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| **COVID-19 Risk Assessment February 2022**  This assessment covers anyone including employees, pupils, volunteers, stakeholders, visitors and contractors who engage or are in contact with any Trust offices, schools or external working areas during the pandemic. It covers risk of infection from and to others in line with government advice and guidance.  In response to the current COVID-19 measures, the following risk assessment has been designed to consider different situations and environments that you as individuals or teams may encounter during this period.  In completing this document the following control measures have been considered, as per the government guidance linked below:   1. Ensure good hygiene for everyone 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.   **Key guidance:**  · Schools COVID-19 operational guidance (Latest Update: February 2022) Schools COVID-19 operational guidance (publishing.service.gov.uk)  · Contingency framework: education and childcare settings (Latest Update: February 2022) [Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings)  **Thresholds for considering additional measures. These additional measures form part of a contingency plan.**  The DfE has now defined ‘thresholds’ to indicate that transmission may be occurring within a setting and additional control measures may be needed.   * 5 cases / 10% of pupils/staff, who are likely to have mixed closely, test positive within a 10-day period (mainstream schools). * 2 cases who are likely to have mixed closely\* test positive within a 10-day period (SEND/residential schools or settings with <20); * There are any admissions to hospital for COVID-19. | |
| Completed by: | Becky Hayter, Headteacher |
| Date: | 9 August 2021 |
|  | Updated 29 October 2021 |
|  | Updated 3 Jan 2022 |
|  | Updated 28 February 2022 |

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| **What is the hazard/concern?**  **Have you considered:** | **What are you already doing?** | **What further action is necessary?** | **Action by Whom?** | **Date action due?** | **Date action in place?** |
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| **Do you need to consider minimising contacts in your setting?**  Guidance states “we no longer recommend that it is necessary to keep children in consistent groups “bubbles.” | * Whilst guidance states bubbles are no longer necessary, in order to reduce transmission risks, classes will be kept apart from other classes where possible whilst indoors. * Children within classes will not be expected to distance from each other. | Share with all staff on INSET day  Parents to be sent explanation of the new arrangements and expectations. | BH | 3/9/21 |  |
| * Clear guidelines for visitors to school put up in the entry foyer |  | Office | 3/9/21 |  |
|  | **When thresholds are reached:**   * **Classes will be kept as separate as possible indoors** * **Separate KS1 and KS2 assemblies will be held or assemblies will take place virtually not in person.** |  |  |  |  |
| **Staff**  Guidance states “Social distancing measures have now ended in the workplace.”  However, where an individual tests positive, close contacts will be identified by Test and Trace.  Close contacts are identified as anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:   * face-to-face contact including being coughed on or having a face-to-face conversation within one metre * been within one metre for one minute or longer without face-to-face contact * been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)   In order to minimise the number of close contacts, staff should avoid the above where possible. | * Staff will be reminded to try and keep their distance from other staff as much as they can * Intervention groups to take place in ventilated spaces e.g. library area, ICT suite, area in front of Yr R/1 or hall so that 1+ distance can be maintained. Learning lounge 2 (use roof ventilation) Learning Lounge 1 keep door open wherever possible due to poor ventilation of this space. Learning Lounge 3 isolation room. * 1:1 TAs to provide support from the side (not face to face) * Intervention groups will generally be one class only, but if mixed classes will be distanced and the space will be ventilated. * PPA will continue to be taken off site * Any equipment used in staffroom e.g. kettle, microwave handle, fridge door to be wiped down after use * CO2 monitors have been provided to all state-funded education settings from September, so we can quickly identify where ventilation needs to be improved. | Share with all staff on INSET day  Collate details of vaccination profile of staff.  Installed CO2 and readings monitored. | BH | 3/9/21 |  |
|  | **When thresholds are reached:**   * **Staff will wear face coverings in corridors and communal areas including outdoors** * **Staff meetings will take place virtually through Teams** * **Staff will ensure they wipe shared equipment after use,** * **CPD will take pace outdoors where possible or with 2m + distancing with ventilation or virtually.** * **Staff from Class R,1,3 and 5 will use adult toilet in between LL2 & 3, staff from Class 2,4 and 6 as well as office staff will use disabled adult toilet.** * **Staff from different year groups will not mix in staff room/children’s kitchen** |  |  |  |  |
| **Start and end of day**  Guidance states “we no longer recommend that it is necessary to keep children in consistent groups “bubbles” | * Whilst we will no longer stagger the start and end times, the entrance/exit arrangements have worked well and we will retain these, with all children being able to be dropped off between 8:50-9am. * Reception entrance Birdcage Walk gate – parents to drop off children by snake * Year 1 entrance Dovers Park gate– parents to drop off children by snake * Year 2 entrance Birdcage Walk gate– parents to drop off children by snake * Year 3 entrance Dovers Park gate – parents to drop off children- drop off by steps to decking * Year 4 entrance Driveway path – * Year 5 entrance Dovers Park gate - * Year 6 entrance Birdcage Walk gate - * Staff and children to wash hands upon arrival in school Playground monitored by SLT and TAs to ensure distancing and support for children. | Parents to be sent explanation of the new arrangements and expectations. | BH | 3/9/21 |  |
| * Reception/Year 1/2/3/5 classes taken to playground, Y4 teacher handing over to parents, Y6 can leave from classroom. | Review timings after 1st week | BH | 3/9/21 |  |
| * Parents to vacate school grounds promptly * No children including siblings to play on outdoor play equipment before/after school. * Children who are late need to use office entrance. * Staff and children to wash hands before departure * SLT monitoring the gate to ensure prompt pick up reminders have been shared with parents. | Parents to be sent explanation of the new arrangements and expectations. | BH | 3/9/21 |  |

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| **Breaktime** | * Children will not be expected to distance from each other * When going out to play, Reception to use outside door and Reception gate, Year 1 to use internal door and cloakroom exit/entrance. Year 5/6 to use external doors to decking and Year 3 cloakroom exit/entrance. Year 4 to use hall exit and entry, Year 2 to use cloakroom entry * Rota for fixed play equipment * Children encouraged to go to toilet before going to play * Staff to take out a first aid kit containing PPE at playtimes to avoid having to return into the school building. Where first aid is required adult from class to provide this where possible (use Walkie Talkies) * Rota one lengthier – (1hr) class teacher PE session per week and one coach PE session per week * Children to wash hands when returning from play * Lunch hall session split with class groups distanced. Room is well ventilated. Tables cleaned between sittings. | Share with all staff on INSET day  Consider ordering set of outdoor play equipment for each class  Rota for fixed play equipment | Head  Hannah  Burgin | 3/9/21  3/9/21 |  |
| **Classrooms**  Guidance states “we no longer recommend that it is necessary to keep children in consistent groups “bubbles” | * Layout of classroom no longer required to be front facing, teachers free to organise classroom layout so as to best deliver broad and balanced curriculum. | Teachers to organise classroom layout | Teachers | 3/9/21 |  |
| * Children will remain in class group indoors where possible including for PE, Forest School * Children come to school ‘PE ready’ on PE Coach days – e.g. wear PE kit for the day to avoid need for changing. For class PE sessions, school uniform to be worn with trainers. * PE to be outside when possible. If it is required to be indoors, hall to be well ventilated. * Resources not shared between classrooms. | Teachers to manage timetable for In2Sport  Ensure all parents are aware of ‘PE Ready’ days | Hannah  Burgin  Becky Hayter | 3/9/21  3/9/21 |  |
| * Staff to wash hands/gel before marking each set of books/handling pupil equipment * Children can take home reading books. Children to gel/wash hands before choosing books. Books can be returned to shelves without quarantining. * ICT suite timetabled and keyboards/mice must be wiped down after use, supervised by staff. * Teacher to ensure children gel/wash hands before and after choosing home reading books. * Homework: daily reading, spellings to learn, TT Rockstars, Doodle Maths and termly menus on Teams. | Share with all staff on INSET day  ICT suite timetable | BH | 3/9/21  3/9/21 |  |
| * Staff not to share stationery/frequently used equipment * Children wash hands before and after handing out books * Children within classroom can share resources which should be cleaned frequently along with all frequently touched surfaces. * Equipment should not be shared across classes without meticulous cleaning or unless not touched for a period of 48hours (72 hours for plastics.) (e.g. science/art/PE) |  |  |  |  |
| **Hygiene**  What measures do you have in place to maintain hygiene not only for staff working and children but for all visitors to the school?  **Have you considered the following?**  Everyone must:   * clean hands thoroughly more often than usual; and * ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.   Ensuring that adequate facilities for hand hygiene are available and are stocked  Paper towels used for the drying of hands  Gel sanitisers in any area where hand washing facilities are not readily available  Employees and children to be reminded on a regular basis of hand hygiene  Staff instructed not to share equipment, where practical  All equipment is wiped down at the start, end and at regular intervals during the working day  Tissues will be available throughout the workplace  Open windows to ensure good ventilation in the classrooms  SLT to liaise with site staff to ensure the safety of the site  Checks to be carried out by leadership teams to ensure procedures are being followed  Have you considered turning off water fountains?  Have you considered bins for contaminated waste e.g. tissues, hand wipes etc? | * Regular hygiene reminders and signage around school – e.g. handwashing for at least 20 seconds with soap and runningwater or hand sanitiser, personal hygiene, e.g. catch it/bin it/kill it * Teacher will ensure children wash hands thoroughly and regularly (on arrival, before departure, after toileting, after every break, before and after lunchtime, when changing rooms) and daily/regular reminders of importance | Teachers to deliver regular hygiene lessons in class  Resources available on the [e-Bug COVID-19 website](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) | Teachers | 22/10/21 |  |
| * Children no longer need assigned sinks and toilets, however our toilets are already separated as follows. * Yr R & 1 – use Yr R/1 toilets * Yr 2 – Y2 toilets * Y3 - Y3/4 toilets * Yr 4 Y3/4 toilets * Yr 5 – old Y6 toilet * Yr 6 - Disabled toilet outside old Y5 * Use classroom and outdoor sinks to support. |  |  |  |  |
| * Hand sanitiser in classroom and hand washing at classroom sinks where possible to avoid trips to the toilets * Extra gloves, disinfectant spray, disinfecting wipes, blue roll to be available in every classroom * Soap and paper towels to be available at all classroom sinks * Hand sanitiser to be used before adult entrance to school – washing point at front and back entrance * Cleaners to ensure there are always 3 boxes of tissues available in the classroom * Children regularly reminded of the need to catch coughs and sneezes with a tissue or elbow * Children taught and regularly reminded about handwashing and not to touch their faces * Staff to inform office is levels of any product drop to below 1/3 full so that they can re-order. * Where appropriate, products to be stored in a secure area out of the reach of children (e.g. disinfectant spray, Milton) | Ensure sufficient tissues/gloves/disinfectant spray/blue roll/wipes/soap/paper towels/hand sanitiser/Milton ordered  Ensure COSHH details recorded for each product. | Office | 3/9/21 |  |
| * Lidded bins in each classroom to be double bagged and emptied by cleaners |  |  |  |  |
| * Drinking fountains out of use * Windows and doors to stay open (fresh air) for short periods at regular frequencies for AT LEAST 10 minutes every 2 hours. E.g.start of day, breaktime, lunchtime, afternoon breaktime. If temperatures are not low, keep windows and doors open for longer periods. * Use “two-point ventilation” where possible e.g. opening a window and a door to create a draft. * Fans to only be used when doors and windows are open. * Air conditioning only to be used in ICT suite with window/door open (supplementing ventilation with an outdoor air supply) * Internal doors secured open where possible to reduce use of common touch points. |  |  |  |  |
|  | **When thresholds are reached:**   * **Remind all staff of need for two-point ventilation,** * **Deliver additional hygiene lesson for children and ensure hand washing routine is adhered to.** |  |  |  |  |
| **Cleaning**  What cleaning processes are in place?  Will there be a deep clean of the school before children return?  Have suitable and sufficient cleaning products been purchased?  **Daily Cleaning**  How will you manage cleaning of high-risk areas throughout the day?   * Door handles * Bannisters * Kettles * Taps * Switches * Phones * Laptops/IT equipment * Printers * Signing in systems * Photocopiers   Ensure that classroom rubbish is removed daily and disposed of correctly | * Deep clean to take place during week of 16th August during summer holidays to ensure all spaces ready for children to return. * Cleaning company responsible for ensuring suitable and sufficient cleaning products have been purchased, in liaison with office manager * Rigorous cleaning by Imperial Cleaning to continue to be undertaken at the end of each day using guidelines * Sanitiser and sanitising wipes, disinfectant spray and gloves available to staff to enable frequent cleaning throughout day of own working space. * Cleaning company to ensure key areas, e.g. door handles, kettles, taps, table/counter tops, computer mouse, keyboard, light switches, telephones are cleaned daily and bins emptied * Staff to ensure kettles, fridges, photocopier etc are wiped after use. * Classroom bins to be emptied into outside bin | Go through end of day cleaning requirements with Imperial as a refresher. | BH | 3/9/21 |  |
|  | **When thresholds are reached:**   * **Inform Imperial of affected classrooms/spaces to ensure particularly rigorous cleaning of these areas.** |  |  |  |  |
| **First Aid and managing children with Covid symptoms**  Ensuring first aiders are aware of the latest government guidance and requirements  Identify a room that poorly children can be kept in until parents come to collect them   * With closing door * Window for ventilation * Close to toilets * Make sure staff know to use this space * Ensure hand washing procedures are in place | * The majority of staff are first aid at work trained. * Staffing ratio allows for 1:1 adult support for all first aid needs * Staff to take out a first aid kit and PPE pack at playtimes to avoid having to return to the school building * Full PPE equipment is available for staff dealing with first aid needs and is stored with the first aid equipment * School will support any member of staff who elects to wear PPE * Use of walkie talkie when TA supervising children from another class to contact class adult for support with first aid when contact is avoidable. |  |  |  |  |
| * If a child/staff member becomes ill during the school day, with a new continuous cough or a high temperature or has a loss of or change in their normal sense of taste or smell they must be isolated in the **learning lounge 3** while they are waiting to be picked up. * Open roof ventilation in isolation room. * The adult toilet will be used if those isolating require it and then closed until thoroughly cleanedand disinfected using standard cleaning products. * Full PPE equipment to be kept in the isolation room along with a thermometer * If a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. * Staff who have helped a pupil with symptoms and any pupils who have been in close contact with them do not need to self-isolate Used PPE should be disposed of in a lidded bin. After any contact with someone who is unwell, everyone must wash their hands thoroughly. * Staff to follow government guidance on the use of PPE   [COVID-19: personal protective equipment use for non-aerosol generating procedures - GOV.UK (www.gov.uk)](http://COVID-19:%20personal%20protective%20equipment%20use%20for%20non-aerosol%20generating%20procedures%20-%20GOV.UK%20(www.gov.uk))   * Please ensure SLT are informed. * After use as an isolation room, cleaning will take place as per the govt guidelines [https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings](about:blank) | Ensure all staff are aware of procedure on INSET day | BH | 3/9/21 |  |
| **Public health advice on testing, self-isolation and managing confirmed cases of COVID-19.** | * Although there is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, if you have any of the **main symptoms** of COVID-19 or a **positive test result**, the public health advice is still to stay at home and avoid contact with other people. This includes school children and is set out in the following guidance: COVID-19: people with COVID-19 and their contacts - GOV.UK ([www.gov.uk](http://www.gov.uk)) * **Children or staff with Covid 19 should not attend school**. They should stay at home and **take a LFD test** from **5 days** after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests are negative, they should return to school as long as they feel well enough to do so and do not have a temperature. * It also remains the case that if you have any of the **main symptoms** of **COVID-19** you are advised to **stay at home order a PCR test** and avoid contact with other people while you are waiting for the test result. * The main symptoms of COVID-19 are still considered to be a recent onset of any of the following:   + a new continuous cough   + a high temperature   + a loss of, or change in, your normal sense of taste or smell (anosmia) * It remains the case that children with these symptoms should not attend school. As previously, if children present with any of these symptoms at school, we will ask you to collect the children and order a PCR test. * **Tracing close contacts and isolation** Schools COVID-19 operational guidance (publishing.service.gov.uk) Public health advice for people with COVID-19 and their contacts changed from **24 February.** Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended. There is government guidance as to how to reduce transmission within households, with the recommendation that contacts are alert to the main symptoms of COVID-19 and, if they experience these symptoms, book a PCR test. * **Changes to testing in education settings** From 21 February, staff will not be expected to continue taking part in regular asymptomatic testing. * If a parent of a pupil with Covid symptoms insists they attend school, leaders can “take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19”. “Your decision would need to be carefully considered in light of all the circumstances and current public health advice. * Anyone with [symptoms](about:blank) can get a coronavirus test, whatever their age and this can be accessed through the [Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/get-coronavirus-test) * School must be informed immediately of the results. | Ensure parents aware of changes to guidance | Head | 3/9/21  Letter emailed 25 Feb 2022 |  |
| Where the child/staff member tests negative, they can return to their setting   * Whilst awaiting the PCR result, the individual should continue to self-isolate. * If a person is confirmed with Covid-19:   + HT/DHT to follow DfE guidelines   + The Trust and any relevant adults (as advised by DfE) will be informed.   + If a member of staff tests positive, school will call the Self-Isolation Service Hub on 020 3743 6715 * All settings should seek public health advice if a pupil, or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1) |  |  |  |  |
|  | **When thresholds are reached:**  -**Ensure warn and inform information is provided to identified group and whole school.** |  |  |  |  |
| **Premises Management**  Compliance checks must be up to date before children return – is this in place?  Is all servicing up to date e.g. fire extinguishers, boilers etc?  Have checks been completed on the fire alarm?  Are all fire doors operational?  Are all fire escape routes clear?  Do any changes need to be made to your fire evacuation procedures?  Do any changes need to be made to your lock down procedures?  Have all water systems been checked and flushed through following the summer break? | * Site staff have continued to complete daily, weekly and monthly checks where possible * Servicing is up to date | Compliance check to be carried out immediately prior to children returning | BH | 3/9/21 |  |
| * All fire doors are operational, although 2 will not stay open and are awaiting an engineer’s visit. * All fire escape routes are clear * All classroom/fire doors will be kept open to ensure fresh air circulates through the classrooms and to decrease the amount of common surfaces that may be touched * No changes need to be made to the fire evacuation procedures | Chase fire door engineer | Office | 22/10/21 |  |
| * There will need to be a fire drill practice in Term 1 | Carry out fire drills when children are in | All staff + children | 22/10/21 |  |
| * Lockdown drill will take place in Term 1, with each class practising separately. | Practise lockdown in Autumn term | All staff + children | 22/10/21 |  |
| * All water systems will be checked and flushed through following site closure |  | BH | 3/9/21 |  |
| **Visitors and Contractors on Site**  **Have you considered the following?**  Normal business tasks to be completed during the school day  Gel sanitisers in any area where hand washing facilities are not readily available  Working areas to be wiped down as necessary | * Any visitors, contractors or deliveries will be informed regarding safe access to the premises and what precautions will be expected of them while on site e.g. understanding of public health advice, use of hand sanitiser, requirement for ventilation, * All visitors to the school must sign in to confirm they have understood and agree to this information. Visitors must also sign out. * Working areas to be cleaned thoroughly by contractor/visitor after work completed. | Revise contractor/visitor sign in form  Visit host to keep record of staff and pupil groups any visitors have had close contact with, for the purposes of NHS Test and Trace. | Office | 3/9/21 |  |
| **Office Spaces**  What procedures are in place for the safe running of the main school office?  **Have you considered the following?**  Regular cleaning of high touch areas ie, phone, printer, copier, PCs etc | * Office doors will remain open to allow for circulation of fresh air, to minimise surfaces that are being touched and to allow for easier communication * Staff will speak to office staff/Head from the doorway for general matters. For personal matters, distancing is possible with the door closed and room ventilated. * Visitors will be permitted e.g. parent tours, maintenance, designated support staff/volunteers, central team staff, temporary staff such as sports coaches, Forest School provision, music specialists, therapists, clinicians and other support staff for pupils with SEND (guidance states they should provide support as normal) * Visitors will be asked to confirm understanding of and compliance with school safety measures. * Forest School – provider works with one group per visit ensuring equipment has been cleaned if shared. Provision to take place outside to minimise risk. * Flute, recorder and piano tuition to take place in largest learning lounge with door open, roof ventilation, screen, or in intervention space outside Y1/YR. Music teacher at distance and all equipment and surfaces wiped down between children. Children to wash hands with hand gel before and after session. * Ukulele teaching with single class group – ukuleles to be tuned by tutor using plastic gloves, tutor to be at distance, room to be ventilated. Children to wash hands with hand gel before and after session. Face to face contact should be avoided. * Doors and windows to be open in any space where singing is taking place. * External window to be kept open * Use of ParentPay ensures no cash being used in school * A tray will be placed in the office foyer for forgotten lunches/coats brought in by parents. Staff will wash their hands, take the item to the classroom door for the child to take, then re-wash their hands * Sanitising gel and wipes available in both offices * Cleaners to wipe all surfaces in the office at the end of the day, particularly telephones and keyboards * Sanitising wipes will be placed by the access keypad to allow for wiping down after use |  |  |  |  |
| **Deliveries**  What controls do you have in place for deliveries to the school ie, consumables, equipment, kitchen food deliveries?  **Have you considered the following?**  Ensure hand washing/hand gel facilities are available | Staff have the ability to remotely unlock the doors from inside the office to allow for deliveries inside the office area.   * Where possible, ensure deliveries avoid 8.30 – 9.00 and 2.45-3.30 to miss children arriving/departing * Office staff to wash hands, check/store items once delivered then re-wash hands or wear gloves * Hand sanitiser is available in the office reception area |  | In place |  |  |
| **IT Equipment**  How will you manage IT equipment?  Are children able to use the same piece of IT equipment during the day to avoid the spread of germs?   * Ensure laptops/tablets are wiped down after each use * Whiteboards to be cleaned twice a day as a minimum   Are there procedures for printers, copiers and remote controls to be cleaned regularly during the day? | Specific wipes ready for this   * Children to wash hands/sanitise before using IT equipment * Class set of iPads to be wiped down by child as instructed by adult if able to do so, if not wiped by adult after individual child use * If keyboards/mice are used in ICT suite they must be wiped down (as above) after use. Keyboards will also be wiped by cleaner at end of day. * Only the class teacher to use the class computer and interactive whiteboard | Ensure all staff are aware of procedure on INSET day | BH | 3/9/21 |  |
| * The class computer and whiteboard to be wiped down regularly throughout the day * Photocopier only to be used by staff. Sanitising wipes will be placed next to it for cleaning immediately after use. * Office computers only used by assigned member of staff and will be cleaned at the end of each day |  |  |  |  |
| **Lunches/Lunchtime**  How will you manage lunch service across the school?  **Have you considered the following?**  Have you agreed procedures for hand washing before lunch?  Have you agreed procedures for cleaning surfaces after lunch service? | * Regular communication with Edward and Ward and with kitchen staff to be maintained to ensure safe working practices and maintain routines | Ongoing communication required going forward |  |  |  |
| * Kitchen to make hot lunches * Staggered use of hall * Hall supervisors to clean tables in between groups * Children to enter hall through internal door, leave through external doors. * Ensure kitchen is aware of dietary needs, e.g. gluten free (which will need to be kept separate from other meals) * Children to wash hands before eating lunch – make use of hand sanitiser gel to ease pressure on toilet areas. * Staff to supervise children during mealtimes | Ensure staff are aware of arrangements (including kitchen and lunchtime staff)  Ensure kitchen team have up to date records of dietary requirements | Head  Office | 3/9/21  3/9/21 |  |
| **Shared Staff Areas**  How will you ensure good hygiene and distancing in staff areas?  **Have you considered the following?**  Dishwasher to be used where possible  Effective cleaning | * Hand sanitiser, sanitising spray and sanitising wipes are available in staff room and children’s kitchen. * A dishwasher is available | Ensure all staff are aware of procedure on INSET day | BH | 3/9/21 |  |
| **Breakfast and After School Clubs**  Guidance states “we no longer recommend that it is necessary to keep children in consistent groups “bubbles.”  **Have you considered the following?**  Do you have procedures in place for cleaning high risk touch points? | * Breakfast and after school club provision will take place in the hall which will be well ventilated with windows and door open. 30 children guideline limit per session. * Resources will be cleaned and table wiped down at the end of each session. * Parents will continue to drop off and collect from hall outside door * Consider running sessions outside where possible | Ensure wrap around care and office staff are aware of procedure on INSET day | Head | 3/9/21 |  |
|  | **When thresholds are reached:**   * **Split after school club into KS1 and KS2 groups.** |  |  |  |  |
| **General**  Further areas to consider.  **Have you considered the following?**  Have you considered using signage around the school and the grounds?  Have risk assessments been completed for pupils with EHCP, SEN, SEMH needs? | * Separate risk assessments will take place for individual children where there are specific needs, shared and agreed with parents | Ensure risk assessments completed for appropriate children. | SENDCO | 3/9/21 |  |
| PPE:   * **From February 24 2022 face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas** * Any member of staff who wishes to/needs to wear a face covering or any other form of PPE will be supported * Staff to follow government guidance on the use of PPE   [COVID-19: personal protective equipment use for non-aerosol generating procedures - GOV.UK (www.gov.uk)](http://COVID-19:%20personal%20protective%20equipment%20use%20for%20non-aerosol%20generating%20procedures%20-%20GOV.UK%20(www.gov.uk))   * PPE will be available, including face visors, for use if necessary * Required for intimate care plans and may be required for workers with SEN children * Parents of children who require medicine at school, e.g. inhalers, will be reminded by email that they will need to bring their medication back into school when they return | Ensure wrap around care and office staff are aware of procedure on INSET day  Remind parents about medicine requirements. | BH  Office | 3/9/21  3/9/21 |  |
| **Attendance**  The DFE guidance is clear that all pupils should attend school; this should be recorded and followed up, and sanctions can be issued as normal.  A small number of pupils may be unable to attend due to public health advice for themselves or their family, or because they have had advice from a health professional to this effect. | * Expectations made clear whilst building trust and confidence. * Parents advised to bear in mind the impact travelling abroad might have on their child’s education if they are required to quarantine or isolate on return. * Follow up any concerns with discussions, visits and calls. * LA to be involved if this approach is not effective and fixed penalty notices may be issued as a last resort. * Remote education will be provided for any pupil that is unable to attend school due to a local outbreak, self-isolating due to symptoms or a positive test result, or because they have been advised to stay at home. | Include attendance expectations in letter to parents | BH | 3/9/21 |  |
| **Behaviour**  Lockdown experience may still impact pupils when they return to school | * Focus on well-being and hygiene * Consultation on new behaviour policy for staff, children, parents and governors. * Meet the Teacher meeting with parents to take place outdoors/via video? * Whole class Thrive assessments to be completed within first 4 weeks to identify children who need individual Thrive support * Teachers build in opportunities to build relationships, build community and encourage learning behaviour both through whole class activities and small group support. * Teachers to identify any children who are cause for concern and refer to SLT/SENDCO * SENDCO to continue providing resources to support Thrive work with children | Share new behaviour policy during INSET  Plan MTT dates with teachers during INSET  Complete whole school Thrive assessments | Head  DHT  All | 3/9/21  3/9/21  3/9/21 |  |
| **Transportation**  Schools should encourage pupils to walk or cycle to school where possible. If parents and/or pupils use public transport then headteachers should refer them to the appropriate guidance. See - [https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers](about:blank) | * Parents encouraged to walk or cycle children to school. * Parents informed about new safer crossing point and road markings. | Include encouragement to walk or cycle as well as safety updates in parent communication re September opening | Head | 3/9/21 |  |
| **Safeguarding**  Staff must be updated with KCSIE (September 2021), and the Safeguarding and Child Protection Policy 2021 | * All staff, volunteers and governors will need to read and sign to say they understand. * BWMAT will update Safeguarding Policy and provide some training materials for the start of the school term * DSLs and DDSLs will set aside time to support staff and children with any safeguarding and welfare concerns. * SENDCO & DSL will continue to support and monitor safety and wellbeing of children who are required to isolate/quarantine * **Where pupils are self-isolating and within the definition of vulnerable, systems are in place to keep in contact with them.** * **When a vulnerable pupil is asked to self-isolate, we will: • notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head • agree with the social worker the best way to maintain contact and offer support. We will: • check if a vulnerable pupil is able to access remote education support • support them to access it (as far as possible) • regularly check if they are accessing remote education • keep in contact with them to check their wellbeing and refer onto other services if additional support is needed** | Attend safeguarding training | All | 3/9/21 |  |
| **School workforce**  Ensure that all staff are consulted/updated on the updated risk assessment  Once agreed, how will you communicate this to them and ensure that a timely process is in place to update/train them on any new procedures  Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread | * **Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.** * **All staff will be encouraged to take their booster as soon as they are eligible.** * **In some circumstances staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.** * **Individual risk assessments are no longer required but employers are expected to discuss any concerns that people previously considered CEV may have.** * **From 21 February, staff will not be expected to continue taking part in regular asymptomatic testing**. | Complete individual risk assessments  Ensure all staff are consulted on RA on INSET day | Head  Head | 3/9/21  3/9/21 |  |
| **Holidays**  Assess travel plans of staff and ensure staff are aware of need to be in school at the beginning of term.  Where staff highlight the need to unavoidably quarantine within term time, then Head Teachers should review whether temporary home working arrangements can be put in place.  Should a member of staff need to quarantine, they will be expected to evidence that they were unaware that they would need to quarantine in term time as a result of the booking. | * Staff informed that it is expected that all staff will be available to return to work at the beginning of the autumn term. | Share with all staff on INSET | Head | 3/9/21 |  |
| **Staff Wellbeing**  Ensure staff know how to access staff wellbeing support  Review working practices for next term to ensure they do not place unnecessary administrative burdens on staff. | * Staff will be reminded of the BWMAT support package   Care First.  Care first 24/7  Tel: 0800 174319  Online: [www.carefirst-lifestyle.co.uk](about:blank)   * Staff will be signposted to DfE support on wellbeing and mental health support * Staff will be signposted to the Education Support Partnership which provides a free helpline for school staff and targeted support for mental health and wellbeing. | Share with all staff on INSET | Head | 3/9/21 |  |
| **Supply staff/volunteers**  Supply staff can be used from the autumn term.  Volunteers can be used in schools.  Appropriate safeguarding checks must be in place for both groups. | * Where supply cover is required we will endeavour to cover it amongst our existing staff team. * Where volunteers are considered necessary to provision, they will only work within one group of children and be subject to the usual safeguarding checks. |  |  |  |  |
| **Outbreak management plan**  **Remote Education Support**  Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schools must have capacity to offer immediate high quality remote education. | Additional action to be taken if:  5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or  10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period   * School will review and reinforce hygiene and ventilation measures they already have in place and seek additional public health advice if they are concerned about transmission, by firstly phoning the DfE helpline (0800 046 8687, option 1). The DfE helpline will escalate to PHE as required, settings do not need to call SWHPT direct. * School will email  [public\_health@bathnes.gov.uk](mailto:public_health@bathnes.gov.uk) when thresholds have been reached indicating the action you have taken and if you require additional support and advice. * If additional public health action is required to manage outbreaks in settings these will be agreed locally with the setting, the local public health team and where appropriate, PHE SW HPT. * Additional public health action could include strengthening of communications, temporary use of face coverings, increased testing and restricting visits to and out of the setting. Restrictions to attendance will only be used as a last resort where other measures have not broken chains of transmission. * In the event of an outbreak with advice from PHE, we would implement our previously use plans and risk assessments which could include bubbles, keyworker provision, set age group, staggered restart to onsite education etc. * We will respond to DfE guidance as it is published. * If Whole group closure we will provide high quality remote education as per: [Providing remote - education information to parents: template for schools (bathfordchurchschool.co.uk)](https://bathfordchurchschool.co.uk/wp-content/uploads/2021/01/Remote-Education-Provision.pdf) * For individual, small group self-isolation children will follow the individual isolation plans. | Individual isolation plans to be updated. | DHT | 3/9/21 |  |

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| Action: | School response: |
| Please highlight any section in red within the risk assessment where you consider your controls are not resulting in a low risk e.g. is there anything which you consider still to be a risk which you cannot reduce satisfactorily.  Please summarise these issues in the response box on the right. |  |
| Have you consulted with all staff about the contents of the risk assessment and taken into consideration any views/changes? | A copy of this risk assessment has been sent to all staff and governors and their views and comments have been taken into consideration and the risk assessment updated.  Following review by Darren Ling RA updated to highlight cleaning, hygiene and ventilation and added reference to individuals who are not double jabbed as a potentially vulnerable group.  Following change to government guidance on August 27th updates added re Co2 monitors, tracing contacts and isolation.  Following update by BANES PH update made to outbreak management plan.  Following change to government guidance Dec 2021 and January 2022 updates made to reflect need for staff to wear face coverings in communal areas and corridors, changes to close contact guidance (7 day LFT testing), changes to self-isolation (possibility of release after 7 days following 2 negative LFTs) changes to guidance re vulnerable pupils and fact no need to do individual risk assessments for staff previously considered to be CEV. |
| Have you consulted with any union appointed safety representatives or representatives of employee safety about the contents of the risk assessment and taken into consideration any views/changes? | We used the \*‘Planning guide for primary schools: NEU/GMB/Unison/Unite Commentary and checklist’ to support developing the original risk assessment on which this document is based. |
| Have Governors been involved in the risk assessment process, or will be walking through the risk assessment with you? | Governors have all been sent copies of the risk assessment including:  Health and Safety: Caroline Murray  Safeguarding: Fiona Gillison |
| Please confirm when and how staff are being trained in the arrangements being put in place to return. | INSET day training. |

**This document has been shared with the following staff groups:**

|  |  |  |  |
| --- | --- | --- | --- |
| Teaching Staff | | 2/9/21 | |
| Support Staff | | 2/9/21 | |
| Admin Staff | | 2/9/21 | |
| Lunchtime Staff | | 2/9/21 | |
| Kitchen Staff | | 2/9/21 | |
| Name: Becky Hayter | Signature: | | Date: 9/8/21 |
|  | **Threshold actions added** | | Date: 29/10.21 |
|  | **New guidance updates added** | | Date: 3/1/2022 |
|  | **Feb 2022 guidance update added** | | Date: 28/2/22 |