

## Risk Assessment and Risk Management Record

Offsite Activities and Educational Visits

Outdoor Education, PE & DfE Service



### Risk Assessment for COVID-19 Tier one starting 02.12.2020 and confirmed cases of Covid in school community

Date: Version 6 14.12.2020

Carrie Almond Finance Manager

**Benefits** (aims, objectives, intended outcomes) This is in place unless we receive further guidance from the DFE (daily updates received) which requires us to alter this RA. This will be reviewed regularly using government guidance and DFE advice. Any significant changes will be updated in this RA, however basic updates will be communicated as a daily update email from Caroline Sice.

*NOTE: We will make reasonable endeavours to meet social distancing guidelines, we are however a school and here to care for children, so although every effort will be made we cannot guarantee social distancing for children or staff.*

*As Covid-19 is new to everyone this has been written with what we know now with the guidance available to us we have also assumed the highest risk rating to all areas as the situation is brand new and constantly evolving*

Hazards: <i>(e.g. related to: setting, activity, travel, accommodation, behaviour, weather)</i>	Associated Risks:	Who is at Risk?	List existing controls or attach information. Identify action needed for risks for which these controls are not adequate: <i>(e.g. school policy re: behaviour on school trips administering medicines, accident procedures)</i>	Responsibility: <i>(This could relate to specific teachers, adults or groups)</i>
<b>Tier one 2<sup>nd</sup> December 2020</b>	Not following guidance – reputational risk to school Not following guidance – risk spread and potential to close school Closing year groups/schools impact on education and	All children All staff All Family members Community  LOO: 5 DOH: 5 RR: 25	See below	<b>All staff</b> <b>All children</b> <b>All visitors</b> <b>All contractors</b> <b>All trustees</b> <b>All members</b>

	wellbeing of children			
<p><b>Children/staff/visitors/contractors, trustees, members– catching COVID 19 or passing on the virus to another party</b></p>	<p>Becoming ill Passing on to make someone else ill</p>	<p>All children All staff All Family members Community</p> <p>LOO: 5 DOH: 5 RR: 25</p>	<p><b><u>MINIMISING &amp; REDUCING CONTACT</u></b></p> <ul style="list-style-type: none"> <li>• children will be in classes and allowed to mix with their year group only</li> <li>• Staggered drop and collection as per attached plan, families to be 2m away from each. Social distance handovers to take place.</li> <li>• 1 adult to drop off children from the household, permitted social or childcare bubble or registered childcare provider</li> <li>• Drop off MUST be drop and go</li> <li>• Recommendation to wear mask at drop off</li> <li>• Staff to wear visors at drop off and collection when outside with families will be provided by school but to be kept clean and disinfected by staff member</li> <li>• Access points for drop off and collection as per attached plan.</li> <li>• Messages to be taken on message sheet by LSAs observing 2m social distance rule and then shared with necessary staff in school – LSAs can wear mask if they wish</li> <li>• Classroom layouts, resource usage and access to areas as per attached plan – tables spread out as best we can, limited contact with peers, social distancing in place where possible – have advised families and staff in writing that we will do our best but cannot guarantee social distancing</li> <li>• Please organise systems to minimise gatherings of children, call them one by one to get coats and lunchboxes and establish new safety rules and how to line up with distance between children and walking around school. (Yr 2-6)</li> </ul>	<p><b>All staff All children All visitors All contractors All trustees All members</b></p>

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|  |  |  | <ul style="list-style-type: none"> <li>• Staggered use of staffroom as per attached plan, 1 additional staff room has been set up. Main office team can set up kettle in main office or medical room to avoid extra staff in staffrooms as don't have set break or lunch times. Please follow procedures in attached document.</li> <li>• Each year group has been allocated cubicles and basins in set toilet areas, children are to wait outside the toilets until their allocated cubicle is free. (allocated toilets listed in attached plan)</li> <li>• Children and staff breaks as per attached rota</li> <li>• Children and staff lunches are per attached plan</li> <li>• Allocated outside space for break and lunch times, children and staff must stay in their classes/year groups</li> <li>• 2 staffroom areas set up with rota</li> <li>• Meetings with families and outside agencies to take place virtually, if not possible can be onsite if pre-booked and guidance in attached plan is followed</li> <li>• Use of outdoor areas for learning when possible, being outside reduces risk</li> <li>• Families are not to enter school building for drop off or collection</li> <li>• Families have been asked to advise the Headteacher if staff are not permitted to comfort their child eg hug</li> <li>• Staff have been asked to advise Headteacher or their Team Lead if they are not happy to comfort children</li> <li>• Staff to work side by side not face to face with other staff or children</li> </ul> |  |
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|  |  |  | <ul style="list-style-type: none"> <li>• Staff not to enter another year group unless authorised to do so by SLT</li> <li>• Staff on gates for drop off and collection have option to wear mask if they wish</li> <li>• Staff to stay in their year groups for breaks and lunch and 2m away from other adults when possible</li> <li>• car sharing not advised by staff unless living in same household <b>If Car sharing staff MUST wear mask</b></li> <li>• Staff entering and exiting the building must adhere to the 2m social distance when signing in, please don't congregate, please wait in turn 2m away from each other. Staff entering the building are to be prioritised over families needing to see the office.</li> <li>• On arrival to school before doing anything else staff MUST use antibac</li> <li>• Staff to sign in using lanyards rather than touch screen, if lanyard system not working then sign in on paper at main desk, please clean pen between uses.</li> <li>• Movement around school and classrooms to be minimised. Children not to visit the main office or wandering around school, establish new rules as they are used to freedom and independence in our school.</li> <li>• Walk on the left around school in single file</li> <li>• Children will be reminded about washing hands, social distancing and catch it bin it kill it</li> </ul> |  |
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			<ul style="list-style-type: none"> <li>• Children remain seated at end of day and called one at a time for social distance handover outside the classroom for KS1. KS children to be walked to main gate for handover.. Den opens at 245pm, children must not be taken before this time. No use of playground equipment before or after school. Children and families encouraged to leave as soon as drop off or collection has taken place.</li> <li>• Assemblies to take place via video link and year groups in hall as per attached plan</li> <li>• Interventions can only happen with children within the same year group, cannot mix children from different year groups</li> <li>• MSAs to stay with their allocated classes/year groups of children as per attached plan and rota</li> <li>• Year R access is gate in car park – first 2 car park spaces to be cordoned off for safe access</li> <li>• Office team to go to front door to see if families need to enter the building</li> </ul> <p style="text-align: center;"><b><u>USE OF EQUIPMENT &amp; RESOURCES</u></b></p> <ul style="list-style-type: none"> <li>• Shoes – please leave outside classrooms or under own child's chair (not Yr R)</li> <li>• Coats – please return to using cupboards</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Year groups to have their own outside play equipment box not to be shared with other bubbles (Yr 2-6)</li> <li>• Year groups to make up their own wet play games boxes (Yr 2-6)</li> <li>• No resources to be brought from home, packed lunch box only and PE kit once a week and taken home once used.</li> <li>• Limit the transfer of “stuff” between school and home and vice versa You may send items home eg artwork etc as long as it isn't returning to school. Must advise family that the item needs quarantining for 72hrs. Otherwise no items to be sent home, use other methods eg email, dojo</li> <li>• Resources to be labelled and numbered and kept on each table for individual child to use, no sharing. inc table and chair, pens, pencil, ruler, glue stick, scissors. Coat hanger also to be labelled and only used by that one child.</li> <li>• No cupboard monitors, children are unable to touch other peoples' belongings</li> <li>• Water bottles to be labelled and kept on table</li> <li>• Water bottles not to be filled by children, cannot touch other Children's bottles. Staff to wash hands and then fill water bottles, sanitise hands before touching the next bottle, being extra careful not to touch the water spout when filling to avoid cross contamination.</li> <li>• Ipads MUST be cleaned before and after child or staff member uses</li> </ul>	
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			<ul style="list-style-type: none"> <li>• soft furnishings or resources which cannot easily be cleaned can be returned to classrooms but need regular cleaning</li> <li>• Library books to be taken for each class, when finished to be placed at back of hall for 48hrs before being returned to the library. Please label box of books when the 48hrs “rest” expires</li> <li>• If you use shared resources e.g. paint pots and brushes, they must be cleaned before being returned for next class/year group to use.</li> <li>• Toys and resources that are not easily cleaned need to be used on a 48hr rota(72hrs if plastic). Would suggest creating a rota.</li> <li>• Staff to use their own laptop/PC and iPad and not share with other staff</li> <li>• Try to avoid using other people’s equipment but if needed then sanitise after use.</li> </ul> <p><b><u>SOCIAL DISTANCING IN SCHOOL OFFICE, SHARED OFFICES AND COMMUNAL AREAS</u></b></p> <ul style="list-style-type: none"> <li>• School is cashless</li> <li>• Office door to remain closed</li> <li>• One parent at any one time on main reception 2m away from receptionist – desk is 1.5m so to stand 50cm from desk</li> <li>• Only office team, Caroline and Carrie in main office</li> <li>• Phone calls to be made from portable phone at main office, sanitise phone after use with wipes provided</li> </ul>	
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- Other staff or children not to enter the main office
- If you need anything from office please ask
- Please stick to staffroom rota
- Staff meetings and morning meetings in hall, 2m distance between staff
- Copier room – no children, 1 staff member at each machine at any one time. Copier 2 will be returned to copier room. 2m distance when someone is using it. Please use hand sanitiser before and after use. Please try to print a batch in one go rather than lots of visits to copier using the hold and print facility.
- Staff toilets no more than the number of toilets in the area eg ladies 3 toilets, max of 3 staff, No hanging around for a chat!

**HEALTH AND SAFETY CHECKS IN PLACE**

An addendum to the Health and Safety Policy is in place during the Covid pandemic

**Public Health advice to minimise Covid19 (at all times we will take advice from Public Health and NHS, we will advise families to do the same)**

**Mandatory all of the time**

- A requirement the people who are ill with Covid19 symptoms stay home and get tested or who have someone in their household with symptoms they must stay home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Send home children or staff with Covid19 symptoms and advise them to follow the Stay Home guidance, they must self-isolate for at least 10 days and should arrange to be tested. Other members of the household



			<p>including siblings should self-isolate for 14 days from when the symptomatic person first had symptoms</p> <ul style="list-style-type: none"> <li>• If a child is awaiting collection they should be moved if possible to a room they can isolated in with adult supervision.</li> <li>• PPE must be worn by staff caring for a child who is awaiting collection if a distance of 2 metres cannot be maintained.</li> <li>• Any staff who have helped someone with symptoms and any children who have been in close contact do not need to go home and self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person tests positive or if they are requested to by NHS Test and Trace.</li> <li>• If someone tests negative and they feel well and no longer have Covid19 symptoms then they can stop self-isolating. Other members of their household can stop self-isolating if symptom free.</li> <li>• Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> </ul> <p><b><u>Properly consider and put in place where possible</u></b></p> <ul style="list-style-type: none"> <li>• Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far is reasonably practicable</li> <li>• PPE for certain situations</li> <li>• Grouping children together</li> <li>• Avoiding contact between groups</li> <li>• Arranging classrooms with forward facing desks where possible, children not to sit face to face.</li> <li>• Staff maintaining distance from children and other staff as much as possible</li> <li>• Recording the groups which children and staff work in and visitor contacts. This should be proportionate to be able to assist Test and Trace but not onerous to the school.</li> </ul> <p><b><u>Response to any infection</u></b></p> <ul style="list-style-type: none"> <li>• Active engagement with NHS Test and Trace process</li> <li>• Schools must contact the local health protection team, this team will also contact schools if they become aware of someone who has tested positive who has attended the school.</li> <li>• Contain any outbreak by following local health protection advice</li> <li>• If someone tests positive they should follow the stay at home guidance for households and must continue to self-isolate for at least 10 days from the onset of their symptoms and can only return to school if the symptoms</li> </ul>	
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			<p>have gone other than a cough or loss of smell/taste. This is because a cough or anosmia can last few weeks, if they still have a high temperature then they must continue to self-isolate until the temperature has gone. Those in the household must self-isolate for the full 14 days when there has been a positive result in the household.</p> <ul style="list-style-type: none"> <li>• Must not share names or details of people with Covid19 unless essential to protect others</li> </ul> <p><b><u>Containing an outbreak</u></b></p> <ul style="list-style-type: none"> <li>• If schools have 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Covid19 is suspected they may have an outbreak and continue to work with the local protection team. Whole school closure should ONLY be considered on the advice of health protection teams or if the risk of continuing to open school outweighs it remaining open</li> <li>• If child or adult feels unwell temperature to be taken, if temperature over 37.8 then please seek advice from Caroline Sice, or Nikki Napier</li> <li>• If child or adult displays symptoms in school such as high temperature over 37.8, dry persistent cough, or loss or change in smell or taste then please contact member of SLT for advice. if they advise then child must go to the isolation room (music room) Full PPE to be worn (mask, gloves, apron) if dealing with child or adult who is unwell. Deep clean must take place after room has been used by the staff member who dealt with situation ready for another incident if needed.</li> </ul> <p><b><u>CLEANING REGIMES</u></b></p> <ul style="list-style-type: none"> <li>• All staff - Sanitising spray to be used to clean areas where wipes cannot be used. Do NOT spray use whilst children present.</li> <li>• Premises team - Contact points such as door handles, taps, light switches, toilet locks and keyboard entry pads to be sanitised once during the school day in addition to the evening clean</li> <li>• Premises team - Hand sanitiser, hand towels and soap to be checked and refilled as necessary twice daily, in addition to the evening clean</li> </ul>	
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- Premises team - Bins to be emptied twice daily in addition to the evening clean
- All staff - Catch it bin it kill it, to be implemented
- Premises team - Twice weekly stock check of all cleaning and PPE products and equipment
- Premises team – desks and phones to be sanitised every evening
- All staff – stock up own first aid kits and request replenishment of cleaning boxes from premises team
- Office team – stock up medical room
- All staff – classrooms will be provided with cleaning box to ensure resources can be wiped down as needed through the day
- All staff – shared resources to be cleaned between use
- Office teams to clean own desk areas – cleaning products provided

**HYGIENE MEASURES**

- Upon arrival of school and when leaving school, hand gel must be used and/or hand washing. Outside handwashing will be in place for children.
- Children and staff - Regular hand washing during the day for 20 secs, before and after each transition, before and after food, after using the toilet, before leaving school.

			<ul style="list-style-type: none"> <li>• Limited jewellery to be worn (advise wedding ring only)</li> <li>• No jewellery for children</li> <li>• Please clean children’s glasses when they arrive and before they go home</li> <li>• Please clean own glasses upon arrival and before leaving</li> <li>• Please consider lanyards and all the bits hanging from them – should be easily wipeable and limited to name badge</li> <li>• All areas to be well ventilated, windows and doors to be open where this doesn’t present a safeguarding issue.</li> <li>• Hand gel, soap, tissues and hand towels to be available in all classrooms and staff areas</li> <li>• Catch it bin it kill it, to be implemented if child coughs or sneezes and hasn’t used tissue then please hand gel their hands immediately before washing their hands</li> </ul> <p><b><u>MEDICAL POLICY, FIRST AID AND USE OF PPE</u></b></p> <ul style="list-style-type: none"> <li>• The medical policy remains in place</li> <li>• First day back office team will be outside to collect medicines and any changes to medicines require new forms</li> <li>• Medicines to be given in the medical room – PPE is provided including gloves, aprons, face shields and mask</li> <li>• Children and staff to wash hands before and after medication</li> </ul>	
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			<ul style="list-style-type: none"> <li>• If other children due at same time they must wait a reasonable distance away from each other</li> <li>• First aid kits will have PPE added to them – office to action initially then bubbles responsible for keeping them replenished.</li> <li>• First aid MUST be administered in classrooms and NOT brought down to the medical room, the only exception is head injury or serious injury. Face masks, gloves and masks are provided – please use</li> <li>• If child is vomiting then isolate away from other children in the music room and do not bring down to main office until adult arrives to collect.</li> <li>• Phone calls home to be made using portable phone at main office or ask the office to make the call.</li> <li>• PPE to be worn for intimate care – both staff</li> <li>• Ice packs to be collected from fridge by staff only and washed between use</li> </ul> <p><b><u>MINIBUS</u></b></p> <ul style="list-style-type: none"> <li>• Minibus can be used, masks to be worn by all, hand sanitiser to be taken on minibus by staff member, all adults and children to sanitise hands before and after using minibus, Children from same year group may travel on the bus as the same time. Minibus to be cleaned after using by staff member. Please dispose of masks immediately after using by double bagging in bin bags. Please use gloves when collecting masks to be disposed of.</li> </ul> <p><b><u>BEHAVIOUR POLICY</u></b></p> <ul style="list-style-type: none"> <li>• No changes but children can only be sent to another class in your Year group or call SLT</li> </ul>	
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- Addendum in place to the policy regarding children who do not comply with the Covid 19 rules and procedures

**SAFEGUARDING POLICY**

- No changes to existing policy
- Addendum for policy due to Covid-19 states: **Keeping Children Safe Online.** During this period, it is likely that children will be using online platforms and gaming sites more frequently. Extra information and support has been available to help families monitor and identify signs of grooming, online bullying or peer-on-peer abuse. Any incidents reported to school will be followed up with the Family Team and the police will be informed if the school deems it necessary.

**EMERGENCY EVACUATION**

- Adapt to allow for social distancing when exiting and on playground meeting point (mindful that getting out safely supersedes social distancing in an emergency)
- Use closest exit even if this means using a classroom or area not designated for your class/year group

**REDUCING USE OF PUBLIC TRANSPORT**

- Families and staff reminded of government advice to not use public transport unless absolutely necessary, if you use then please wear face mask (not for under 2s)

**VISITORS**

- Meetings to be held virtually where possible
- New family visits can take place with adult visitors wearing masks
- All visitors to school to wear masks

			<ul style="list-style-type: none"> <li>•</li> <li>• IT technician to attend weekly, copy of our RA has been provided to them</li> <li>• If family member needs to see family team or inclusion team please call staff member to main reception, they will then meet outside with parent adhering to 2m rule</li> <li>• In an emergency a room will be found in school where social distancing can be followed</li> <li>• Contractors, only in emergency. Office team must be informed of time of visit. Sign in and then call Darren or Scooby to accompany with 2m social distancing in place. Must be booked at a time when premises team are available.</li> <li>• No families will be allowed to enter the building unless a pre-booked appointment is made and only when a video call isn't possible</li> <li>• Most meetings to be carried out by video call and these will continue although professionals supporting children will be permitted to visit following hygiene procedures, these visits should be pre-booked. Staff booking professionals visiting school should advise the office so they can add them to the visitor system as a pre-booked visitor, the staff member booking the visitor to attend school should send the current risk assessment to the professional before they attend school</li> <li>• Coaches such as ballet and dance will be in school for year groups.</li> <li>• Volunteers are welcome to return to school but must stay in a consistent year group for every visit and where possible remain 2 metres away from children and staff if 2m not possible then use mitigation such as hand gel and hand washing.</li> <li>• Record of visitors to be kept for NHS Test and Trace purposes and QR scanning code at front office</li> </ul> <p><b><u>PHYSICAL EDUCATION</u></b></p>	
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- No contact sports
- Skills learning only
- Hall can be used by one class/year group at a time
- Outside areas to be used as much as possible, timetable will be created.
- Once PE has taken place that week then PE kit to be taken home to wash before being returned to school

#### **MUSIC AND PERFORMANCES**

- The playing of musical instruments and singing is permitted but the 2m rule must be in place, not face to face with people, preferably outside. The hall may be used if all windows and doors are open and in Year Group bubbles only but may need to limit numbers to ensure the 2m rule can be applied.

#### **Swimming**

- Pools closed

#### **School trips**

- No overnight trips
- Schools can resume non overnight domestic educational trips, in line with protective measures.

#### **BREAKFAST/50p/£1 CLUB AND AFTER SCHOOL CLUBS AND DEN**

- After school Den and breakfast will be open and normal procedures apply
- Wash hands on arrival, use hand sanitiser regularly. Wash hands before and after eating. Wash hands before they leave school. Children to be



taken to main reception door for handover outside, families not to enter building. Use outside as much as possible to lower risk. Keep children apart as much as possible as these children and staff are from different year groups across the school.

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- **From January**

- **£1 Club will now be for whole school and will now take place in the hall in the mornings. For the after school sessions children to be taken to Year R side of hall, Once all children there then please use appropriate spare room, hall won't be available due to Dance Live. Bookings will be made online and office to provide register am and pm. We will take register for safeguarding and track and trace monitoring. Register to be given to office after each am and pm session .Collection from front office.**

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- If there is a positive diagnosis from a staff member or child who has been in The Den or breakfast club or £1 club the Public health guidelines from NHS Test and Trace will be followed
- Staff children who arrive with staff family member must stay with them until their class opens and then parent must take their own child to the classroom
- All other normal procedures and policies apply.

**PRECAUTIONS WHEN LEAVING SCHOOL**

- Wash hands before leaving school
- Wash hands when home
- Change clothes when home wash clothes advised (60 degrees if possible)

			<p><b><u>MONITORING</u></b></p> <ul style="list-style-type: none"> <li>• Covid-19 coordinators – Nikki Napier and Carrie Almond</li> <li>• Checks to be undertaken each day on the control measures in place and reported back to the Headteacher</li> <li>• Staff encouraged to report any breaches of H&amp;S protocol they have witnessed to the Headteacher or Covid-19 Coordinators</li> </ul>	
<p><b>Children – Symptomatic and displaying COVID 19 in our care</b></p>	<p>Becoming ill Passing on to make someone else ill</p>	<p>All children All staff All Family members Community</p> <p>LOO: 5 DOH: 5 RR: 25</p>	<ul style="list-style-type: none"> <li>• If child feels unwell temperature to be taken, if temperature over 37.8 then please seek advice from caroline Sice or Nikki Napier</li> <li>• If child displays symptoms in school such as high temperature over 37.8, dry persistent cough, or loss or change in smell or taste then please contact member of SLT for advice. if they advise then child must go to the isolation room (music room *) Full PPE to be worn (mask, gloves, apron) if dealing with child who is unwell. Deep clean must take place after room has been used by the staff member who dealt with situation ready for another incident if needed.</li> <li>• Send home children or staff with Covid19 symptoms and advise them to follow the Stay Home guidance, they must self-isolate for at least 10 days and should arrange to be tested. Other members of the household including siblings should self-isolate for 14 days from when the symptomatic person first had symptoms IF TEST POSITIVE see further guidance in positive test section</li> </ul>	<p>All staff members</p>

			<ul style="list-style-type: none"> <li>• If a child is awaiting collection they should be moved if possible to a room they can be isolated in with adult supervision. – music room *except on Thursdays this will need to be the snug as guitar lessons are taking place</li> <li>• PPE must be worn by staff caring for a child who is awaiting collection if a distance of 2 metres cannot be maintained.</li> <li>• Any staff who have helped someone with symptoms and any children who have been in close contact do not need to go home and self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person tests positive or if they are requested to by NHS Test and Trace.</li> <li>• If someone tests negative and they feel well and no longer have Covid19 symptoms then they can stop self-isolating. Other members of their household can stop self-isolating if symptom free.</li> <li>• If particularly worried call 111 for advice or if breathing difficulties call 999.</li> </ul>	
<b>Staff – Symptomatic and displaying COVID 19 attributes in our care</b>	Becoming ill Passing on to make someone else ill	All children All staff All Family members Community  LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> <li>• If adult feels unwell temperature to be taken, if temperature over 37.8 then please seek advice from Caroline Sice, or Nikki Napier</li> <li>• If adult displays symptoms in school such as high temperature over 37.8, dry persistent cough, or loss or change in smell or taste then please contact member of SLT for advice. if they advise then adult must go to the isolation room (music room) Full PPE to be worn (mask, gloves, apron) if dealing with adult who is unwell. Deep clean must take place after room has been used by the staff member who dealt with situation ready for another incident if needed</li> <li>• Send home staff with Covid19 symptoms and advise them to follow the Stay Home guidance, they must self-isolate for at least 10 days and should arrange to be tested. Other members of the household including siblings</li> </ul>	<b>All staff SLT</b>

			<p>should self-isolate for 14 days from when the symptomatic person first had symptoms IF TEST POSITIVE see further guidance in positive test section</p> <ul style="list-style-type: none"> <li>Any staff who have helped someone with symptoms and any staff or children who have been in close contact do not need to go home and self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person tests positive or if they are requested to by NHS Test and Trace.</li> <li>If someone tests negative and they feel well and no longer have Covid19 symptoms then they can stop self-isolating. Other members of their household can stop self-isolating if symptom free.</li> </ul>	
<b>Children – extremely clinically vulnerable required to shield</b>	At higher risk of becoming unwell with Covid 19 Feeling isolated	All staff, all children  LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> <li>These children can now attend school unless a medical note from health professional</li> </ul>	Headteacher
<b>Children – clinically vulnerable</b>	At risk of becoming unwell with Covid 19	All staff, all children  LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> <li>These children can now attend school</li> </ul>	Headteacher
<b>Staff – extremely clinically vulnerable required to shield</b>	Injury in the home Data breach Feeling isolated At higher risk of becoming unwell with Covid 19	All staff, all children  LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> <li>If you are in the <u>clinically vulnerable</u> or <u>clinically extremely vulnerable category</u> the guidance is that we should make reasonable adjustments to allow you to be in school and adhere to social distancing, this may mean a change in your role. Shielding will end 1<sup>st</sup> August 2020 and can return to work as long as social distancing measures in place. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. People who live with those who have comparatively increased risk from Covid19 can attend the workplace</li> </ul>	Headteacher
<b>Staff – clinically vulnerable but not required to shield or living with a shielded person</b>	At risk of becoming unwell with Covid	All staff, all children  LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> <li>If you are in the <u>clinically vulnerable</u> or <u>clinically extremely vulnerable category</u> the guidance is that we should make reasonable adjustments to allow you to be in school and adhere to social distancing, this may mean a change in your role. Shielding will end 1<sup>st</sup> August 2020 and can return to work as long as social distancing measures in place. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. People who live with those who have comparatively increased risk from Covid19 can attend the workplace</li> </ul>	Head teacher All staff

<b>Staff – safeguarding of pupils including potential home visits</b>	Becoming ill Passing on to make someone else ill Missing child Vulnerable family who are unwell needing deliveries Safeguarding concern requiring a visit	All children All staff All Family members Community  LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> <li>Those off school due to medical conditions which prevent them being in school due to the risk of Covid - School will immediately offer access to remote learning. The number of children will be very low.</li> <li>If classes or groups have to self-isolate then remote education begins for those children.</li> </ul>	Staff SLT
<b>Mental health of staff</b>	Feeling isolated due to living alone Balance home life, working and caring for children Feeling isolated for those who are shielding	All staff  LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> <li>Staff to find another staff member they feel comfortable chatting to – line manager and buddies.</li> <li>Head Teacher available to discuss making arrangements suited to needs.</li> <li>Head Teacher/HR will provide contacts to appropriate agencies to support.</li> <li>Team/Leaders or line managers to check in with their team members from a wellbeing perspective weekly.</li> <li>Minimum of weekly update to all staff via email from Headteacher</li> <li>Timetabled rest breaks and take outdoors if possible</li> <li>No after school clubs</li> </ul>	Headteacher All staff
<b>Mental health of children</b>	Time out of school and routine due to Covid 19 will have had an unknown impact on the social and emotional needs of children	All children  LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> <li>Teachers to assess if children need a staggered return to school</li> <li>Social and emotional needs priority as children return to school</li> <li>Family team ready to support x 3 staff</li> <li>Weekly call for children not in school due to health condition</li> </ul>	<b>All staff</b>
<b>Mental health of parents/families</b>	Time out of school and routine due to Covid 19 will have	All families	<ul style="list-style-type: none"> <li>Family team ready to support</li> </ul>	<b>All staff</b> <b>Family Team</b>

	had an unknown impact on the social and emotional needs of families. Job losses, finance problems can lead to stress.	LOO: 5 DOH: 5 RR: 25		
<b>Visitors to site – meetings</b>	Becoming ill Passing on to make someone else ill	Staff Community Families children  LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> <li>• Meetings happening virtually in majority of instances.</li> <li>• If staff meet in school, meetings will be held in large rooms and space out in line with government social distancing guidance.</li> <li>• Contact details to be taken so that if we need to follow Test and Trace we know who has been onsite and who they have been with</li> <li>• No families will be allowed to enter the building unless a pre-booked appointment is made and only when a video call isn't possible. I</li> <li>• if families need to see Family Team or Inclusion Team members the office will call them to attend and they can meet the family member outside adhering to social distancing. If in an emergency they need to come inside a suitable room with social distancing will be put in place.</li> <li>• Most meetings to be carried out by video call and these will continue although professionals supporting children will be permitted to visit following hygiene procedures, these visits should be pre-booked. Staff booking professionals visiting school should advise the office so they can add them to the visitor system as a pre-booked visitor, the staff member booking the visitor to attend school should send the current risk assessment to the professional before they attend school</li> <li>• Professionals seeing children should do so outside of the classroom as much as possible so that we limit the contact between adults and more children than necessary, classroom observations must be virtual only</li> <li>• Coaches such as ballet and dance will be in school for year groups.</li> </ul>	<b>Staff</b>

			<ul style="list-style-type: none"> <li>Volunteers are welcome to return to school but must stay in a consistent year group for every visit and remain 2 metres away from children and staff where possible. May wear masks</li> <li>Trustee meetings can take place onsite, 2m social distancing to be in place, option to remote in for trustees who wish to and IT room to be used with windows open so ventilated. Hand sanitiser to be used upon entry and exit of school, use lanyard to sign in. Please bring own pen, no sharing of pens. Can wear masks.</li> </ul>	
<b>Face coverings</b>	Cross contamination	Staff	<ul style="list-style-type: none"> <li>If staff wear face coverings they must remove without touching the mask itself, please dispose of by double bagging to reduce the risk of cross contamination.</li> <li>Primary school children and staff in primary schools are not required to wear masks at this time. Only when PPE is required as listed in this document.</li> </ul>	<b>staff</b>
<b>Positive test of Covid 19</b>	Risk to all children and adults that the person has come into contact with of transferring Covid 19 to them	Staff Community Families  LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> <li>Active engagement with NHS Test and Trace process</li> <li>Schools must contact the local health protection team, this team will also contact schools if they become aware of someone who has tested positive who has attended the school.</li> <li>Contain any outbreak by following local health protection advice</li> <li>If someone tests positive they should follow the stay at home guidance for households and must continue to self-isolate for at least 7 days from the onset of their symptoms and can only return to school if the symptoms have gone other than a cough or loss of smell/taste. This is because a cough or anosmia can last few weeks, if they still have a high temperature then they must continue to self-isolate until the temperature has gone. Those in the household must self-isolate for the full 14 days when there has been a positive result in the household.</li> <li>Must not share names or details of people with Covid19 unless essential to protect others</li> </ul> <p>Containing an outbreak</p> <ul style="list-style-type: none"> <li>If schools have 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Covid19 is suspected they may have an outbreak and continue to work with the local protection team. Whole school closure should ONLY be considered on the advice of health protection teams</li> <li>If there is a positive case in school those who have been in contact will be advised although name won't be disclosed</li> </ul>	<b>Headteacher</b>

			<ul style="list-style-type: none"> <li>Year 4 and year 6 bubble of staff and children and close contacts isolating from 13<sup>th</sup> December to 22<sup>nd</sup> December – following actions to take place: staff working from home who are isolating and not unwell to continue working remotely follow the remote working policy and complete the timesheet daily and return to Caroline. Drop off zone outside school for sibling drop off between 9am and 930am during isolation period. FSM lunches to be available. Class room areas deep cleaned.</li> <li>In the event of either positive test results or direction to isolation for multiple staff members across multiple teams, the Headteacher will consult with the chair of Trustees alongside the DFE to consider partial or full closure of the school. This is in order to ensure the continued safe running of the school and to minimise further infection control</li> </ul>	
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**Alternative Plans (plan ‘B’, plan ‘C’)**

- Reviewed as we receive any further guidance from the DFE.
- This plan is based on guidance received in July 2020

**Ongoing risk assessment**

- Apply the control measures
- Monitor how effective they are
- Change, adapt, revise and required

**Examples:**

**Monitor group and leaders response & motivation and the response of your supporting adults**

**Assess group risk awareness in different environments**

***Copies of this risk assessment should be given to all members of staff***