West Norfolk Academies Trust

Risk assessment WNAT (GAYWOOD PRIMARY)
F625a

Department: WNAT **Section/Team:** Operations **Location:** WNAT **Activity/Area:** Education **Assessor Name:** M Fitzpatrick **Manager Name:** A Johnson	**Assessment Number:** 08 **Assessment Date:** 03/03/2021 **Review Date:** 29/04/21 or in the event of significant change.

The system of controls: protective measures	Having assessed the risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND. If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment. **System of controls** This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below. **Prevention** 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. **In specific circumstances:** 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary 9) Promote and engage in asymptomatic testing, where available. **Response to any infection** **You must always:** 10) Promote and engage with the NHS Test and Trace process. 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12) Contain any outbreak by following local health protection team advice.

What are the hazards?	Who might be harmed and how	Existing Risk controls	Assessment of Risk			Action by whom	Action by when	Remarks/Actions
			L	C	RR			
Awareness of policies and procedures	Students, Employees, Visitors and Contractors	1. All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: a. *Health and Safety Policy* b. *First Aid Policy* 2. All staff have regard to all relevant guidance and legislation including, but not limited to, the following: a. *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013* b. *The Health Protection (Notification) Regulations 2010* c. *Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'* d. *PHE 'The Spotty Book Notes on infectious diseases in Schools and Nurseries'* e. *PHE 'COVID-19: cleaning in non-healthcare settings outside the home'* f. *DfE ' Schools coronavirus (COVID-19) operational guidance Updated Feb 21)*	2	4	8	Headteacher	11/01/2021	1. Health & Safety and First Aid policies are on the school website. 2. Staff are expected to have read 2a through to 2f. 3. Staff had training on 03/09/20

		3. The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 4. The school keeps up-to-date with advice issued by, but not limited to, the following: *a. DfE* *b. NHS* *c. Department for Health and Social Care* *d. PHE* *e. The school's local health protection team (HPT)* 5. Staff are made aware of the school's infection control procedures in relation to coronavirus via email, briefs and contact the school as soon as possible if they believe they may have been exposed to coronavirus. 6. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 7. Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell. 8. The Staff and Volunteer Confidentiality and Pupil Confidentiality are respected at all times.						4. School regularly acts on advice from the groups identified in this section. 5. All staff emailed letter on 31/08/20 and a reminder on 11/01/21. 6. Parents & Carers emailed letter and put on the website 27/08/20 and a reminder on 11/01/21. 7. Teachers advised to remind children on 11/01/2021
Attendance Students	Students, Employees, Visitors and Contractors	School attendance will be mandatory for all pupils from 8 March.	2	4	8	Headteacher	03/03/2021	Letter went out to parents and carers advising on 26/02/21
Attendance (Staff)	Students, Employees, Visitors and Contractors	1. Under the national lockdown, the expectation is that everybody should work from home where possible. School leaders are best placed to determine the workforce that is required in school, taking into account the updated guidance for those staff who are clinically extremely vulnerable. The expectation is that those staff not attending school will work from home where possible. 2. All staff attending the school setting should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in the 'prevention' section. 3. School leaders should explain to staff the measures the school has put in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to attend school. 4. If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place	2	4	8	Headteacher	11/01/2021	1. Due to the high number of children in school, all support staff are required in school – teachers are on a rota, half to teach in school and the other half to support home learning. 2. Info sent to staff on 11/01/20. 3. Info sent to staff on 11/01/20.
Poor hygiene practice	Students, Employees, Visitors and Contractors	1. Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. 2. Pupils, staff and visitors are to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol 3. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. 4. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. 5. Pupils must not share cutlery, cups or food. 6. All cutlery and cups are thoroughly cleaned before and after use. 7. Cleaners are employed by the school to carry out daily, thorough cleaning that follows Gov guidance 'COVID-19: cleaning of non-healthcare settings' 8. The caretaker arranges enhanced cleaning to be undertaken where required	3	4	16	Headteacher	11/01/2021	1. Displayed 2. Sanitisers places throughout the school and at least 70% alcohol
Response to any infection	Students, Employees, Visitors and Contractors	1. **Staff members, parents and carers will need to:** a. book a test if they or their child has symptoms - the main symptoms are: *i. a high temperature* *ii. a new continuous cough* *iii. a loss or change to your sense of smell or taste* b. self-isolate immediately and not come to school if: *i. they develop symptoms* *ii. they have been in close contact with someone who tests positive for coronavirus (COVID-19)*	2	4	8	Headteacher		

		iii. *anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)* iv. *they are required to do so having recently travelled from certain other countries* v. *they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation* c. provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 2. **Manage confirmed cases of coronavirus (COVID-19) amongst the school community** a. You must take swift action when you become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. b. If you would like support on the action you should take to respond to a positive case, you can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you of what action is needed based on the latest public health advice. c. The advice service (or PHE local health protection team if escalated) will work with you to guide you through the actions you need to take. Based on their advice, you must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. d. Close contact means: i. *anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)* ii. *anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:* 1. *face-to-face contact including being coughed on or having a face-to face conversation within 1 metre* 2. *been within 1 metre for 1 minute or longer without face-to-face contact* 3. *sexual contacts* 4. *been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)* 5. *travelled in the same vehicle or a plane* 3. **Contact tracing** - The school will notify the PHE HPT and the Trust straight away if they are made aware of a member of staff or child in a cohort has tested positive. 4. **PHE HPT Actions** - The school will notify the PHE HPT and the Trust straight away if they are made aware of a member of staff or child in a cohort has tested positive. 5. **Test result actions –** a. The school will contact the Trust in the event of a positive test. 6. **Education contingency planning** - The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements. 7. **Waste -** If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.						
Spread of infection	Students, Employees, Visitors and Contractors	1. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with Gov guidance 'COVID-19: cleaning of non-healthcare settings'. 2. Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. 3. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 4. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. 5. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.	2	4	8	Headteacher	11/01/2021	2. Letter sent out via email and put on the website 27/08/20 and a reminder sent out 11/01/21 4. School trips and swimming cancelled

		6. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.						
Poor management of infectious diseases	Students, Employees, Visitors and Contractors	1. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. 2. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to their line manager or headteacher 3. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 4. The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. 5. Staff inform the headteacher when they plan to return to work after having coronavirus. 6. The caretaker monitors the cleaning standards of school cleaning staff/contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	2	4	8	Headteacher	11/01/2021	
Communication	Students, Employees, Visitors and Contractors	1. **General Arrangements** - a. *Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.* b. *Arrangements are in place to ensure that parents support the school requirements and to support hygiene requirements with pupils both in and outside the school.* c. *Parents and carers have been communicated with about symptoms and household isolation requirements* d. *Staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.* e. *The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.* f. *Schools put into place any actions or precautions advised by their local HPT.* g. *Schools contact their local HPT for specific recommendations for their school.* h. *Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.* i. *A letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary) has been completed and sent to all parents/Carers, where required the School has added additional information that has been identified in this risk assessment.* 2. **Visitors** - Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the school website or directly with visitors in advance. a. *A record of all visitors should be kept* 3. **Communicating safety arrangements** - a. *Site signage has been reviewed* b. *Site changes such as entrances and exits will be identified where required* c. *Communication will include the use of recommended information on notice boards and throughout the school, for example, handwashing, key staff notices* d. *The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.* i. *Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub.* ii. *The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.*	2	4	8	Headteacher	11/01/2021	1. Letter sent to parents and put on website 27/08/20 2. Electronic sign in system requires contact details of individuals. 3. In main office reception and on the main door of the building.
Disruption to the running of the school and exams	Students, Employees, Visitors and Contractors	1. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the LA, local HPT or DfE helpline where required.	2	3	6	Headteacher	11/01/2021	
Preparing for a school closure	Students, Employees, Visitors and Contractors	1. The school communicates with parents via letter, text or eMail as soon as possible about a school closure and the cancellation of any school trips or extra-curricular activities. 2. Pupils are informed via small group/virtual assembly about the school closure and what is expected of them should they need to work from home. 3. The headteacher puts a plan in place to manage staff workload in preparation for a school closure.	2	3	6	Headteacher	11/01/2021	These are all in place and were actioned when needed during Autumn 2nd 2020.

		4. The headteacher puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school. 5. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. 6. Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue. 7. The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. 8. The headteacher works with the WNAT ICT team to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. 9. The headteacher liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support. 10. The Caretaker arranges for the school to be deep cleaned if necessary in the event there is a school closure if required. 11. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupil.						
Vacant and partially open premises	Students, Employees, Visitors and Contractors	**1.** During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. Gov Guidance **Guidance for full opening: schools** 2. Access to the school is restricted – additional security is arranged and put in place in line with the Security Policy. 3. The headteacher and caretaker remain on-call in case of an emergency or if access to the school is required. 4. External signage is visible to show that the school is closed and that access is restricted. 5. Valuable school property and equipment is identified and reasonable measures are in place to ensure security. 6. The caretaker ensures the school premises are safe to return to before school activity resumes. 7. Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to staff and pupils returning to school. 8. The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.	2	2	4	Headteacher	11/01/2021	
Contractor working	Students, Employees, Visitors and Contractors	1. Contractors should be directed to follow guidance issued and approved by HM Gov delivered by the Construction Leadership Council: Site Operating Procedures - Protecting Your Workforce. 2. Where possible visits that are not essential to education and safeguarding can happen out of hours. 3. Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance. 4. Contractors who provide services on school premises have confirmed they are COVID-19 secure	2	4	8	Headteacher	11/01/2021	
Emergencies	Students, Employees, Visitors and Contractors	1. **Fire evacuation -** a. *Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.* b. *Carry out emergency drills as normal (following social distancing as appropriate).You should make adjustments to your fire drill to allow for social distancing as appropriate. Refer to advice on fire safety in new and existing school buildings.* c. *Staff and pupils understand that in an emergency they must leave without delay* **2. First aid –** a. ***First aid needs assessment*** *- You should discuss the risk assessment with your first aiders so they are confident about providing the right assistance. This includes knowing what equipment they can use to minimise risk of infection transmission, as explained below* **b. *Guidance for first aiders*** i. *Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.* ii. *If they (casualty) are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.* 1. ***Preserve life: CPR***	2	4	8	Headteacher	11/01/2021	1. Fire evacuation taken place on 16th September 2020 and 11th January 2021. 2. First aiders know that they need to wear PPE when administering first aid to a child.

		a. Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms *b. Ask for help. If a portable defibrillator is available, ask for it* *c. Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation* *d. If available, use:* *e. a fluid-repellent surgical mask* *f. disposable gloves* *g. eye protection* *h. apron or other suitable covering* *i. Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)* *2. **Prevent worsening, promote recovery: all other injuries or illnesses*** *a. If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms* *b. If giving first aid to someone, you should use the recommended equipment listed above if it is available* *c. You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible* *3. **After delivering any first aid*** *a. Ensure you safely discard disposable items and clean reusable ones thoroughly* *b. Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible* ***c. First aid cover and qualifications during the pandemic*** ***i. First Aid at Work (FAW) and Emergency First aid at Work (EFAW) certificates requalification*** *1. First aid providers have resumed first aid training and assessment. In some cases, there remains a back log or limited availability.* *2. FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.* *3. To qualify for the extension, employers must be able to demonstrate that:* *a. they have made every effort to arrange requalification training as soon as possible and can explain in detail why they have not been able to do so. For example, they must show evidence that staff with expired certificates are booked on to EFAW or FAW requalification courses, if requested by an inspector* *b. they have adequate and appropriate equipment and facilities to give first aid to any employee who is injured or becomes ill at work* *c. the level of first aid cover provided remains appropriate for their particular work environment* *d. the level of first aid provision necessary in high risk settings is fully maintained, eg in construction, agriculture, engineering and chemicals*						
Executive Management Team responsibilities	Students, Employees, Visitors and Contractors	1. **Ensuring Compliance** - The school will follow their normal arrangements to encourage safe behaviours and actions if Trust/School standards are not followed. *a. The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:* *b. The number of contacts that pupils and staff have during the school day are minimised* *c. The distance between people in the setting is maximised as much as possible,*	2	4	8	Headteacher	11/01/2021	1. Year group bubbles are in place.

		d. Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying *e. Enhanced cleaning arrangements can be implemented* *f. The whole setting community are engaged with and support the national effort to reduce the spread of the virus* *g. Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together* 2. **Trustee engagement** - Trustees are involved and supporting the school to ensure that required actions are completed and have reviewed this assessment as part of their role. 3. **Safeguarding** - The introduction of new arrangements have been reviewed by the Executive Management Team ensure that they do not impact on safeguarding requirements in the Trust/School 4. **Premises adaptions** - Small adaptions identified through risk assessment such as installation of door guards to keep doors open in order to improve ventilation; efficient hand driers to ensure thorough hand drying have been authorised and actioned. 5. **Supply chain** - *a. Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser and PPE that is specified in PPE guidance.* b. *Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.*						
Staffing arrangements	Students, Employees, Visitors and Contractors	1. **Staffing levels** – Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: *a. Short duration, ad hoc work is avoided where possible* *b. They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary)* *c. All infection control requirements are followed.* *d. Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.* *e. Teaching staff breaks are organised in a way that avoids staff covering from a different group* *f. ITT trainees can continue to go into their host school.* *g. Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.* *h. Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit* *i. Where volunteers are used the same staff principles are applied.* 2. **Business support and premises management staff** - *a. Staff work from home is instigated as a normal activity* *b. Hot desking is avoided* 3. **Premises and cleaning staff** - *a. Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.* *b. Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.* *c. Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.* 4. **Volunteers -** will work in the school only where essential and will be provided with the same information, instruction and support as staff members. **5. Peripatetic teachers** *a. Schools can continue to engage peripatetic teachers during this period*	2	4	8	Headteacher	11/01/2021	1. Supply staff are not permitted however sports coaches are allowed in school and follow school policy. 4. Volunteers are not permitted on site at the current time. 5. Peripatetic teachers are not allowed on site.

Pupil and staff grouping	Students, Employees, Visitors and Contractors	1. **Developing Groups** - Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught. a. *Groups are kept as static as possible including staff assigned to the groups* b. *Only where necessary extended groups have been created to accommodate specific activities.* c. *Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.* d. *Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible* e. *Contact within and between groups is minimised through distancing measures which are outlined in this assessment.* f. *Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include:* i. *some secondary curriculum practical activities* ii. *music* iii. *With very young children* iv. *Because of health conditions or understanding of the children* g. *In order to enable distancing through designing spaces that achieves more separation.* 2. **Keeping cohorts together where possible** - a. *Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.* b. *Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. During lunchtimes, breaks, PE, or on subsequent days.* c. *Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.* d. *Where possible the same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.* e. *Where possible pupils use the same desk each day where they attend on consecutive days.* f. *Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).* g. *Larger spaces are not used by more than one group without partitioning in order to create physical separation.* 3. **Contact records** - Contact records of groups are maintained in line with COVID Management Guidance.	2	4	8	Headteacher	11/01/2021	Pupils and staff are grouped in dedicated bubbles – extra staff rooms have been created to minimise the risk.
Reducing and managing visitors (including familiarisation and parents evenings).	Students, Employees, Visitors and Contractors	1. Parents must be advised that they should only come into the school for essential reasons e.g. illness, testing or safeguarding factors and information about contacting by phone instead of having face to face meetings. The number of visitors has been minimised as much as possible 2. Visitor times are planned to separate visitors from other site users 3. Visits are by appointment only 4. Visitors are advised of the following in advance: a. *Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety* b. *Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied.* c. *Action to take if they cannot maintain keep away from others* d. *To leave the setting immediately if they develop symptoms, not matter how mild.* e. *How you will maintain social distancing during the visit.* 5. Visitors are provided with further information on arrival and asked to perform hand hygiene 6. Visitors confirm that they do not have symptoms no matter how mild. 7. Visitors who sign in either use their own pen or are provided with a pen that they take with them. 8. The reception is operating on a one in and one out basis for essential visitors 9. Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff 10. Visitor records are maintained for contact tracing requirements	2	4	8	Headteacher	11/01/2021	1. Parents advised by letter and news letter
Travel and parking	Students, Employees, Visitors and Contractors	1. **General** - a. *The school have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)* b. *Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children* 2. **Cycling** - Pupils are instructed to use bike racks one at a time. Additional bikes racks or areas are provided where required.	2	4	8	Headteacher	11/01/2021	

		3. **Car journeys** - a. *Parents, staff and pupils have been advised not to gather in parking areas.* b. *Parents and staff have been advised that only the same household members should travel together by car* c. *Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)* 4. **On Foot** - a. *Pupils and parents have been advised that it is preferable that members of the household should walk to the school together where possible* b. *Pupils and parents have been advised that they should not walk together in large groups* 5. **Dedicated School Transport** - a. *The approach to dedicated transport should align wherever possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important, wherever it is possible, that:* i. *social distancing should be maximised within vehicles* ii. *children either sit with their 'bubble' on school transport, or with the same constant group of children each day* iii. *children should clean their hands before boarding transport and again on disembarking* iv. *additional cleaning of vehicles is put in place* v. *organised queuing and boarding is put in place* vi. *through ventilation, fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents* vii. *Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).* viii. *In accordance with advice from PHE, children and young people aged 11 and over are recommended to wear a face covering when travelling on dedicated transport. A face covering is a covering of any type which covers your nose and mouth. This does not apply to people who are exempt from wearing a face covering on public transport* **6. Wider Public Transport -** a. *Pupils, parents and staff have been advised not to use school transport if they have symptoms* b. *Pupils, parents and staff have been advised to wash their hands before and after using transport services* c. *Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so* d. *Markings are provided where queuing is required for transport services on school premises*						
Arriving at and leaving the School	Students, Employees, Visitors and Contractors	**1. General principles** a. *Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.* b. *Consideration has been given to 'walking buses' (supervised walking groups to and from school.* c. *Where possible entrances are supervised to support hand sanitising on arrival.* d. *Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour* e. *Where times cannot be altered, for example, due to public transport, plans are in place to prevents groups from mixing once at the setting and busy transit routes.* f. *There are hand sanitiser stations for pupil and visitor use* g. *Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use* h. *The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.* i. *The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you* 2. **Parents and pupils** – arriving and leaving the premises – a. *All site movements will be supervised by staff members who will ensure that social distancing measures are being followed* b. *Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.* c. *Parents should be advised that only one parent is to conduct dropoff and pickup of their child.*	2	4	8	Headteacher	11/01/2021	Parents requested to wear face masks when arriving and leaving school. Staff are also asked to wear masks when arriving and leaving school – in school they should wear a face shield.

		d. Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building. *e. For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.* *f. Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible* 1. **Managing peak times** - *a. Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the school entrance (hand sanitiser has been provided at these points)* *b. Where alternative entrances cannot be provided, times have been staggered to prevent queuing.* *c. Floor marks have been added to assist with social distancing in outside areas.* d. *Staff supervise at peak times.* 2. **Reception class** - *a. Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.* *b. Where possible, additional supervised entrances will be used to avoid people gathering at the same time* *c. Parents should be advised that only one parent is to conduct dropoff and pickup of their child.* 3. **Bags and coats** - *a. Staggered access times allow for cloakrooms to be used without pupils gathering.* b. *Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed.*						
Educational activities	Students, Employees, Visitors and Contractors	1. **Classrooms and other learning environments** - *a. Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained* *b. Distancing is encouraged by reconfiguring furniture and chairs are forward facing* *c. Unnecessary furniture and objects are removed where possible* *d. The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.* *e. Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks* *f. The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support* *g. Where close contact is needed this is conducted side by side rather than face to face* *h. Pupils are not called to the front of the class* *i. Staff going to a pupils desk to check on their work is avoided* *j. Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils* *k. Pupils do not share or swap resources and materials including ceasing the marking of each other's books.* *l. Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly* *m. The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.* *n. There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand* *o. How pupils enter and exit the classroom is managed to maintain distancing.* *p. Where a room is used by more than one extended group the class teacher will clean down high use touch points between use* 2. **Playgrounds** - Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment *a. Equipment use is supervised, and time limited to enable other users to take their turn* *b. Seating has been removed or marked off to encourage distancing on individual items of equipment.*	2	4	8	Headteacher	11/01/2021	Clutter has been removed from classroom and put in storahe; where possible, soft furnishings have been put in storage; plastic wipeable chairs have been purchased for the staff rooms.

		c. A one-way system has been introduced around outdoor gym equipment and trim trails *d. Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)* *e. Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.* *f. Bins are installed to encourage use of tissues and appropriate disposal* *g. Time is allocated for play equipment for each group/bubble* *h. Equipment touch points are cleaned frequently and between each groups use.* *i. Multiple groups do not use outdoor play equipment at the same time.*						
Specialist curriculum considerations	Students, Employees, Visitors and Contractors	1. **Music, Dance and Drama-** You should continue teaching music, dance and drama as part of your school curriculum. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place. 2. The overarching objective should be to reduce the number of contacts amongst pupils, and between pupils and staff, including for rehearsal and performance. As set out in the system of controls, this can be achieved through keeping groups separate (in bubbles) and through maintaining social distance between individuals. These are not alternative options. Both measures will help, but the balance between them will change depending on the age of pupils, the layout of the building, and the feasibility of keeping groups separate from each other while offering a broad curriculum. a. **Playing outdoors -** Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space. b. **Playing indoors -** If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. c. **Singing, wind and brass playing -** Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts. d. **Singing, wind and brass playing in groups** - Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained e. **Social distancing -** You should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupil in dance and drama. f. In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Pupils should use seating where practical to help maintain social distancing. **g. Seating positions -** Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. **h. Microphones -** Use microphones where possible or encourage singing quietly. **i. Handling equipment and instruments -** Measures to take when handling equipment, including instruments, include the following **i. Handwashing -** Requiring increased handwashing before and after handling equipment, especially if being used by more than one person. ii. **Avoiding sharing instruments -** Avoid and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets. Instruments should be cleaned by the pupils playing them, where possible iii. **Handling scores, parts and scripts** - Limit handling of music scores, parts and scripts to the individual using them.					11/01/2021	Music is currently not taught.

		iv. **Suppliers -** Consider limiting the number of suppliers when hiring instruments and equipment. Schools should agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument. v. **Pick up and drop off points** - Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. **j. Individual lessons and performance in groups** i. Individual lessons in music, dance and drama can continue in schools. This may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures set out above (staffing arrangements) on peripatetic teachers. ii. In individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction. iii. Specific safety measures for individual music lessons are set out in the following sections: **1. Social distancing -** Measures should include specific social distancing between pupil and teacher (current guidance is that if the activity is face-to-face and without mitigations, 2 metres is appropriate), accounting for ventilation of the space being used. Pupil and teacher should be positioned side by side if possible. 2. **Avoid sharing instruments -** Avoid sharing instruments and equipment wherever possible and place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets If instruments and equipment have to be shared, they should be regularly disinfected (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment. Instruments should be cleaned by the individuals playing them, where possible **3. Scores, parts and scripts -** Limit the handling of music scores, parts and scripts to the person using them. **3. Drama and performances –** a. Identifying where items would be passed directly to each other and removing direct contact by using drop-off points or transfer zones. b. One-way systems and mapping movements are carried out in order to ensure social distancing c. Prop handling is limited d. Costume use is avoided. e. Audiences are not invited. **4. Physical activity –** a. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. b. You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls. c. For sport provision, 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. d. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities e. Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e.sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. f. Competition between different schools should not take place until wider grassroots sport for under 18s is permitted. g. You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do. • **Swimming pools** – The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools. **5. Subjects involving practical activities –**						

		a. Practical's and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. b. Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility c. Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. d. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact. **e. CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:** i. Guide to doing practical work in Science ii. Guide for science departments returning to school after an extended period of closure iii. Guide for managing practical work in non-lab environments iv. Guidance for schools where pupils spend all day in a lab v. Guidance for schools where pupils spend all day in a D&T, food or art room vi. Relevant primary schools guidance for example, Practical activities in a bubble **6. Supervised toothbrushing programmes -** a. COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.						
Educational visits	Students, Employees, Visitors and Contractors	1. DfE advice is against all educational visits at this time.					11/01/2021	Currently in Tier 4 so no visits are taking place.
Where a pupil attends more than one setting	Students, Employees, Visitors and Contractors	1. Schools work together to ensure that the approach is consistent and does not compromise the group/bubble					11/01/2021	N/A in our setting.
Extra-curricular provision	Students, Employees, Visitors and Contractors	1. Pupils will keep within their main bubble where possible. 2. Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows: a. Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend ensuring they only attend one setting consistently b. Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity c. Records are maintained of all bubbles or groups for 21 days d. Consideration is given to the types of activities organised in line with Covid 19 direction for HM Gov e. The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups f. Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues g. Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided. 3. As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided 4. Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.					11/01/2021	Breakfast club still in operation however children are kept in separate year groups spread out in the main hall.
Lunchtime and breaks	Students, Employees, Visitors and Contractors	1. Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible. 2. Consideration has been given to using other spaces for lunch, including classrooms and outside spaces. 3. The use of pre-ordering and trolley services have been considered. 4. Where times of use cannot be staggered between groups, larger spaces have been partitioned.	2	4	8	Headteacher	11/01/2021	Lunches are delivered to individual classes. Break and lunchtimes are staggered and year groups

		5. Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing. 6. Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. 7. Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible 8. One way systems are used. 9. Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks. 10. Staff room area use supports social distancing 11. Social distancing continues with staff groups during these times and furniture has been arranged to support this. 12. Touch points are wiped down between different groups. 13. Where possible breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix. 14. Equipment use is supervised to ensure that pupils do not gather. 15. Pupils and staff have identified suitable play activities for break times 16. Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting 17. Markings where required have been added to outside spaces to assist with queues when coming back into the building. 18. Additional staff supervision is employed to ensure social distancing takes place						are kept separate on the playground by barriers. 10. Extra staffrooms have been provided.
Catering	Students, Employees, Visitors and Contractors	1. Arrangements comply with guidance for food businesses on coronavirus (COVID-19). 2. Where catering services are contracted, the setting has ensured that the service is COVID-19 secure. 3. The way in which essential food deliveries are received are managed 4. Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff 5. Additional meal collection points have been put in place to reduce queuing where necessary 6. Alternative payment methods are being used to eliminate cash handling 7. Where possible tills are screened where still in use 8. Where screens cannot be screened staff are to wear visors					11/01/2021	Meals are taken to the classroom with the exception of reception children who eat in the main hall.
General interactions and movement around the building	Students, Employees, Visitors and Contractors	**1. Circulation spaces –** *a. Movement of groups is planned to avoid group gathering/mixing* *b. Staggered movement times have been introduced to reduce the number of movements at the same time* *c. Alternative routes have been provided, such as outside areas, alternative entrances and exits* *d. One way circulation has been introduced where possible* *e. Central dividers have been installed where necessary to avoid group mixing.* 2. **Lifts –** *a. Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs* *b. Posters have been used to encourage this where required* c. *Hand sanitiser is provided for use before and after touching lift controls.*	2	4	8	Headteacher	11/01/2021	Only toilet access inside the school is needed. The majority of classrooms have external doors.
Offices and other work spaces	Students, Employees, Visitors and Contractors	**1. The following measures are applied where staff cannot work from home:** *a. Where possible furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.* *b. Rooms are well ventilated (see section on ventilation)* *c. Staff are cohorted in consistent working groups* *d. Unnecessary items have been removed to support effective cleaning of the area* *e. Hot desking is avoided* *f. desks near busy circulation spaces are not used* g. *Shared equipment has been moved to reduce group mixing such as printer location* **2. The following measures are implemented where the above measures cannot be followed:** *a. additional work spaces are be allocated where possible* *b. sharing of workspace is minimised and workspaces are thoroughly cleaned between users.* *c. Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities*				Headteacher	11/01/2021	Office desks are not face to face.

		d. *Screens are installed as a last resort*						
Toilets and handwashing facilities	Students, Employees, Visitors and Contractors	1. Times are staggered where possible and consider the increased handwashing times that have been introduced. 2. Distancing for queuing has been introduced e.g. through floor markings 3. Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas. 4. Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. 5. Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	2	4	8	Headteacher	11/01/2021	Increased amount of hand sanitisers around school.
Meetings and events	Students, Employees, Visitors and Contractors	1. **Meetings -** Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact. a. *Meetings only take place in person where:* b. *There is a need to be in person for safeguarding, well-being or statutory reasons or* c. *Limitations of technology, poor or unstable signal* 2. The following measures have been implemented for in person meetings: a. *They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings* b. *All other participants will connect to the meeting remotely.* c. *The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather* d. *Use separate spaces or rooms where possible to limit the number of people in the same area* e. *Ensure 2 distance is maintained at all times, not sitting face to face* f. *No activities are undertaken that require or encourage people to raise their voices or shout* g. *Paperwork is shared electronically where possible* h. *Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first.* i. *People do not shake hands.* j. *Participants practice good hand and respiratory hygiene before, after and during the meeting.* k. *Where held indoors they are held in well ventilated spaces.* l. *All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measures have been implemented.* m. *Appropriate ventilation is utilised* 3. **Events** – a. ***Parents evenings*** – i. *All meetings are carried out remotely where possible.* ii. *Parents and carers should only attend the school where they have a pre-arranged appointment* iii. *Where possible, only one parent/carer attend.* iv. *Visits are planned and organised to ensure distancing and hygiene measures can be maintained* v. *Information is provided in advance to ensure arrangements are communicated* b. *Pupil familiarisation visits* i. *Visits are provided virtually where possible.* ii. *The visitor arrangements in this section are applied where in person visits are planned.* iii. *Visits will take place outside the school day where it is not detrimental to the purpose of the visit.* iv. *Visitor numbers are limited and appointments are staggered* c. *Pupil lesson attendance for familiarisation* i. *Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include:* ii. *Limiting visiting pupils mixing between additional groups* iii. *Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining)* iv. *Avoiding compromising the existing social distancing arrangements within the class* v. *The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented* vi. *Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk.*	2	4	8	Headteacher	11/01/2021	Staff meetings and assemblies take place online via Zoom.

		4. **Urgent meetings** - Unplanned meetings are avoided in the School unless they are essential e.g. safeguarding, health related. 5. **School clubs and community sports (non curriculum) -** The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs) 6. **Hire and use of school premises** - Additional hire and use will not be planned until further notice. **7. Staff rooms –** *a. Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.* *b. Times of use for staff breaks are staggered to prevent staff groups from mixing* c. *Furniture has been arranged to encourage distancing and not sitting face to face*						6. School is not hired by third party groups 7. Additional staff rooms have been provided around the school.
Breakfast and afterschool clubs	Students, Employees, Visitors and Contractors	1. **School clubs that are essential** - *a. An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment.* b. *Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format.*	2	4	8	Headteacher	11/01/2021	Only breakfast club is still in operation.
Cleaning and disinfection	Students, Employees, Visitors and Contractors	1. A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in Gov guidance 'COVID-19: cleaning of non-healthcare settings' 2. Cleaning – *a. If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.* *b. Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.* *c. The School will need to identify the specific cleaning methods for the items that require cleaning.* *d. The School will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.* *e. Early Years Schools have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures* *f. Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.* *g. In secondary Schools, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary schools, hand contact surfaces are cleaned regularly throughout the day* *h. Teaching staff are provided with cleaning materials to enable them to clean contact points in their classrooms between groups/classes.* *i. Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.* *j. Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use* *k. Disinfectant wipes are more generally available for staff to use where they wish to.* *l. All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),* *m. More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises* *n. A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.* *o. Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.* *p. Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.* *q. Handheld and frequently touched sports/PE equipment is disinfected prior to use* *r. Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use* *s. Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.*	2	4	8	Headteacher	11/01/2021	Increased us of cleaning materials including additional surface wipes during the day; Fire doors now have automatic closers enabling doors to stay open in the main corridors.

		3. **Water coolers and drinking water** - Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling. 4. **Storage** - Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage **5. Cleaning play equipment and toys –** a. *Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children* b. *Toys that are put into children's mouths are cleaned between use* c. *Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.* d. *Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile* 6. **Resources –** a. *Children are allocated their own resources e.g. pencils where possible .* b. *Where resources are taken home hand hygiene, quarantining and cleaning measures are in place* 7. **Laundry -** Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses 8. **Books** (books are items that are difficult to clean) – a. *Books are issued to pupils on a rotational basis* b. *Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.* c. *Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.* d. *Books and posters checked for visible soiling and disposed of where necessary* **9. Wooden desks and wooden work surfaces –** a. *The following process is followed:* i. *Apply disinfectant and leave for the appropriate contact time applied* ii. *Re-apply disinfectant and leave to dry naturally* 10. **Lunchtime -** Trays, tables and chair touch points are disinfected after use 11. **Cleaning equipment after breaks -** Outdoor play equipment is cleaned between group use **12. Tissues and waste from bins provided –** a. *Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.* b. *Bins are provided in classrooms and other key locations such as dining areas for pupils and staff to dispose of used tissues and are emptied regularly throughout the day* c. *Bins and tissues are provided in the same place.* d. *Waste bags for tissues are double bagged for disposal.*						5. Any sports equipment is wiped before and after use. 6. All children have a clear pencil case with their own equipment. 12. All classrooms have bins with lids on them that are opened using a foot pedal.
Handwashing	Students, Employees, Visitors and Contractors	1. Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of NHS guidance 'How to wash your hands' in an age appropriate way e.g. observing young pupils, instructing in the class 2. Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day. 3. Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. 4. Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc. 5. Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls) 6. Event related prompts are given to pupils by staff.....*after*..... *before*.... when as a more effective means of promoting hand hygiene that fixed time prompts. 7. Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home. 8. Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with the WNAT Facilities Manager where this is not possible) 9. Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	2	4	8	Headteacher	11/01/2021	1. Teachers and Teaching Assistants ensure good hand hygiene throughout the day.

		10. Supervision arrangements are in place to support pupils with handwashing where it is needed. 11. Handwashing is being encouraged rather than using hand sanitizer wherever it is possible 12. Age and developmentally appropriate ways area being used to encourage pupils to follow requirements. 13. All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after. 14. Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. 15. Hand washing is carried out using running water (static bowls are not used)						
Staff health	Students, Employees, Visitors and Contractors	**Staff who are clinically extremely vulnerable** 1. CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required). 2. Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. **Staff who are clinically vulnerable** 1. CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. 2. 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, Prevention, of 'The system of controls: protective measures' section of this guidance. This provides that ideally, Minimise contact between individuals and maintain social distancing wherever possible. 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. 3. 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. 4. **Individual assessment -** All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19. 5. **Symptoms** - Staff will go home as soon as possible if they develop symptoms 6. **COVID Testing** - Staff are encouraged to have testing in line with school procedures or when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test. 7. **Wellbeing** - Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support a. *Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.*	2	4	8	Headteacher	11/01/2021	1. Advice is followed and clinically extremely vulnerable staff and pupils are requested to work from home. 7. Wellbeing emails sent to staff and posters in the staffrooms signpost agencies to support.
Pregnant persons	Students, Employees, Visitors and Contractors	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 employees. Women who are less than 28 week pregnant must first have a workplace risk assessment with their school employer and/or occupational health team. Then, they should only continue working if the risk assessment advises that it is safe to do so. Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.	2	4	8	Headteacher	11/01/2021	Pregnant women will not be allowed in school after the 28 week period.

		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 coronavirus (COVID-19) at any gestation, should take a more precautionary approach. Schools should 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).						
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	Students, Employees, Visitors and Contractors	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, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can attend school as long as the system of controls set out in this Risk Assessment are in place. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace	2	4	8	Headteacher	11/01/2021	
Pupil health	Students, Employees, Visitors and Contractors	**1. Symptoms** *a. Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild* *b. Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day* *c. Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks* 2. **COVID Testing -** Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing. **3. Self-Isolation and shielding guidance for children and young people –** **a.** A small number of pupils will still be unable to attend in line with public health advice to self-isolate because: i. they have had symptoms or a positive test result themselves ii. they live with someone that has symptoms or has tested positive and are a household contact iii. they are a close contact of someone who has coronavirus (COVID-19) b. We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. c. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated. **4. Pupils who remain in the clinically extremely vulnerable group** *a. The advice for pupils in local restrictions tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.* *b. Shielding advice is currently in place in tier 4 areas, and so all children and young people still deemed clinically extremely vulnerable are advised not to attend school.* *c. Those who remain under the care of a specialist health professional may need to discuss their care with their health professional at their next planned clinical appointment - more advice is available from the Royal College of Paediatrics and Child Health.* *d. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.* ***5. Increased supportive measures for pupils/ psychological needs –*** *a. Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are*	2	4	8	Headteacher	11/01/2021	

		challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required). *b. Support plans include:* *i. Specific cleaning and disinfection requirements such as changing beds and wheelchairs.* *ii. Ensuring that staff increase their level of self protection,* *iii. Ensure that the pupil washing their hands before and after where able to or use skin friendly hand wipes before and after* *iv. Checking that the person does not have symptoms as detailed in the compliance code.* *c. Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.* 6. Pupil well-being, mental health and behaviour – *a. Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.* *b. Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.* *c. The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.* *d. Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.* *e. Available resources are used to identify and support students and staff who exhibit signs of distress.* f. *Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.*						
Staff instruction	Students, Employees, Visitors and Contractors	1. **All staff instruction** - *a. Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.* *b. All staff have confirmed that they are confident in applying the control measures identified in this assessment.* *c. Staff have received appropriate instructions in relation to the specific measures that have been put in place in the school (as detailed in this assessment)* *d. Staff have been involved in the practical implementation of this guidance.* *e. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.* *f. Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.* *g. Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).* *h. Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.* *i. Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.* j. *The School has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.*	2	4	8	Headteacher	11/01/2021	During staff induction training on 03/09/20 and an update email on 11/01/21
PPE	Students, Employees, Visitors and Contractors	1. PPE - Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances relating to the local COVID alert level. 2. PPE should be used in conjunction with Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 3. Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. 4. If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. 5. During the coronavirus (COVID-19) outbreak, additional PPE is only required in a very limited number of scenarios:				Headteacher	11/01/2021	

		a. if an individual child, young person or student becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained b. when performing aerosol generating procedures (AGPs)						
Face coverings	Students, Employees, Visitors and Contractors	1. Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that 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. Face coverings do not need to be worn by pupils when outdoors on the premises. In addition, now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons 2. In **primary schools**, it's recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. 3. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. 4. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a **risk assessment** for the specific situation and should always be cleaned appropriately.	2	4	8		08/03/2021	
Increasing ventilation	Students, Employees, Visitors and Contractors	1. Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. a. *This can be achieved by a variety of measures including:* i. **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). Where mechanical ventilation systems exist, you should ensure they are maintained in accordance with the manufacturer's recommendations. Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. ii. **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. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 2. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a. *opening high level windows in preference to low level to reduce draughts* b. *increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)* c. *providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform* d. *rearranging furniture where possible to avoid direct drafts* 3. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 4. Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.					11/01/2021	
Educational tools		**1. Infection control education** a. *Age appropriate education is used to encourage pupils to:* i. *Become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread.* ii. *encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses* **2. The following resources are used where appropriate:** a. *e-Bug resources to teach pupils about hygiene*	2	4	8	Headteacher	11/01/2021	

		b. the Educational Settings poster *c. the Coronavirus Toolkit for Professionals which contains campaign materials.*						
DSE and working from Home	Students and Staff.	1. Staff working from home are encouraged to complete; Display screen equipment (DSE) workstation checklist. Any findings should be reported to your line manager for assistance. 1. There are some simple steps people can take to reduce the risks from display screen work: a. breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity b. avoiding awkward, static postures by regularly changing position c. getting up and moving or doing stretching exercises d. avoiding eye fatigue by changing focus or blinking from time to time 2. A HSE Video 'Temporary Working at Home – Workstation Setup' has basic guidance for DSE use at home. 3. **Lone working without supervision -** Keep in touch with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe.	1	3	3	Headteacher	11/01/2021	Sent to Teachers on 11/01/2021
Testing	Students and Employees,	Secondary schools participating in the rapid asymptomatic testing programme should follow the Mass asymptomatic testing: schools and colleges guidance. **Manage confirmed cases of coronavirus (COVID-19) amongst the school community** *1. Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.* *2. Where individuals who are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.* **Contain any outbreak by following local health protection team advice** *1. Secondary schools participating in the rapid asymptomatic testing programme should refer to the guidance for asymptomatic testing in schools and colleges to ensure contacts of the positive case are tested. Primary schools and any secondary schools not participating in the rapid asymptomatic testing programme must follow the advice below:* *a. If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required*	2	4	8	Headteacher	11/01/2021	N/A
Review of existing assessments	Students, Employees, Visitors and Contractors	1. The setting regularly reviews their arrangements in line with compliance code updates. 2. Review arrangements ensure that the control measures are effective and working as planned.	2	4	8	Headteacher	11/01/2021	

(L - Likelihood C – Consequence RR – Risk Rating NRR – New Risk Rating)