments review from last lockdown by 22nd Jan
 | Additional discussions between parents SENCO and class teacher regarding provision for these pupils during partial openingRegular updates and reviews of plans in placeDiscussions of how any remote learning might be adapted to best meet the needs of these pupils and additional support givenHM and VG to speak to the pupils each weekChildren with external support given personalised resources and still access outside agency involvement via Teams | HM phonecall home to all EHCP parents regarding partial closure 5th Jan HM and VG ongoing logged discussionsHome visits (HM and LS) where appropriate RA to be updated and completed for new EHCP children by 22nd Jan | LS and HM 5th Jan LS, HM and VG 5th Jan and weekly reviewsLS and HM by 22nd Jan |
| Staff and children who have previously been required to shield Clinically extremely vulnerable staff/pupilsClinically Vulnerable staff New and Expectant Mothers | Increased susceptibility of infection  | * Staff/pupils will still be unable to attend school in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).
* Everyone in England, including those who are clinically extremely vulnerable, is required to follow the [national Tier restrictions](https://www.gov.uk/guidance/new-national-restrictions-from-5-november), which have been set out by the government and apply to the whole population. These restrictions:
* require people to stay at home, except for specific purposes
* prevent people gathering with those they do not live with, except for specific purposes
* close certain businesses and venues

People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. There are 2 ways you may be identified as clinically extremely vulnerable:1. You have one or more of the conditions listed on the Government website, or
2. Your hospital clinician or GP has added you to the [Shielded patients list](https://digital.nhs.uk/coronavirus/shielded-patient-list) because, based on their clinical judgement, they deem you to be at higher risk of serious illness if you catch the virus.
* Read the [current advice on shielding](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
* Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - ‘shielding’ guidance for children and young people](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield)
* Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.
* This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the ‘prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.
* People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.
* Pregnant women and over 70’s should be advised to work from home.
* A new and expectant mothers risk assessment should be carried out to consider any risks (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.
* Employers should be aware that pregnant women from 28 weeks’ gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19).
* This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).

Read more [guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/). | Identify CEV staff within school and arrange for them to work from home. Issue homeworking letters with a review date of 12th February 2021.Ensure staff provide a copy of the shielding letter previously issued.Ensure staff provide a copy of any letters reissued during the latest lockdown.Identify CV staff within school and implement appropriate adjustments as advised by HRCarry out one to one meetings with all staff and for those who live with a CEV person determine if adjustments/homeworking required. Ensure the shielding letter is provided as aboveIdentify pregnant employees and those over 70 and arrange for them to work from home. Issue a homeworking letter with a review date of 12th February 2021Carry out the standard risk assessment for new and expectant mothers taking into account the additional risk of Coronavirus | SLT to engage with any changes made nationally and respond To be reviewed by 12th Feb or earlier if guidance changes To be reviewed LS held face to face and phone meeting with staff w/b 8th Jan following release of additional guidance To be reviewed if necessary and discussions held with individual staff Guidance would be followed if LS is made aware of a pregnancy | LS and SLT following guidance from Govt and Trust HR w/c 8th February 2021HR w/c 8th February 2021HR w/c 8th February 2021LS if necessary  |
| Supply teachers, peripatetic teachers and or temporary staff  | Movement around schools - spread of infection (coronavirus) | * Supply teachers, peripatetic teachers and/or other temporary staff can move 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 to consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.
* A record is to be kept of all visitors.
 | Ensure all staff have read and understood the revised Visitors policyEnsure staff are aware of the forms to be completed and the secure storage procedures in the absence of office staff. Ensure staff are aware how to securely destroy these after 21 days. | Supply teacher informed of school procedures and any adaptations due to partial closure on 5th Jan.External staff only attend if essential, any meetings held remotelyPolicy to be reviewed | LS and SLT include any supply staff in all discussions re any changes from 5th Jan onwards HR – December 2021 (or sooner if Government guidance changes) |
| Outdoor playground equipment  | Spread of infection (coronavirus)  | * Outdoor playground equipment to be more frequently cleaned.
* After use of equipment children are to clean hands thoroughly.
 | Outdoor equipment must not be used unless school can ensure it is appropriately cleaned in line with government guidance and ensure handwashing takes place before and after use | Portable outdoor equipment removed by MRChildren reminded not to use an additional equipment 18th Jan by class teachers  | LS/MR by 8th JanLS/Class teachers by 18th Jan or first time children return to school |
| Extra-curricular provision e.g. breakfast/afterschool clubs, holiday clubs etc | Spread of infection (coronavirus)  | * School to consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term.
* School to consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then school should use small, consistent groups.
* For further information on summer holiday clubs, see [Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak) in order to plan extra-curricular provision. This includes schools advising 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, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.
 | Currently school is not providing a breakfast club or after school provision giving inability to maintain bubblesPupils are attending external provision/settingsSchool is in close contact with these to help protect pupils, families and staff | Review this if the need arises  | LS to discuss any changes if/when necessary  |
| Physical activity in school  | Spread of infection (coronavirus) through contact | * Pupils to be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.
* Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.
* External facilities to be also used in line with government guidance for the use of, and travel to and from, those facilities.

Schools should refer to the following advice:* [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport
* advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)
* School is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.
* Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.
 | * Ensure staff are aware of practices to ensure equipment is appropriately cleaned between use (different children / groups of children)
* Timetable should not use rooms for multiple purposes. Where this is a necessity documented arrangements for cleaning and infection control are required and must be produced beforehand. This includes the school hall
* Plan how to limit the number of children using facilities
 | PE only to occur in class bubbles and be lead by the staff working within those bubbles – information shared with all staff 5th Jan No sharing of equipment between bubblesIf sessions held in the hall, door to shared area and fire exit along corridor to be open – 5th Jan MH and TB to be contacted by class based staff if additional support is needed in planning and preparing for these sessions  | LS and SLT 5th Jan  |
| Educational Visits | Spread of infection (coronavirus) | The government advise against educational visits at this time. The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (COVID-19) outbreak. If schools have any further questions about their cover or would like further reassurance, they should contact their travel insurance provider | Keep under review but currently no education visits or visits to occur | No visits currently taking place,Guidance will be looked at carefully before these begin again | LS, class teachers when appropriate  |

|  |
| --- |
| Manager’s Assessment Acceptance Statement |
| I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.  |
| Manager’s Signature | **Lee Spencer** |
| Date | **18th Jan 2021** |
| Date of planned review  | **Fortnightly** |
| Date of planned full re-assessment  | **12th February 2021** |