



Staploe Education Trust

Risk Assessments
Spring Term 2022
School Opening (COVID-19)

Approved by Trustees: 1st September 2021

Introduction

Throughout the past two academic years the trust and its schools have followed the national guidance and been supported by the Local Authority and local public health team which has enabled us to open safely and remain open.

Even with a successful national vaccination programme and easing of restrictions, it remains necessary to follow government guidance as we move through the next stages of the pandemic carefully to ensure the safety of our trust community.

This single trust document has been revised following consideration of those restrictions that remain and how our schools could quickly and effectively re-instate increased safety measures.

As further government guidance is published, this document will be updated and distributed to staff as necessary and published on our website.

Staploe Education Trust Risk Assessment: Cleaning



Risk Assessments for:	COVID-19 Cleaning (Spring Term 2022) (This Risk Assessment must be read in conjunction with the associated links in the document)		
Assessed by:	LL	Date: January 2022	Review Date: Ongoing

Impact

1=extremely low 2=low 3=serious 4=severe 5=extremely severe
(If, no measures were put in place)

Likelihood

1=very rare 2=rare 3=likely 4=very likely 5=extremely likely
(When, measures are put in place)

1 - 3	Low risk
4 - 6	Moderate risk
7 - 12	High risk
13 - 25	Extreme risk

Types of Hazard(s) identified (assuming no controls)	Who might be harmed?	Impact	Likelihood	Risk Rating	What are you already doing?	Responsible Person(s)
Spread of infection	Staff Pupils Parents/carers Visitors Contractors	4	2	H	<p>An enhanced cleaning regime will continue with cleaning staff being available during the day.</p> <p>Using a disposable cloth and/or mop head, first clean hard surfaces with warm soapy water.</p> <p>Then disinfect these surfaces with a virucidal spray or disinfectant.</p> <p>Clean all surfaces, paying particular attention to frequently touched areas and surfaces, including bathrooms, grab-rails in corridors and stairwells, door</p>	Facilities staff

				<p>handles, doorplates, tables, chairs, light switches, telephones, radios and other electronic devices.</p> <p>All products available in school are permitted for use.</p> <p>COSHH data sheets to be distributed to all cleaning stations.</p> <p>The correct colour coded equipment should be used in the usual way by cleaning staff.</p> <p>Where items cannot be cleaned using detergents or laundered such as upholstery then steam cleaning should be undertaken using suitable equipment or the items removed from potential use.</p> <p>During the school day, surfaces are to be cleaned in the classrooms, including desks and handles, when pupils/staff cough or sneeze near/on a surface.</p> <p>During the school day, toilets will be cleaned, paying particular attention to frequently touched areas such as handles and taps.</p> <p>Ensure good stock levels of hand soap and hand towels.</p> <p>Cleaning an area with a virucidal cleaner or disinfectant after someone who is suspected of contracting coronavirus has left the building, will reduce the risk of passing the infection on to others.</p> <p>The designated isolation room, corridors, rails, doors, toilets and any other area where the symptomatic person has come into contact must all be cleaned once the person has left the school.</p>	<p>Facilities Manager</p> <p>Facilities staff</p> <p>Classroom staff/ Facilities staff</p> <p>Facilities staff</p>
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				<p>No other person should enter these areas until the cleaning has been completed.</p> <p>Avoid creating splashes and spray when cleaning.</p> <p>www.jangro.net/downloads/wall-charts/Infection-Control-Wallchart-XA157.pdf</p> <p>“Cleaning in Progress” signage to be used.</p> <p>Wear disposable or washing-up gloves and aprons for cleaning. These should be double bagged and placed in the regular outdoor waste.</p> <p>In the event of a suspected case, they should be double bagged, then stored securely for 72 hours then thrown away in the regular outdoor waste bins after cleaning is completed or disposed of following a negative test</p> <p>If during an emergency the waste needs to be removed before the 72 hours, it must be treated as category B infectious waste. It must be kept separate for other waste and a specialist hazardous waste contractor contacted.</p> <p>PPE to be distributed to all cleaning stations and cleaning cupboards.</p> <p>When cleaning an area where someone is suspected of contracting the virus, a mask should also be worn and disposed of in the same way as the gloves and apron.</p> <p>Waste bin collections to be continued in the usual way.</p> <p>All waste bins to be emptied every day.</p>	Facilities staff
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				<p>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</p> <p>Classroom surfaces to be left clear and tidy and resources removed from display to avoid pupils helping themselves.</p> <p>Cleaning of washrooms to be monitored by using a “sign off” sheet on the back of each door to provide certainty that regular cleaning has taken place.</p> <p>Disinfectant/virucidal sprays to be provided in staff washrooms for use by individual staff.</p>	<p>All</p> <p>Classroom staff</p> <p>Facilities staff</p>
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Assessors Name:

LT

Assessors Signature

Date:

Last update: January 2022

Staploe Education Trust Risk Assessment: COVID-19 Office Safety



Risk Assessments for:	COVID-19 Office Safety (Spring Term 2022)		
	(This Risk Assessment must be read in conjunction with the associated links in the document)		
Assessed by:	LL	Date: January 2022	Review Date: Ongoing

Impact

1=extremely low 2=low 3=serious 4=severe 5=extremely severe
(If, no measures were put in place)

Likelihood

1=very rare 2=rare 3=likely 4=very likely 5=extremely likely
(When, measures are put in place)

1 - 3	Low risk
4 - 6	Moderate risk
7 - 12	High risk
13 - 25	Extreme risk

Types of Hazard(s) identified (assuming no controls)	Who might be harmed?	Impact	Likelihood	Risk Rating	What are you already doing?	Responsible Person(s)
Social distancing in office spaces	Staff	4	1	M	<p>Staff are encouraged to maintain a sensible distance from colleagues in office spaces.</p> <p>This includes not allowing any overcrowding in offices and corridors.</p> <p>Desk space can be shared when staff are scheduled to work at different times. However, in such cases, staff are encouraged to clean the space paying particular attention to keyboards and phones between uses to avoid cross contamination.</p> <p>Staff are encouraged to keep a safe distance from students and pupils.</p>	<p>All</p> <p>Trust Facilities</p> <p>All</p>

					<p>Where this is not possible, face-to-face contact should be avoided with time spent within 1 metre minimised and a face covering worn as necessary.</p> <p>Microsoft Teams/conference calling can be used when collaboration on pieces of work is required.</p> <p>Training should take place for those staff that need to use this platform.</p>	Trust ICT
Staff entering office areas	Staff	3	2	M	<p>Staff should ensure offices are not overcrowded and a safe distance is maintained at all times.</p> <p>Electronic door entry systems to be set to access by usual occupants only.</p> <p>Doors that allow “free access” by other members of staff to be closed.</p> <p>In situations where there is an office within an office, the furthest external door to be propped open to reduce the potential of touching the door frequently, but only where safe to do so.</p> <p>Windows to be opened to improve ventilation.</p> <p>Access to rooms adjoining the office should be accessed from an alternative entrance.</p> <p>Paperwork should be left in a tray provided, on either a hatch or a table just inside the door.</p>	<p>All</p> <p>Trust ICT</p> <p>All</p>
Queuing for the reception area	Staff	3	2	M	<p>Staff should be mindful of safe office capacity and wait outside at a safe distance until they are able to gain access.</p>	Facilities staff

<p>Staff/visitors/pupils speaking to the reception office staff via the glass screens</p>	<p>Staff Visitors Pupils</p>	<p>4</p>	<p>1</p>	<p>M</p>	<p>Reception screens should be kept closed even while conversing with others outside of the office.</p> <p>A sign will be placed next to the screen and on the front door advising staff and visitors of this safety procedure.</p> <p>Visitors to be encouraged via school communication not to come into school unless essential/pre-arranged.</p> <p>Signage that informs visitors of our COVID-19 safety requirements to be displayed within each reception area.</p>	<p>Office staff</p> <p>Trust ICT</p> <p>Headteacher</p> <p>Office staff</p>
<p>Visitors/pupils waiting in the reception area</p>	<p>Staff</p>	<p>3</p>	<p>1</p>	<p>L</p>	<p>Chairs to be laid out at a 2m distance.</p> <p>Seating should be laid out side by side to avoid face-to-face contact.</p> <p>Visitors must be recommended to wear a face covering whilst on site.</p> <p>Visitors are advised to take an LFT test prior to visiting a school.</p>	<p>Facilities staff</p> <p>All</p>
<p>Hygiene</p>	<p>Staff</p>	<p>4</p>	<p>1</p>	<p>M</p>	<p>Remember:</p> <p>Hand washing with soap and warm water for 20 seconds is the most effective way of removing the virus.</p> <p>All staff must wash their hands regularly during the day including when they arrive at school, return from breaks, when they change rooms and before and after eating.</p> <p>Hand washing posters to be displayed.</p>	<p>All</p> <p>Facilities staff</p>

					<p>Hand sanitiser to be used when entering the school where hand washing is not immediately available.</p> <p>A hygiene pack to be provided in every office to include paper towels, disinfectant spray, tissues and hand sanitiser.</p> <p>Remember:</p> <p>Good respiratory hygiene should be practised promoting the “catch it, bin it, kill it” approach ensuring the use of tissues when coughing and sneezing, disposing of in the bins provided and washing hands immediately.</p> <p>ICT support staff to use a face covering and disposable gloves when supporting staff in other offices and ask the staff member to move away from the computer. Where possible remote support should be accessed.</p> <p>Hand sanitising stations to be set up in key areas around the school including photocopiers.</p> <p>Staff to consider social distancing when using the toilet facilities avoiding standing too close. This may mean that only one person can use the facility at any one time.</p> <p>Additional sprays will be provided in case staff wish to use prior to using the facilities.</p>	<p>All</p> <p>Facilities staff</p> <p>All</p> <p>Trust ICT</p> <p>Facilities staff</p> <p>All</p> <p>Facilities staff</p>
Handling documents and parcels	Staff	3	1	L	<p>After handling any item received into the office, staff should use hand sanitiser. Where possible staff/parents should be encouraged to send documents electronically to minimise document handling.</p>	All

Management of deliveries	Staff	3	1	L	<p>SVC: Delivery drivers will be advised to leave all deliveries at Beechurst Foyer.</p> <p>No deliveries are permitted to be left in the Finance office.</p> <p>Deliveries can be safely unpacked using safe social distancing measures by finance staff and distributed safely by caretakers.</p> <p>Primaries: Delivery drivers are permitted access to the main reception and follow safe social distancing measures.</p> <p>The delivery can be safely unpacked and distributed by either a caretaker or reception staff considering social distancing measures.</p>	Trust Finance and Facilities staff Caretaker and Reception staff
Refreshments	Staff	4	1	M	<p>Where possible staff should use the tea/coffee facilities available in their office.</p> <p>After making refreshments, staff should wash their hands thoroughly with soap and warm water.</p> <p>Staff are responsible for making their own refreshments and washing their own crockery.</p> <p>Disposable cloths/paper towels and disinfectant spray will be provided in all kitchen areas.</p> <p>Paper towels must be used instead of fabric tea towels.</p>	All
Assessors Name:	KT/LT			Assessors Signature	Date:	Last updated: January 2022

Soham Village College Risk Assessment

Risk Assessments for: Spring Term 2022
 (This Risk Assessment must be read in conjunction with the associated links in the document)

Assessed by: JH/LL Date: January 2022 Review Date: Ongoing



Impact

1=extremely low 2=low 3=serious 4=severe 5=extremely severe
 (If, no measures were put in place)

Likelihood

1=very rare 2=rare 3=likely 4=very likely 5=extremely likely
 (When, measures are put in place)

1 - 3	Low risk
4 - 6	Moderate risk
7 - 12	High risk
13 - 25	Extreme risk

Types of Hazard(s) identified (assuming no controls)	Who might be harmed?	Impact	Likelihood	Risk Rating	What are you already doing?	Responsible Person(s)
Symptomatic staff, students, parents/carers	Staff Students Parents/carers	3	2	M	<p>Those who have the coronavirus (COVID-19) symptoms or have tested positive must NOT attend any trust schools.</p> <p>Parents are asked to inform school if their child is self-isolating due to symptoms so we can ensure that they stay away from school for the recommended length of time.</p>	All

				<p><u>Do you have symptoms?</u></p> <p>If you develop symptoms or receive a positive LFT test, you must stay at home and self-isolate immediately.</p> <p>From 11th January 2022, if you are asymptomatic and receive a positive LFT test, you must self isolate but do not need to take a PCR test.</p> <p>The symptoms are:</p> <p>High temperature or fever, new continuous cough, loss of, or change in taste or smell.</p> <p>If you have symptoms, arrange to have a PCR test either online; https://www.gov.uk/get-coronavirus-test or by telephone by calling 119.</p> <p>You must stay at home whilst waiting for a test appointment and your results.</p> <p>This continues to apply even if you have received two doses of the vaccine.</p> <p>If you receive a positive PCR test result by NHS Test & Trace you must isolate. This is a legal requirement.</p> <p>Your isolation period includes the day in which your symptoms began and the next 10 full days. Providing that you receive a negative LFT test on day 5 and 6 of your isolation and do not have a temperature you may end your period of isolation and return to the workplace on day 6.</p>	All
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				<p>If your LFT test is positive on day 5 and 6, you must continue to isolate for the full 10 days unless you receive two negative LFT tests on two consecutive days.</p> <p>The day 5 and 6 tests do NOT need to be 24 hours apart.</p> <p>You must NOT take an LFT test prior to day 5.</p> <p>Your household does NOT need to self-isolate if they are under the age of 18 years and 6 months or are fully vaccinated.</p> <p>You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or 1 dose of the single dose vaccine Janssen.</p> <p>Close contacts that meet these criteria are strongly advised to take an LFT test daily for 7 days.</p> <p>If you receive a positive LFT test result but do not have symptoms, you must stay at home and self-isolate as soon as you receive the results. This is a legal requirement.</p> <p>Your isolation period in these circumstances begins from when your test was taken and the next 10 full days, providing that you receive a negative LFT test on day 5 and 6 and do not have a temperature you may return to the workplace.</p> <p>If you receive a positive LFT test on day 5 and 6 you must isolate for the full 10 days unless you receive two negative tests on two further consecutive days.</p> <p>The day 5 and 6 tests must do NOT need to be 24 hours apart.</p> <p>You must NOT take an LFT test prior to day 5.</p>	All
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				<p>If you begin to develop symptoms within your isolation period, you must begin a new 10-day period of isolation from the day following your symptom onset and following the guidance within this document</p> <p>Your household does NOT need to self-isolate if they are under the age of 18 years and 6 months or are fully vaccinated as previously outlined in this document.</p> <p>During the period of time that you are isolating, try and keep away from other household members as far as reasonably possible. Wear a face covering when spending time together indoors and try and eat separately.</p> <p>If you receive a negative PCR test, though have symptoms, it is likely that you have a different virus. In which case, if you feel well enough you may continue with your usual activities.</p> <p>Staff and parents should be asked to inform the school immediately of the results of a test.</p> <p><u>Asymptomatic Testing</u></p> <p>All students for which we receive consent will attend the on-site testing centre to complete one lateral flow tests at the start of the Spring term.</p> <p>Students will be encouraged to continue to undertake home testing twice per week following the completion of the on-site test.</p> <p>Staff will be encouraged to continue to undertake home testing twice per week.</p> <p>The test results must be reported to both NHS Test & Trace and to the school using the TestRegister electronic database.</p> <p>Staff and students will be provided with the test kits.</p>	All
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				<p>This will continue until further notice.</p> <p>If a negative LFT test is confirmed staff and students can continue with their usual activities.</p> <p>If a positive LFT test is confirmed then staff or the parent/carer of a student must book a PCR test as detailed within this document. Whilst waiting for the PCR test result, the individual should self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive LFT test and is negative, the individual can return to school providing they do not have any symptoms.</p> <p>If the PCR test is positive, the usual self-isolation procedures must be followed as outlined in this document.</p> <p>Following a positive PCR test, NHS Test & Trace will contact the individual to ascertain any close contacts.</p> <p>The school is no longer responsible for contact tracing. However, in the event of an outbreak the school will be expected to support the local health protection team.</p> <p>NHS Test & Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced where the positive case specifically identifies the individual as being a close contact.</p> <p>Children under the age of 18 years and 6 months will no longer be required to self-isolate if they are contacted by NHS Test & Trace as a close contact of a positive case. Instead, children and young people will be advised to take a PCR test.</p>	All
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				<p><u>Managing Confirmed Cases of Covid-19</u></p> <p>Once notification of a confirmed case has been received, the Headteacher must be informed immediately.</p> <p>If out of normal school hours (evenings and weekends) and a staff member receives a positive test they should email:</p> <p>positivetestreporting@staploeducationtrust.org.uk</p> <p>This action will assist the Headteacher in managing staffing requirements and maintain safety within the school.</p> <p>The Headteacher/Executive Headteacher will contact the Local Authority and local public health team as required.</p> <p><u>Supporting Staff</u></p> <p>The government expects all staff to return to the workplace for the Spring term.</p> <p><u>Staff who are clinically extremely vulnerable</u></p> <p>Following expert clinical advice and the successful rollout of the vaccine programme, staff that have previously been considered to be clinically extremely vulnerable are NOT being asked to shield again.</p> <p>Though, it is advisable that these staff members consider taking additional precautions to protect themselves and to take practical steps to minimise their risk of exposure to the virus.</p> <p>These staff members may ask for their personal risk assessment to be reviewed and updated as necessary by their line manager.</p> <p>Staff must observe good hand hygiene, minimise contact and maintain some level of social distancing, where this is not possible</p>	<p>All</p> <p>Headteacher/ Executive Headteacher</p> <p>All</p> <p>Line Manger/ Individual</p> <p>All</p>
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				<p>avoid close face to face contact and minimise time spent within 1m of others.</p> <p>Staff who live in the same household as a clinically extremely vulnerable person can attend the workplace.</p> <p><u>Staff who are clinically vulnerable</u></p> <p>Following expert clinical advice and the successful rollout of the vaccine programme, clinically vulnerable staff can attend the workplace.</p> <p>These staff may ask for their personal risk assessment to be reviewed and updated as necessary by their line manager.</p> <p>Staff must observe good hand hygiene, minimise contact and maintain some level of social distancing, where this is not possible avoid close face to face contact and minimise time spent within 1m of others.</p> <p>Staff who live in the same household as someone who is clinically vulnerable can attend the workplace.</p> <p><u>Staff who are pregnant</u></p> <p>Pregnant women are considered as part of the clinically vulnerable group and as such should follow the guidance detailed within this document.</p> <p>https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy</p> <p>In some cases, pregnant women may be considered as clinically extremely vulnerable. If this is the case then they should work from home where possible and not attend the workplace.</p>	<p>All</p> <p>Line Manager</p> <p>All</p> <p>All</p>
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					<p>Pregnant women that are not considered clinically extremely vulnerable may attend the workplace providing all safety measures are in place. If this is not possible then they should work from home.</p> <p>Pregnant women are advised to take the advice of their midwife and inform their line manager as necessary.</p> <p>As is the usual practice, a risk assessment should be conducted to ensure pregnant staff are working safely. This should be conducted by their Line Manager.</p> <p>Risk assessments must be reviewed and updated as necessary.</p>	Line Manger/ Individual
Risk of contracting infection	Staff Students Parents/carers Visitors Contractors	3	2	M	<p><u>Clinically Extremely Vulnerable Students</u></p> <p>Students that fall into this category are permitted to attend school from the start of the Spring term as they have now been removed from the CEV shielding list. However, the school will support the student and their family to alleviate any anxieties.</p> <p><u>Visiting Specialists, Agency Staff and Contractors</u></p> <p>The use of specialist staff such as peripatetic teachers, sports coaches and agency staff is permitted.</p> <p>Where possible the school should limit the number of visiting staff to the school.</p> <p>A record must be kept of all visiting staff, including when they arrive and when they leave the school.</p> <p>All visitors must provide sufficient contact details on arrival to support potential rapid contact tracing required by NHS Test & Trace.</p>	<p>All</p> <p>Reception/ Departments</p> <p>All</p>

All visiting staff must follow the safety measures in place and receive a copy of all relevant risk assessments.

Contractors are recommended to wear a face covering when on site.

All visitors to the school are advised to take an LFT test prior to attending.

Visiting Parents/Carers

All parents/carers wishing to visit the school to meet with a member of staff must be reminded that an appointment must be made in advance of a meeting.

Where possible a telephone call or a virtual meeting should take place in circumstances where an email is not deemed an adequate form of communication.

Parents/carers are recommended to wear face coverings when attending reception and moving around the school to attend a planned meeting.

Parents/carers are advised to take an LFT test prior to attending the school.

Remember:

Hand washing with soap and warm water for 20 seconds is the most effective way of removing the virus.

All staff and students must wash their hands regularly during the day including when they arrive at school, return from breaks, when they change rooms and before and after eating.

Soap and hot water are available in all washrooms and classrooms with sink facilities.

All

All

				<p>Support should be provided to students as required.</p> <p>Hand washing posters to be displayed.</p> <p>Staff and students should use hand sanitiser between hand washing but this action does not replace the need to properly hand wash and dry thoroughly.</p> <p>Hand sanitising stations are available throughout the school.</p> <p>Remember:</p> <p>Good respiratory hygiene should be practised promoting the “catch it, bin it, kill it” approach ensuring the use of tissues when coughing and sneezing, disposing of in the bins provided and washing hands immediately.</p> <p>A hygiene pack will be provided in every classroom to include paper towels, disinfectant spray, tissues and hand sanitiser.</p> <p>Any items used from the hygiene pack must be disposed of in the bins provided.</p> <p><u>Pupil Administration</u></p> <p>Regular communication with parents will be undertaken to ensure they are fully informed.</p> <p>Registers to be kept of students in attendance each day with the usual attendance policy and procedures being followed.</p> <p>Students self-isolating to be recorded and tracked.</p>	<p>Facilities staff</p> <p>All</p> <p>Facilities staff</p> <p>All</p> <p>Facilities staff</p> <p>All</p> <p>Headteacher</p> <p>All</p> <p>Attendance Officer</p>
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				<p><u>Travelling to school</u></p> <p>Staff and students that travel on public transport are recommended to wear a face covering.</p> <p>It is still recommended that students over the age of 11 years continue to wear a face covering on dedicated school transport.</p> <p>If disposable face coverings have been worn they must be removed safely on arrival avoiding touching your face and place in the covered bins provided.</p> <p>Reusable face coverings must be safely removed and placed in a plastic bag.</p> <p>Staff and students must sanitise or wash their hands thoroughly with soap and hot water for 20 seconds once the face coverings have been removed.</p> <p>Anyone with symptoms must avoid either public or dedicated school transport.</p> <p><u>Arrival at school</u></p> <p>All students are expected to attend school from the start of the Spring term.</p> <p>Students are expected to wear full school uniform.</p> <p>Access to the school building should be through as many entrances as possible to reduce the flow of students.</p> <p>Provide signage as necessary.</p> <p>Gates are open by 8am to help stagger the intake of students. Students must go straight to their tutor room on arrival.</p>	<p>All</p> <p>All</p> <p>Facilities staff</p>
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					Only essential items may be brought into school to include bag, lunch boxes, classroom resources, hats, coats and mobile phone.	All
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				<p>Students do not need to wear a face covering in classrooms, though may if they prefer.</p> <p>Staff are advised to wipe their lanyards during the day with the cleaning sprays and hand towels available in each classroom.</p> <p>All parents, contractors and visitors to the school must access the school via Lodeside reception and follow our safety procedures.</p> <p>A record will be kept of all visitors to the site on a daily basis and whom they have contact with whilst on site.</p> <p><u>General school environment</u></p> <p>Teaching and support staff will be encouraged to maintain a sensible distance from students and colleagues, where this is not possible face-to-face contact should be avoided.</p> <p>Teaching Assistants may wear a face covering when supporting students. It is encouraged to work outside or in a well-ventilated space where a sensible distance can be maintained.</p> <p>Assemblies will be conducted virtually.</p> <p>To reduce crowded corridors, one-way systems will be implemented where possible. The bell system will be used to aid the timely movement of students between lessons and break times too enable safe management of corridors.</p>	<p>All</p> <p>Reception staff</p> <p>All</p>
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				<p><u>Classroom/Learning Environment</u></p> <p>Staff and students to be reminded of the fire evacuation procedure and any changes to the plan during this time.</p> <p>At the sound of the fire alarm, the priority is to safely evacuate the buildings maintaining a safe distance where possible. This action will occur quickly and so the risk of cross contamination is low.</p> <p>Desks will be arranged in each classroom according to the most suitable learning environment whilst being mindful of avoiding face to face contact where possible.</p> <p>Classroom windows to be opened as much as possible to improve ventilation during lessons. Open windows when rooms are empty to further increase air flow. Guidance states that every room should either use the mechanical ventilation systems in situ or provide as much natural ventilation as possible. However, this must be balanced with maintaining a comfortable temperature.</p> <p>Doors to be propped open (where safe to do so) to avoid staff and pupils touching handles/surfaces. NOT Fire Doors.</p> <p>Doors to be closed at the end of the day as a fire precaution.</p> <p>Classroom staff will use email to keep in contact with the school office/senior team.</p> <p>Within computer rooms where desks are sited opposite, the screens will form a barrier.</p>	<p>Headteacher/ Senior team</p> <p>All</p> <p>Facilities staff</p> <p>All</p>
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				<p>Students will be encouraged to sanitise their hands more often in these spaces.</p> <p>Students must remain in their seats, unless directed or given permission to avoid movement around the classroom.</p> <p>Students will bring in their own set of resources E.g. pens/pencils.</p> <p>Classroom staff will have their own resources and will not use those belonging to the student.</p> <p>Teachers are permitted to mark books, though must remain safe by regularly washing or sanitising their hands and not touching their faces.</p> <p>Worksheets and exercise books may be handed out to students though staff must sanitise their hands once this task is complete.</p> <p>In circumstances where teachers move between classrooms, the workspace should be cleaned prior to leaving the classroom ready for the next member of staff. Remember to sanitise your hands-on entry and exit to the classroom.</p>	All
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				<p>Fabric furniture can be used in classrooms, though sharing should be avoided where possible.</p> <p>Water fountains must not be used and instead students must be encouraged to bring their own water bottle; which must not be shared between students.</p> <p>Waste bins will be placed in the corner of each room away from desks. Lidded bins have not been provided due to students having to wash their hands and then lift a potentially contaminated lid to dispose of the hand towel.</p> <p>Waste bins will be emptied regularly.</p> <p>A hygiene pack will be placed in each classroom to include; hand towels, disinfectant spray, tissues and hand sanitiser.</p> <p>Staff are recommended to wear face coverings in corridors and where social distancing is more difficult.</p>	<p>All</p> <p>Facilities staff</p> <p>All</p>
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Social Time

Student social time will continue to be staggered in case of the need to re-introduce the bubble system.

At break times, students will be supervised within the designated areas.

Students are encouraged to maintain a safe distance from each other where possible.

Lunchtimes will be staggered as will the use of the catering facilities. Years 7-10 will use the canteen servery one-year group at a time.

Year 11 will use the food bars located in the Beechurst playground.

Students and staff can either bring a packed lunch from home or use the catering facilities.

The sharing of food is not permitted.

Remember:

Staff to eat in the staffroom, office spaces or outdoors and to consider social distancing measures.

It is extremely important that all staff continue to consider safe measures in these areas to avoid cross contamination and potential spread of the virus.

Duty staff

All

All

				<p><u>Corridors/Stair cases</u></p> <p>Where applicable and to reduce busy corridors there must be a one-way system in place.</p> <p>Posters will be used as necessary.</p> <p>The wearing of a face covering is recommended for all staff and students in corridors.</p> <p><u>Toilets</u></p> <p>As few students to use the facilities at any one time.</p> <p>Students to queue outside the toilets and consider maintaining a safe distance from each other.</p> <p>Hand washing posters on display.</p> <p>Staff and students to wash hands thoroughly with soap and warm water for 20 seconds and dry well.</p> <p>Paper towels to be placed in waste bins provided.</p> <p>Waste bins will be emptied regularly.</p> <p>Cleaning will take place regularly throughout the day.</p> <p>Additional sprays will be provided for use by staff.</p>	<p>Facilities staff</p> <p>All</p> <p>All</p> <p>Facilities staff</p> <p>All</p> <p>Facilities staff</p>
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				<p><u>Student Unwell Procedure</u></p> <p>A student unwell is highlighted by a member of staff to the senior team.</p> <p>If staff agree that, they could be showing symptoms they will follow the isolation procedure.</p> <p><i>If the student is not showing COVID-19 symptoms, staff may be asked to monitor the student further in the setting and be reminded about social distancing. The student will be reminded about hand washing and catching coughs and sneezes.</i></p> <p><u>Isolation Procedure</u></p> <p>A designated “Isolation Space” to be identified and signage used.</p> <p>A member of senior staff will take the student to the isolation space, whilst a family member is contacted.</p> <p>Isolation spaces to have signage on the entrance to the space.</p> <p>Disposable gloves, apron and visor will be available in this room.</p> <p>The use of PPE will be required when a distance of 2m cannot be maintained.</p>	All
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				<p>In the isolation space, a window will be opened to provide ventilation where possible.</p> <p>A 'do not disturb' sign will be put on the door.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet in the foyer.</p> <p>"Out of use" signage should be placed on the door until cleaning of the toilet has been completed.</p> <p>Cleaning of all affected areas must take place in line with Risk Assessment "COVID-19 Cleaning".</p> <p>A member of staff will speak to parents/carers on arrival.</p> <p>Parents will be advised to book a PCR test and share the results with the school.</p> <p>If the family need clinical advice, they should go online to NHS 111 (or call 111 if they do not have internet access). They must <u>not</u> go to hospital, to their GP, pharmacy, urgent care centre or hospital.</p> <p>Students and their parent/carer should leave the school through the Lodeside reception.</p> <p>If a member of staff has helped someone who was taken unwell with symptoms, they <u>do not</u> need to go home unless they develop symptoms themselves, in which case they should arrange to have a PCR test.</p> <p>They should wash their hands thoroughly for 20 seconds with soap and hot water.</p>	<p>Facilities staff</p> <p>Senior team</p> <p>All</p>
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					<p>If PPE has been worn, it must be removed and placed in a double bag and kept in a secure location for 72 hours before placing in the usual waste collection.</p> <p><u>Minor First Aid</u></p> <p>Students with minor first aid issues should continue to attend student services.</p> <p>Staff will be mindful of safe social distancing measures and wear appropriate PPE as necessary to support the student.</p>	<p>Student Services</p> <p>All</p>
Poor student behaviour threatens well-being of group	Staff Students	3	1	L	<p>School rules and rights remain in place for the students in school with the Behaviour Policy to remain in place.</p> <p>Senior team to support with dangerous behaviours.</p> <p>For students that have particular needs and those that display spitting or biting behaviours, a risk assessment will be completed for the safe care of that student.</p> <p>In such cases, staff will be provided with the necessary PPE including a safety visor.</p>	<p>All</p> <p>Senior team</p> <p>Facilities staff</p>
Virus spread through contamination of surfaces	Staff Students	3	2	M	Follow Risk Assessment “COVID-19 Cleaning”.	All
Inaccessible learning, increased staff workload and	Staff Students	3	2	M	All learning will be classroom based from the start of the Autumn term.	All

an environment where students feel anxious					Where a student has been advised to either shield or self-isolate, high quality home learning will continue to be provided.	
Ensure students are supported with their wellbeing	Students	3	2	M	Usual referral practices will resume as the school have a number of well-established routines to support students, appropriate to their needs.	All
Managing emergency procedures	Staff Students Visitors Contractors	3	2	M	<p>Fire alarm testing will continue to be monitored weekly and recorded.</p> <p>Visual assessment of fire doors and firefighting equipment should continue to be monitored weekly and recorded.</p> <p>Fire drills should continue at regular intervals during each term with results being recorded.</p> <p>Invacuation procedures should be reviewed and any changes communicated to the school community.</p> <p>COVID-19 signage should be replaced as necessary to ensure current the messages remain clearly visible.</p>	<p>Facilities staff</p> <p>Senior team lead</p> <p>Facilities staff</p>
An outbreak is announced by the local public health team	Staff Students Visitors Contractors	3	2	M	<p>If an outbreak is announced the following measures will be considered an implemented as necessary to compliment the measures that will remain in place at the start of the autumn term;</p> <ul style="list-style-type: none"> • Return to the “bubble” system; • The wearing of face coverings in communal areas; • The wearing of face coverings in classrooms; • Potential reduction in extra-curricular activities; • Suspension of non-virtual assemblies; • Enforcement of social distancing measures. 	Headteacher /Senior team

					In addition, any changes to requirements for vulnerable staff and students will be implemented.	
Consulting with staff (Though not a risk, it is necessary to record as a best practice)					<p>All staff will receive an electronic copy of the Spring term risk assessment 10.3. This document will also be available of the trust website.</p> <p>All updates will be communicated electronically as they occur.</p> <p>Regional union offices will receive copies of the finalised risk assessments agreed by Trustees.</p> <p>Departmental risk assessments have been reviewed by all members of the team to ensure full consultation within the practical subjects.</p> <p>Staff are able to send their thoughts and suggestions to improve and/or clarify points within the risk assessment to: riskassess@staploeducationtrust.org.uk</p>	All
Other information	<p>Dedicated helpline number for educational settings – please call 0800 046 8687</p> <p>Public Health England – Health Protection Team – please call 0300 303 8537 (option 9) or email oe.crc@phe.gov.uk</p>					

Assessors Name:

JH/LL

Assessors Signature

Date:

Last updated: January 2022

Kennett Primary School Risk Assessment: COVID-19



Risk Assessments for: Covid-19 – Spring Term 2022
 (This Risk Assessment must be read in conjunction with the associated links in the document)

Assessed by: SH/LL Date: January 2022 Review Date: Ongoing

Impact

1=extremely low 2=low 3=serious 4=severe 5=extremely severe
 (If, no measures were put in place)

Likelihood

1=very rare 2=rare 3=likely 4=very likely 5=extremely likely
 (When, measures are put in place)

1 - 3	Low risk
4 - 6	Moderate risk
7 - 12	High risk
13 - 25	Extreme risk

Types of Hazard(s) identified (assuming no controls)	Who might be harmed?	Impact	Likelihood	Risk Rating	What are you already doing?	Responsible Person(s)
Symptomatic staff, students, parents/carers	Staff Students Parents/carers	3	2	M	<p>Those who have the coronavirus (COVID-19) symptoms or tested positive must NOT attend any trust schools.</p> <p>Parents are asked to inform school if their child is self-isolating due to symptoms so we can ensure that they stay away from school for the recommended length of time.</p>	All

Do you have symptoms?

If you develop symptoms or receive a positive LFT test, you must stay at home and self-isolate immediately.

From 11th January 2022, if you are asymptomatic and receive a positive LFT test, you must self isolate but do not need to take a PCR test.

The symptoms are:

High temperature or fever, new continuous cough, loss of, or change in taste or smell.

If you have symptoms, arrange to have a PCR test either online;

<https://www.gov.uk/get-coronavirus-test>

or by telephone by calling 119.

You must stay at home whilst waiting for a test appointment and your results.

This continues to apply even if you have received two doses of the vaccine.

If you receive a positive PCR test result by NHS Test & Trace you must isolate. This is a legal requirement.

Your isolation period includes the day in which your symptoms began and the next 10 full days. Providing that you receive a negative LFT test on day 5 and 6 of your isolation and do not have a temperature you may end your isolation and return to the workplace on day 6.

All

				<p>If your LFT test is positive on day 5 or 6, you must continue to isolate for the full 10 days unless you receive two negative LFT tests on two consecutive days.</p> <p>The day 5 and 6 tests do NOT need to be 24 hours apart.</p> <p>You must NOT take an LFT test prior to day 5.</p> <p>Your household does NOT need to self-isolate if they are under the age of 18 years and 6 months or are fully vaccinated.</p> <p>You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single dose vaccine Janssen.</p> <p>Close contacts that meet these criteria are strongly advised to take an LFT test daily for 7 days.</p> <p>If you receive a positive LFT test result but do not have symptoms, you must stay at home and self-isolate as soon as you receive the results. This is a legal requirement.</p> <p>Your isolation period in these circumstances begins from when your test was taken and the next 10 full days. Providing that you receive a negative LFT test on day 5 and 6 and to not have a temperature you may return to the workplace.</p> <p>If you receive a positive LFT test on day 5 and 6 you must isolate for the full 10 days unless you receive two negative LFT tests on further consecutive days.</p> <p>The day 5 and 6 tests do NOT need to be 24 hours apart.</p> <p>You must NOT take an LFT test prior to day 5.</p>	All
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				<p>You may return to the workplace on day 6 if both of these tests are negative.</p> <p>If you begin to develop symptoms within your isolation period, you must begin a new 10-day period of isolation from the day following your symptom onset.</p> <p>Your household does NOT need to self-isolate if they are under the age of 18 years and 6 months or are fully vaccinated as previously outlined in this document.</p> <p>During the period of time that you are isolating, try and keep away from other household members as far as reasonably possible. Wear a face covering when spending time together indoors and try and eat separately.</p> <p>If you receive a negative PCR test, though have symptoms, it is likely that you have a different virus. In which case, if you feel well enough you may continue with your usual activities.</p> <p>Staff and parents should be asked to inform the school immediately of the results of a test.</p> <p><u>Asymptomatic Testing</u></p> <p>Staff will be encouraged to continue to undertake home testing twice per week.</p> <p>It is recommended that staff undertake their tests on a Sunday and Wednesday where possible.</p> <p>The test results must be reported to both NHS Test & Trace and to the school.</p> <p>Staff will be provided with the test kits.</p> <p>This will continue until further notice.</p>	All
					All

If a negative LFT test is confirmed staff can continue with their usual activities.

If a positive LFT test is confirmed then the individual must book a PCR test as detailed within this document. Whilst waiting for the PCR test result, the individual should self-isolate.

If the PCR test is taken within 2 days of the positive LFT test and is negative, the individual can return to school providing they do not have any symptoms.

If the PCR test is positive, the usual self-isolation procedures must be followed as outlined in this document.

Following a positive PCR test, NHS Test & Trace will contact the individual to ascertain any close contacts.

The school is no longer responsible for contact tracing. However, in the event of an outbreak the school will be expected to support the local health protection team.

NHS Test & Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced where the positive case specifically identifies the individual as being a close contact.

Children under the age of 18 years and 6 months will no longer be required to self-isolate if they are contacted by NHS Test & Trace as a close contact of a positive case. Instead, children and young people will be advised to take a PCR test.

				<p><u>Managing Confirmed Cases of Covid-19</u></p> <p>Once notification of a confirmed case has been received, the Headteacher must be informed immediately.</p> <p>If out of normal school hours (evenings and weekends) and a staff member receives a positive test they should email:</p> <p>positivetestreporting@staploeducationtrust.org.uk</p> <p>This action will assist the Headteacher in managing staffing requirements and maintain safety within the school.</p> <p>The Headteacher/Executive Headteacher will contact the Local Authority and the local public health team as required.</p> <p><u>Supporting Staff</u></p> <p>The government expect that all staff will return to the workplace for the Spring term.</p> <p><u>Staff who are clinically extremely vulnerable</u></p> <p>Following expert clinical advice and the successful rollout of the vaccine programme, staff that have previously been considered to be clinically extremely vulnerable are NOT being asked to shield again. Though, it is advisable that these staff members consider taking additional precautions to protect themselves and to take practical steps to minimise their risk of exposure to the virus.</p> <p>These staff members may ask for their personal risk assessment to be reviewed and updated as necessary by their line manager.</p> <p>Staff must observe good hand hygiene, minimise contact and maintain some level of social distancing, where this is not</p>	<p>All</p> <p>Headteacher/ Executive Headteacher</p> <p>All</p> <p>Line Manager/ Individual</p>
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				<p>possible avoid close face to face contact and minimise time spent within 1m of others.</p> <p>Staff who live in the same household as a clinically extremely vulnerable person can attend the workplace.</p> <p><u>Staff who are clinically vulnerable</u></p> <p>Following expert clinical advice and the successful rollout of the vaccine programme, clinically vulnerable staff can attend the workplace.</p> <p>Staff must observe good hand and respiratory hygiene, minimise contact and maintain some level social distancing, where this is not possible avoid close face to face contact and minimise time spent within 1m of others.</p> <p>Staff who live in the same household as someone who is clinically vulnerable can attend the workplace.</p> <p><u>Staff who are pregnant</u></p> <p>Pregnant women are considered as part of the clinically vulnerable group and as such should follow the guidance detailed within this document.</p> <p>https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy</p> <p>In some cases, pregnant women may be considered as clinically extremely vulnerable. If this is the case then they should work from home where possible and not attend the workplace.</p> <p>Pregnant women that are not considered clinically extremely vulnerable may attend the workplace providing all safety measures are in place.</p>	<p>All</p> <p>All</p>
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					<p>Pregnant women are advised to take the advice of their midwife and inform their line manager as necessary.</p> <p>As is the usual practice, a risk assessment should be conducted to ensure pregnant staff are working safely. This will be conducted by their Line Manager.</p> <p>Risk assessments must be reviewed and updated as necessary.</p>	Line Manager/ Individual
Risk of contracting infection	Staff Students Parents/carers Visitors Contractors	3	2	M	<p><u>Clinically Extremely Vulnerable Students</u></p> <p>Pupils that fall into this category are permitted to attend school from the start of the Spring term as they have now been removed from the CEV shielding list. However, the school will support pupils and their families to alleviate any anxieties.</p> <p><u>Visiting Specialists, Agency Staff and Contractors</u></p> <p>The use of specialist staff such as peripatetic teachers, sports coaches and agency staff is permitted.</p> <p>Where possible the school should limit the number of visiting staff to the school and where possible visits that do not require interaction with pupils should occur outside of the school day.</p> <p>A record must be kept of all visiting staff, including when they arrive and when they leave the school.</p> <p>All visitors must provide sufficient contact details on arrival to support potential rapid contact tracing required by NHS Test & Trace.</p> <p>All visiting staff must follow the safety measures in place and receive a copy of all relevant risk assessments.</p>	<p>All</p> <p>All</p> <p>Reception staff</p> <p>All</p>

				<p>Contractors are recommended to wear face coverings whilst on site.</p> <p>All visitors are advised to take an LFT test prior to attending.</p> <p><u>Visiting Parents/Carers</u></p> <p>All parents/carers wishing to visit the school to meet with a member of staff must be reminded that an appointment must be made in advance of a meeting.</p> <p>Where possible a telephone call or a virtual meeting should take place in circumstances where an email is not deemed an adequate form of communication.</p> <p>Parents/carers are recommended to wear face coverings when attending reception and moving around the school to attend a planned meeting.</p> <p>Parents/carers are advised to take an LFT test prior to attending the school.</p> <p>Remember:</p> <p>Hand washing with soap and warm water for 20 seconds is the most effective way of removing the virus.</p> <p>All staff and pupils must wash their hands regularly during the day including when they arrive at school, return from breaks, when they change rooms and before and after eating.</p> <p>Soap and hot water are available in all washrooms and classrooms with sink facilities.</p> <p>Support should be provided to pupils as required.</p> <p>Hand washing posters to be displayed.</p>	<p>All</p> <p>All</p> <p>Facilities staff</p>
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				<p>Staff and pupils should use hand sanitiser between hand washing but this action does not replace the need to properly hand wash and dry thoroughly.</p> <p>Hand sanitising stations are available throughout the school.</p> <p>Remember:</p> <p>Good respiratory hygiene should be practised promoting the “catch it, bin it, kill it” approach ensuring the use of tissues when coughing and sneezing, disposing of in the bins provided and washing hands immediately.</p> <p>A hygiene pack will be provided in every classroom to include paper towels, disinfectant spray, tissues and hand sanitiser. Please remember to store these items out of the reach of children.</p> <p>Any items used from the hygiene pack must be disposed of in the bins provided.</p> <p><u>Pupil Administration</u></p> <p>Regular communication with parents will take place to ensure they are fully informed.</p> <p>Registers to be kept of children in attendance each day.</p> <p>Pupils unwell or self-isolating to be recorded and tracked on SIMS.</p>	<p>All</p> <p>All</p> <p>Facilities staff</p> <p>All</p> <p>Headteacher</p> <p>All</p> <p>Reception staff</p>
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				<p><u>Travelling to school</u></p> <p>Staff that travel on public transport are recommended to wear a face covering.</p> <p>Staff must be aware that some pupils, though not using public transport may also arrive at school wearing a face covering.</p> <p>Disposable face coverings must be removed safely on arrival avoiding touching your face and place in the covered bins provided.</p> <p>Reusable face coverings must be safely removed and placed in a plastic bag.</p> <p>Staff and pupils must wash their hands thoroughly with soap and hot water for 20 seconds once the face coverings have been removed.</p> <p><u>Arrival at school</u></p> <p>Access to the school building should be through as many entrances as safely possible to reduce interaction.</p> <p>Pupils are expected to wear full school uniform.</p> <p>When pupils have PE, they are expected to arrive in their kit and wear throughout the day.</p> <p>Parents/carers to be reminded that gathering at the school gates should be avoided.</p> <p>Parents/carers are strongly advised to wear a face covering whilst on the playground.</p> <p>Arrangements for the staggered start and end to the school day will continue.</p>	<p>All</p> <p>All</p>
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Where parents/carers have children in classes with different start times, a member of staff will be available in the playground each morning to supervise pupils between 8.45-9.00am drop offs.

Where children in Early Years and KS1 have siblings in KS2, younger children will remain with their class teacher between 3pm and the later collection of 3.15pm. This is intended to ease congestion and ensure that movement around the school minimises contact.

Both playground gates will be open to help stagger the intake of parents and pupils.

Seacole (EYFS): Pupils in Seacole will enter the playground via the main double gates. Children will line up by the small gate outside their class. Adults accompanying children will be encouraged to leave via the main double gates. Pupils will exit at 3pm.

Nobel (Year One & Two): Pupils in Nobel will enter the playground via the main double gates. Pupils in Nobel class will wait outside the Nobel garden. Adults accompanying pupils in Nobel class will leave via the small gate. Pupils will exit at 3pm.

Attenborough (Year Three & Four): Pupils in Attenborough will access the playground via the main double gates and they will line up in front of their classroom window. Pupils will enter the school via the office door. Adults accompanying children in Attenborough will be encouraged to leave the playground via the small gate. Pupils will exit at 3.15pm.

Earhart (Year Five & Six): Children in Earhart class will access their classroom via the driveway at the back of the school from 8:55am. The Earhart garden will be open for adults choosing to

				<p>wait in the school grounds at the end of the day. Pupils must not play in the driveway before or after school. Pupils will exit at 3.15pm.</p> <p>Pre-school: Children in pre-school will access the playground via the main double gate and they will line up by the small gate. Adults accompanying children in pre-school will be encouraged to leave the playground via the main double gate.</p> <p>Use of the one-way system, with adults accessing the school playground through the double gates and leaving via the single pedestrian gate will continue to be encouraged to minimise congestion and ease access to the school grounds.</p> <p>Pupils will be encouraged to only bring essential items into school including, lunch boxes, hats, coats and book bags. Where possible pupils should not bring bags into school.</p> <p>Staff and pupils are advised not wear jewellery and should tie long hair back. Staff are advised to wipe their lanyards during the day with the cleaning sprays and hand towels available in each classroom.</p> <p>All parents, contractors and visitors to the school must access the school via the main reception and follow our social distancing procedures.</p> <p>A record will be kept of all visitors to the site on a daily basis and who they have had contact with whilst on site.</p>	<p>All</p> <p>Reception staff</p>
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Changes to the “bubble” concept

Whilst formal bubbles are no longer required, steps will be taken to reduce contact between pupils in different classes.

Breaktimes and lunchtimes will be staggered (maximum of two classes on the playground at any one time) and pupils will continue to eat their lunches in classrooms.

Where possible, the frequency of whole school assemblies will be minimised. A blend of remote assemblies and whole school assemblies will be delivered.

Where possible, steps will be taken to ensure that staff do not need to work across classes.

As a result of the organisation of the school, this will not always be possible.

Staff will be encouraged to maintain a 2m social distance and will be able to opt to wear a face covering if they are required to work with more than one group of pupils.

Classroom/Learning Environment

Staff and pupils to be reminded of the fire evacuation procedure and any changes to the plan during this time.

Classroom windows to be opened as much as possible to improve ventilation during lessons.

Open windows when rooms are empty to further increase air flow.

However, this must be balanced with maintaining a comfortable temperature.

All

Senior team

All

				<p>Doors to be propped open (where safe to do so) to avoid staff and pupils touching handles/surfaces. NOT Fire Doors.</p> <p>Doors to be closed at the end of the day as a fire precaution.</p> <p>Pupils have their own set of frequently used resources for the day e.g. pens/pencils/playdough.</p> <p>Tables to be cleaned prior to lunchtime or for the provision on any other snacks during the day.</p> <p>Staff are encouraged to regularly wash or sanitise their hands and not touch their faces whilst marking pupil workbooks. To minimise the need to handle pupil workbooks staff may continue to provide feedback during lessons whilst workbooks are open.</p> <p>Worksheets and exercise books may be handed out to pupils though staff must sanitise their hands before issuing worksheets and again once this task is complete.</p> <p>Soft toys will be removed and placed in storage.</p> <p>Water fountains must not be used and instead pupils must be encouraged to bring their own named water bottle; which must not be shared between pupils. Where pupils access the chilled water dispenser, they will sanitise their hands before and after use.</p> <p>Teachers to consider undertaking some learning tasks outdoors, as germs spread less outdoors. Ensure sun safety.</p> <p>Waste bins will be placed in the corner of each room away from desks. Lidded bins have not been provided due to pupils having</p>	<p>All</p> <p>Facilities staff</p> <p>All</p>
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				<p>to wash their hands and then lift a potentially contaminated lid to dispose of the hand towel.</p> <p>Waste bins will be emptied regularly.</p> <p>A hygiene pack will be placed in each classroom to include: hand towels, disinfectant spray, tissues, protective visor per staff member and hand sanitiser.</p> <p>Ensure these items are kept at a height so that pupils cannot reach.</p> <p>Staff supporting children in pre-school must consider wearing PPE when changing nappies.</p> <p>Staff are strongly recommended to wear face coverings in corridors and when social distancing is more difficult.</p> <p><u>Social Time</u></p> <p>At playtime, games will be offered to support with social distancing (playgrounds as usual).</p> <p>During lunchtime play, the playground will be zoned where necessary and resources will be made available to keep pupils further separated (playgrounds as usual).</p> <p>Lunchtimes will be staggered as follows;</p> <p>Seacole (EYFS) and Noble (Y1/2) will eat from 12:15 to 12:45pm and break at 12:45 to 1:15pm</p> <p>Attenborough (Y3/4) and Earhart (Y5/6) will break from 12:15 to 12:45pm and eat from 12:45 to 1:15pm.</p>	<p>Facilities staff</p> <p>All</p> <p>All</p>
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				<p>Pupils will eat at their tables.</p> <p>Pupils and staff will either bring in lunch from home or our caterer will provide a lunch.</p> <p>The sharing of food is not permitted.</p> <p>Remember:</p> <p>Classroom staff will take other breaks with their pupils with a drink being provided by either the administrative staff or class partner.</p> <p>Staff will be encouraged to minimise unnecessary contact whilst in common areas to avoid cross contamination and potential spread of the virus.</p> <p><u>Corridors</u></p> <p>Pupils to walk in single file.</p> <p><u>Toilets</u></p> <p>As few pupils to use the facilities at any one time.</p> <p>Pupils to queue outside the toilets avoiding face-to-face contact. Hand washing posters on display.</p> <p>Pupils to wash hands thoroughly with soap and warm water for 20 seconds and dry well. Adults to supervise where necessary.</p> <p>Paper towels to be placed in waste bins provided.</p>	<p>All</p> <p>All</p>
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				<p>Waste bins will be emptied regularly.</p> <p>Toilets will be cleaned regularly throughout the day.</p> <p>Additional sprays to be provided should staff wish to use.</p> <p><u>Child Unwell Procedure</u></p> <p>A child unwell is highlighted by a member of staff to the First Aider.</p> <p>The First Aider will make an initial assessment of the child and if they agree that they could be showing symptoms they will follow the isolation procedure.</p> <p><i>If the child is not showing COVID-19 symptoms, staff may be asked to monitor the child further in the setting and be reminded about social distancing. The child will be reminded about hand washing and catching coughs and sneezes.</i></p> <p><u>Isolation Procedure</u></p> <p>A designated "Isolation Area" to be identified and signage used.</p> <p>Paediatric First Aid trained staff will take the pupil to the isolation space, whilst a family member is contacted by a senior member of staff to collect them. Siblings must also go to the isolation space. The child(ren) must stay at least 2m away from anyone else.</p> <p>Isolation spaces to have signage on the entrance to the space. First aider to wear disposable gloves, apron and visor. Stocks available within this space.</p>	<p>Facilities staff</p> <p>All</p> <p>First aider</p> <p>First Aider/ Senior team</p>
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				<p>In the isolation space, a window will be opened to provide ventilation and staff will provide an activity for the child(ren) to do whilst waiting. A 'do not disturb' sign will be put on the door.</p> <p>If a child were awaiting collection, we will be mindful of the individual children's needs – for example it would not be appropriate for EYFS/KS1 children to be alone without adult supervision.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use the closet toilet.</p> <p>"Out of use" signage should be placed on the door until cleaning of the toilet has been completed.</p> <p>Cleaning of all affected areas must take place in line with Risk Assessment COVID-19 Cleaning.</p> <p>As necessary rooms will be "fogged" with a virucidal cleaning product.</p> <p>First Aid trained staff will speak to parents/carers on arrival.</p> <p>Parents advised to book a test and share the results with the school. If the family need clinical advice, they should go online to NHS 111 (or call 111 if they do not have internet access). They must <u>not</u> go to hospital, to their GP, pharmacy, urgent care centre or hospital.</p> <p>Pupils and their parent/carer should leave the school through the main reception.</p>	<p>Facilities staff</p> <p>First Aider</p>
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					<p>If a member of staff has helped someone who was taken unwell with symptoms, they <u>do not</u> need to go home unless they develop symptoms themselves, in which case they should arrange to have a test.</p> <p>They should then wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. If PPE has been worn, it must be removed and placed in a double bag and kept in a secure location for 72 hours before placing in the usual waste collection.</p> <p><u>Minor First Aid</u> In the event that a pupil sustains a minor injury such as a cut or graze, then the First Aider will be called.</p> <p>The First Aider will provide equipment e.g. plasters, cold compress to the classroom staff offering instruction and advice.</p> <p>The classroom staff will administer first aid with the support of the first aider who must remain standing in the doorway. This will prevent potential cross contamination between the first aider and the class.</p>	<p>All</p> <p>First Aider</p> <p>Classroom staff</p>
Pupil numbers to be kept to the agreed safe limit	Staff Pupils Parents/carers	3	2	M	<p>Pupils will attend school on a full timetable.</p> <p>Parents whose children attend dual nursery settings may attend.</p> <p>Breakfast and Afterschool clubs will be open as usual.</p>	All

<p>Staff not meeting pupil medical needs when they are in a different location to their usual classroom or supervised by staff that are not their usual class teacher/TA</p>	<p>Staff Pupils</p>	<p>3</p>	<p>1</p>	<p>L</p>	<p>IHCPs and medical equipment to be put into the designated medical area where that child will be based.</p> <p>All staff must undertake their general asthma, anaphylaxis and epilepsy training and work with other staff to be 'up-to speed' about individual pupil's medical needs.</p> <p>All allergy information to be kept in the designated medical area to ensure all staff are aware of the risks of allergic reactions of the pupils that they are working with.</p>	<p>All</p>
<p>Poor pupil behaviour threatens well-being of group</p>	<p>Staff Pupils</p>	<p>3</p>	<p>1</p>	<p>L</p>	<p>School rules and rights remain in place for the pupils in school with the Behaviour Policy to remain in place.</p> <p>Senior team to support with dangerous behaviours.</p> <p>For pupils that have particular needs and those that display spitting or biting behaviours, a risk assessment will be completed for the safe care of that pupil.</p> <p>In such cases, staff will be provided with the necessary PPE including a safety visor.</p>	<p>All</p> <p>Senior team</p> <p>Facilities staff</p>
<p>Virus spread through contamination of surfaces</p>	<p>Staff Pupils</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>Follow Risk Assessment "COVID-19 Cleaning".</p>	<p>All</p>

<p>Inaccessible learning, increased staff workload and an environment where pupils feel anxious</p>	<p>Staff Pupils</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>Attention will be paid to the well-being of the staff and pupils and every effort will be made to ensure pupils are not feeling anxious and the timetable will be adapted as necessary.</p> <p>Where there are specific concerns regarding the wellbeing of individual pupils, provision will be made to engage with the schools Youth Wellbeing Worker (AP).</p> <p>Learning from home will be shared via the website, class specific email addresses and Class Dojo.</p>	<p>All</p>
<p>Increased risk of catching infection during PE lessons</p>	<p>Staff Pupils</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>Playground will be used for all PE lessons with a 2m physical distancing maintained, where this is not possible a minimum of 1m will be used.</p> <p>Water bottles must not be shared and should be named.</p> <p>High-risk activities or new skills beyond the young people's capabilities should be avoided. i.e. gymnastics where you cannot spot or support young people that are inverted.</p> <p>Pupils to wear PE kit all day on their designated PE day(s). This would enable safer management of young people, when they would normally be changing before or after PE lessons. Allowing pupils to remain in kit all day would minimise to mitigate the risk and increase learning time.</p> <p>The use of a sports coach to lead PE lessons can be used. Sports coaches will maintain a safe distance.</p> <p>Only one class will be taught at a time.</p>	<p>All</p>

					Pupils and adults should wash their hands with soap and water for 20 seconds before and after activity.	
Ensure students are supported with their well-being	Pupils	3	2	M	<p>There will be regular Assemblies, PHSE and Circle time activities to allow pupils the opportunity for reflection and discussion.</p> <p>All staff will raise concerns about a pupil with the headteacher and where necessary a further informal conversation will be held with the parents.</p> <p>Where appropriate provision will be made for identified pupils to meet with the Youth Wellbeing Worker.</p>	All

Managing emergency procedures	Staff Students Visitors Contractors	3	2	M	<p>Fire alarm testing should continue to be monitored weekly and recorded.</p> <p>Visual assessment of fire doors and firefighting equipment should continue to be monitored weekly and recorded.</p> <p>The fire evacuation plan should be reviewed ensuring social distancing measures are in place at the assembly points.</p> <p>Fire drills should continue at regular intervals during each term with results being recorded.</p> <p>Invacuation procedures should be reviewed and any changes communicated to the school community.</p> <p>COVID-19 signage should be replaced as necessary to ensure the messages remain clearly visible.</p>	Facilities staff Headteacher Facilities staff
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<p>An outbreak is announced by the local public health team</p>	<p>Staff Pupils Visitors Contractors</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>If an outbreak is announced the following measures will be considered an implemented as necessary to compliment the measures that will remain in place at the start of the autumn term;</p> <ul style="list-style-type: none"> • Return to the “bubble” system; • The wearing of face coverings in communal areas; • The wearing of face coverings in classrooms; • Potential reduction in extra-curricular activities; • Enforcement of social distancing measures. • Additional cleaning of pupil resources and toys, particularly in pre-school and early years; <p>In addition, any changes to requirements for vulnerable staff and students will be implemented.</p>	<p>Headteacher/ Senior team</p>
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<p>Consultation with staff (Though not a risk, it is necessary to record as a best practice)</p>					<p>All staff will receive an electronic copy of the Spring term risk assessment 10.3. This document will also be available on the trust website.</p> <p>All updates will be communicated electronically as they occur.</p> <p>Regional union offices will receive copies of the finalised risk assessments agreed by Trustees.</p> <p>Departmental risk assessments have been reviewed by all members of the team to ensure full consultation within the practical subjects.</p> <p>Staff are able to send their thoughts and suggestions to improve and/or clarify points within the risk assessment to: riskassess@staploeducationtrust.org.uk</p>	
<p>Other information</p>	<p>Dedicated helpline number for educational settings – please call 0800 046 8687</p> <p>Public Health England – Health Protection Team – please call 0300 303 8533 (option 9) or email eoecrc@phe.gov.uk</p>					

Assessors Name:

SH/LL

Assessors Signature

Date:

Last updated: January 2022

The Shade Primary School Risk Assessment

Risk Assessments for:	Covid-19 – Spring Term 2022 (This Risk Assessment must be read in conjunction with the associated links in the document)		
Assessed by:	LL/JS	Date: Spring 2022	Review Date: Ongoing



Impact

1=extremely low 2=low 3=serious 4=severe 5=extremely severe
(If, no measures were put in place)

Likelihood

1=very rare 2=rare 3=likely 4=very likely 5=extremely likely
(When, measures are put in place)

1 - 3	Low risk
4 - 6	Moderate risk
7 - 12	High risk
13 - 25	Extreme risk

Types of Hazard(s) identified (assuming no controls)	Who might be harmed?	Impact	Likelihood	Risk Rating	What are you already doing?	Responsible Person(s)
Symptomatic staff, students, parents/ carers	Staff Pupils Parents/ carers	3	2	M	<p>Those who have coronavirus (COVID-19) symptoms or have tested positive must NOT attend any trust schools.</p> <p>Parents are asked to inform school if self-isolating due to symptoms so we can ensure that they stay away from school for the recommended length of time.</p>	All

				<p>Do you have symptoms?</p> <p>If you develop symptoms or receive a positive LFT test, you must stay at home and self-isolate immediately.</p> <p>From 11th January 2022, if you are asymptomatic and receive a positive LFT test, you must self isolate but do not need to take a PCR test.</p> <p>The symptoms are:</p> <p>High temperature or fever, new continuous cough, loss of, or in change taste or smell.</p> <p>If you have symptoms, arrange to have a PCR test either online; https://www.gov.uk/get-coronavirus-test or by telephone by calling 119.</p> <p>You must stay at home whilst waiting for a test appointment and your results.</p> <p>This continues to apply even if you have received two doses of the vaccine.</p> <p>If you receive a PCR positive test result by NHS Test & Trace isolate. This is a legal requirement.</p> <p>Your isolation period includes the day in which your symptoms began and the next 10 full days. Providing that you receive a negative LFT test on day 5 and 6 of your isolation and do not have a temperature, you may return to the workplace.</p> <p>If your LFT test is positive on day 5 and 6, you must continue to isolate for the full 10 days unless you receive two negative LFT tests on two further consecutive days.</p>	All
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				<p>The day 5 and 6 tests do NOT need to be 24 hours apart.</p> <p>You must NOT take an LFT test prior to day 5.</p> <p>You may return to the workplace on day 6 if both of these tests are negative.</p> <p>Your household does NOT need to self-isolate if they are under the age of 18 years and 6 months or are fully vaccinated.</p> <p>You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (Pfizer/BioNTech, Astra Zeneca or Moderna/Spikevax) or 1 dose of the single dose vaccine Janssen.</p> <p>If you receive a positive LFT test result but do not have symptoms, you must stay at home and self-isolate as soon as you receive the results. This is a legal requirement.</p> <p>Your isolation period in these circumstances begins from when your test was taken and the next 10 full days. Providing that you receive a negative LFT test on day 5 and 6 and do not have a temperature, you may return to the workplace.</p> <p>If you receive a positive LFT test on day 5 and 6 you must isolate for the full 10 days, unless you receive a further two negative tests on consecutive days.</p> <p>The day 5 and 6 tests do NOT need to be 24 hours apart.</p> <p>You must NOT take an LFT test prior to day 5.</p> <p>You may return to the workplace on day 6 if both of these tests are negative.</p>	All
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				<p>If you begin to develop symptoms within your isolation period, you must begin a new full 10-day period of isolation from the day following your symptom onset and follow the guidelines in this document.</p> <p>Your household does NOT need to self-isolate if they are under the age of 18 years and 6 months or are fully vaccinated as previously outlined in this document.</p> <p>During the period of time that you are isolating, try and keep away from other household members as far as reasonably possible. Wear a face covering when spending time together indoors and try and eat separately.</p> <p>If you receive a negative PCR test, though have symptoms, it is likely that you have a different virus. In which case, if you feel well enough you may continue with your usual activities.</p> <p>Staff and parents should be asked to inform the school immediately of the results of a test.</p> <p><u>Asymptomatic Testing</u></p> <p>Staff will be encouraged to continue to undertake home testing twice per week.</p> <p>It is recommended that staff undertake their tests on a Sunday morning and Wednesday evening where possible.</p> <p>The test results must be reported to both NHS Test & Trace and to the school if positive.</p> <p>Staff will be provided with the test kits.</p> <p>This will continue until further notice.</p>	All
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If a negative LFT test is confirmed staff can continue with their usual activities.

If a positive LFT test is confirmed then the individual must book a PCR test as detailed within this document.

Whilst waiting for the PCR test result, the individual should self-isolate.

If the PCR test is taken within 2 days of the positive LFT test and is negative, the individual can return to school providing they do not have any symptoms.

If the PCR test is positive, the usual self-isolation procedures must be followed as outlined in this document.

Following a positive PCR test, NHS Test & Trace will contact the individual to ascertain any close contacts.

The school is no longer responsible for contact tracing. However, in the event of an outbreak the school will be expected to support the local health protection team.

NHS Test & Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced where the positive case specifically identifies the individual as being a close contact.

Children under the age of 18 years and 6 months will no longer be required to self-isolate if they are contacted by NHS Test & Trace as a close contact of a positive case. Instead, children and young people will be advised to take a PCR test.

				<p><u>Managing Confirmed Cases of Covid-19</u></p> <p>Once notification of a confirmed case has been received, the Headteacher must be informed immediately.</p> <p>If out of normal school hours (evenings and weekends) and a staff member receives a positive test they should email:</p> <p>positivetestreporting@staploeducationtrust.org.uk</p> <p>This action will assist the Headteacher in managing staffing requirements and maintain safety within the school.</p> <p>The Headteacher/Executive Headteacher will contact the Local Authority and local public health team as required.</p> <p><u>Supporting Staff</u></p> <p>The government expects all staff to return to the workplace for the Spring term.</p> <p><u>Staff who are clinically extremely vulnerable</u></p> <p>Following expert clinical advice and the successful rollout of the vaccine programme, staff that have previously been considered to be clinically extremely vulnerable are NOT being asked to shield again. Though, it is advisable that these staff members consider taking additional precautions to protect themselves and to take practical steps to minimise their risk of exposure to the virus.</p> <p>These staff members may ask for their personal risk assessment to be reviewed and updated as necessary by their line manager.</p>	<p>All</p> <p>Headteacher/ Executive Headteacher</p> <p>All</p> <p>Line Manager/ Individual</p>
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				<p>Staff must observe good hand hygiene, minimise contact and maintain some level of social distancing, where this is not possible avoid close face to face contact and minimise time spent within 1m of others.</p> <p>Staff who live in the same household as a clinically extremely vulnerable person can attend the workplace.</p> <p><u>Staff who are clinically vulnerable</u></p> <p>Following expert clinical advice and the successful rollout of the vaccine programme, clinically vulnerable staff can attend the workplace.</p> <p>These staff members may ask for their personal risk assessment to be reviewed and updated as necessary by their line manager.</p> <p>Staff will not be expected to undertake first aid or intimate care.</p> <p>Staff must observe good hand and respiratory hygiene, minimise contact and maintain some level of social distancing, where this is not possible avoid close face to face contact and minimise time spent within 1m of others.</p> <p>Staff who live with someone who are clinically vulnerable can attend the workplace.</p> <p><u>Staff who are pregnant</u></p> <p>Pregnant women are considered as part of the clinically vulnerable group and as such should follow the guidance detailed within this document.</p>	<p>All</p> <p>All</p> <p>Line Manager/ Individual</p> <p>All</p> <p>All</p>
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					<p>https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy</p> <p>In some cases, pregnant women may be considered as clinically extremely vulnerable. If this is the case then they should work from home where possible and not attend the workplace.</p> <p>Pregnant women that are not considered clinically extremely vulnerable may attend the workplace providing all safety measures are in place. If this is not possible they should work from home.</p> <p>Pregnant women are advised to take the advice of their midwife and inform their line manager as necessary.</p> <p>As is the usual practice, a risk assessment should be conducted to ensure pregnant staff are working safely at all times. This should be conducted by their line manager.</p> <p>Risk assessments must be reviewed and updated as necessary.</p>	Line Manager/ Individual
Risk of contracting infection	Staff Pupils Parents/ carers Visitors Contractors	3	2	M	<p><u>Clinically Extremely Vulnerable Pupils</u></p> <p>Pupils that fall into this category are permitted to attend school from the start of the Spring term as they have now been removed from the CEV shielding list. However, the school will support the pupil and their family to alleviate any anxieties.</p> <p><u>Visiting Specialists, Agency Staff and Contractors</u></p> <p>The use of specialist staff such as peripatetic teachers, sports coaches and agency staff is permitted under the discretion of the headteacher.</p>	All All

				<p>Peripatetic teachers are not permitted to share instruments with their pupils.</p> <p>These staff are offered and encouraged to take part in Covid testing the night before coming to school.</p> <p>Sports coaches are encouraged to teach outdoors unless raining or icy and maintain 2m distance at all times.</p> <p>Where possible the school should limit the number of visiting staff to the school.</p> <p>A record must be kept of all visiting staff, including when they arrive and when they leave the school.</p> <p>All visitors must provide sufficient contact details on arrival to support potential rapid contact tracing required by NHS Track & Trace.</p> <p>All visiting staff must follow the safety measures in place and receive a copy of all relevant risk assessments.</p> <p>Contractors are recommended to wear a face covering.</p> <p>All visitors are advised to take an LFT test prior to attending the school.</p> <p><u>Visiting Parents/Carers</u></p> <p>All parents/carers wishing to visit the school to meet with a member of staff must be reminded that where possible an appointment must be made in advance of a meeting.</p> <p>Where possible a telephone call or a virtual meeting should take place.</p> <p>Parents/carers are recommended to wear a face covering when they are on the school site and in particular when attending</p>	<p>Sports coach</p> <p>Senior team</p> <p>Reception staff</p> <p>All</p> <p>All</p>
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				<p>reception and moving around the school to attend a planned meeting.</p> <p>Parents/carers are advised to take an LFT test prior to attending the school.</p> <p>Remember:</p> <p>Hand washing with soap and warm water for 20 seconds is the most effective way of removing the virus.</p> <p>All staff and pupils must wash their hands regularly during the day including when they arrive at school, return from breaks, when they change rooms and before and after eating.</p> <p>Soap and hot water are available in all washrooms and classrooms with sink facilities.</p> <p>Support should be provided to pupils as required.</p> <p>Hand washing posters to be displayed.</p> <p>Staff and pupils should use hand sanitiser between hand washing but this action does not replace the need to properly hand wash and dry thoroughly.</p> <p>Hand sanitising stations are available throughout the school including outside each classroom.</p> <p>Remember:</p> <p>Good respiratory hygiene should be practised promoting the “catch it, bin it, kill it” approach ensuring the use of tissues when coughing and sneezing, disposing of in the bins provided and washing hands immediately.</p>	<p>All</p> <p>Facilities staff</p> <p>All</p> <p>Facilities staff</p> <p>All</p>
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					<p>A hygiene pack will be provided in every classroom to include paper towels, disinfectant spray, tissues and hand sanitiser. Please ensure these items are out of the reach of pupils.</p> <p>Any items used from the hygiene pack must be disposed of in the bins provided.</p>	<p>Facilities staff</p> <p>All</p>
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				<p><u>Pupil Administration</u></p> <p>Regular communication with parents to ensure they are fully informed.</p> <p>Registers to be kept of children in attendance each day.</p> <p>Pupils unwell, being tested or self-isolating to be recorded and tracked on SIMS.</p> <p><u>Travelling to school</u></p> <p>Staff that travel on public transport are recommended to wear a face covering.</p> <p>Staff must be aware that some pupils, though not using public transport may also arrive at school wearing a face covering.</p> <p>Disposable face coverings must be removed safely on arrival avoiding touching your face and placed in the covered bins provided.</p> <p>Reusable face coverings must be safely removed and placed in a plastic bag.</p> <p>Staff and pupils must wash their hands thoroughly with soap and hot water for 20 seconds once the face coverings have been removed.</p> <p>Parents/carers are discouraged from car sharing when bringing children to school.</p> <p>Anyone with symptoms must avoid public transport.</p>	<p>Headteacher</p> <p>Reception staff</p> <p>All</p>
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Arrival at school

All pupils are expected to attend school from the start of the Spring term.

Pupils are expected to wear full school uniform.

Parents/carers are strongly advised to wear a face covering whilst on the school site.

Parents/carers are encouraged not to arrive early and doors will be opened promptly to avoid parents waiting.

Different year groups will enter and exit through different gates to reduce contact of parents and children.

(See organisation plan)

Only essential items should be brought into school to include lunch boxes, hats, coats and book bags.

Pupils must return their library books to the class teacher, these must be left for 48 hours before being wiped clean and re-distributed (books with plastic coverings must be left for 72 hours).

Everyone must sanitise their hands-on arrival; this will be followed by handwashing in the classroom, as this is more effective. Sanitiser can be used as an additional barrier during the day.

Staff and pupils are advised not wear jewellery and tie long hair back.

All

				<p>Staff are advised to wipe their lanyards during the day with the cleaning sprays and hand towels available in each classroom.</p> <p>Fabric chairs to be removed from reception and library areas and replaced with plastic spaced 2m apart, where this is not possible, they should not be facing each other.</p> <p>All parents, contractors and visitors to the school must access the school via the main entrance and ring the bell to gain entry and follow our social distancing and safety procedures. Only one visitor in the reception area at any one time.</p> <p>A record will be kept of all visitors to the site on a daily basis and who they have had contact with whilst on site.</p> <p><u>Classroom/Learning Environment</u></p> <p>Where possible the frequency of whole school assemblies will be minimised. A blend of class, key stage and whole school assemblies will be delivered.</p> <p>Fire registers must be completed and placed on the classroom door.</p> <p>Staff and pupils to be reminded of the fire evacuation procedure and any changes to the plan during this time.</p> <p>Classroom windows to be opened as much as possible to improve ventilation, particularly during break times when pupils are outside.</p> <p>Guidance states that every room should either use the mechanical ventilation systems in situ or provide as much natural ventilation as possible.</p>	<p>All</p> <p>Facilities staff</p> <p>All</p> <p>Reception staff</p> <p>All</p>
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				<p>However, this must be balanced with maintaining a comfortable temperature.</p> <p>Parents to ensure pupils are suitably dressed.</p> <p>Doors to be propped open (where safe to do so) to avoid staff and pupils touching handles/surfaces. NOT Fire Doors. Doors to be closed at the end of the day as a fire precaution.</p> <p>Radios or telephones to be used in the classrooms at all times to keep in contact with the school office/senior team.</p> <p>Radios and telephones to be cleaned regularly using cleaning products and hand towels provided.</p> <p>Where class activities such as Lego, construction/ plastic cars have been used these will be soaked in a sterilising solution regularly. These trays must be placed out of the reach of children.</p> <p>Ipads should be wiped down before replacing in the trolley to be re-charged.</p> <p>Teachers are permitted to mark books, though must remain safe by regularly washing or sanitising their hands and not touching their faces.</p>	All
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				<p>Hand sanitising stations and cleaning equipment will be available at photocopiers and guillotine areas.</p> <p>Fabric furniture can be used in classrooms, though sharing should be avoided where possible.</p> <p>When interacting and supporting pupils, staff are encouraged to sit behind or next to the pupil or stand above.</p> <p>Water fountains must not be used, and instead pupils must be encouraged to bring their own named water bottle; which must not be shared between pupils.</p> <p>Drinking water is available in all classrooms.</p> <p>Waste bins will be placed in the corner of each room away from desks. Lidded bins have not been provided due to pupils having to wash their hands and then lift a potentially contaminated lid to dispose of the hand towel.</p> <p>Waste bins will be emptied regularly.</p> <p>A hygiene pack will be placed in each classroom to include; hand towels, disinfectant spray, tissues, protective visor per staff member and hand sanitiser.</p> <p>Ensure these items are kept at height from pupils reach.</p>	<p>Facilities staff</p> <p>All</p> <p>Facilities staff</p>
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				<p><u>Social Time</u></p> <p>Breaktimes and lunchtimes will be staggered (maximum of 3 classes on the playground at any one time) to ensure that pupils are in the hall for a minimal amount of time.</p> <p>Pupils will be able to eat outside, weather permitting, in shaded areas.</p> <p>Pupils and staff will either bring in lunch from home or lunch will be provided by our caterer.</p> <p>The sharing of food is not permitted.</p> <p><u>Staff Rooms</u></p> <p>Pre-school/Reception and KS1 staff will eat in the current KS1 temporary staff room.</p> <p>Years 3/4/5/6 staff will eat in the main staff room.</p> <p>During break/meal times all staff must practice social distancing at all times with one staff member per table.</p> <p><u>Toilets</u></p> <p>Staff to use the allocated staff toilets; there are signs of doors as a reminder. These are cleaned at regular intervals throughout the day.</p> <p>EY staff – Pre-school toilet KS1 staff and WAC pupils – Disabled toilet LKS2 staff – Middle toilet</p>	<p>All</p> <p>All</p> <p>All</p>
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				<p>UKS2 staff – Disabled toilet in KS2 corridor Office staff – Toilet closest to office</p> <p>Pupils will use the toilets on a staggered basis during the day.</p> <p>The cleaning regime will include regular cleaning of the toilets during the day to concentrate on sinks and touch points.</p> <p>Hand washing posters on display.</p> <p>Pupils to wash hands thoroughly with soap and warm water for 20 seconds and dry well.</p> <p>Adults to supervise where necessary.</p> <p>Paper towels to be placed in waste bins provided.</p> <p>Waste bins will be emptied regularly.</p> <p>Additional sprays will be provided should staff wish to use.</p> <p><u>Intimate Care and Nappy Changing</u></p> <p>Staff to use a well ventilated, private area to change nappies and are advised to wear appropriate PPE.</p> <p><u>Child Unwell Procedure</u></p> <p>A child unwell is highlighted to a First Aider who will make an initial assessment of the child and if they agree that, they could be showing symptoms they will follow the isolation procedure with PPE being used by a trained member of staff.</p>	<p>Facilities staff</p> <p>All</p> <p>Facilities staff</p> <p>All</p> <p>All</p>
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				<p>Contact will be made to the school office (via phone or radio), who in turn will notify the Headteacher.</p> <p>The Headteacher or school office will telephone parents.</p> <p><i>If the child is not showing COVID-19 symptoms, staff may be asked to monitor the child further in the setting and be reminded about social distancing. The child will be reminded about hand washing and catching coughs and sneezes.</i></p> <p><i>If the child continues to be unwell, they will be sent home in the usual way.</i></p> <p><u>Isolation Procedure</u></p> <p>A designated "Isolation Space" to be identified and signage used. (Disabled toilet area or outside, weather permitting) This ensures, if they need to go to the bathroom while waiting to be collected, they can use the toilet area.</p> <p>Weather permitting staff and pupil may wait outside ready for collection.</p> <p>Pupil to be seated on a plastic chair.</p> <p>The First Aider will take the pupil to the isolation space, whilst a family member is contacted by a senior member of staff to collect them.</p> <p>A member of staff from the class or Junior Administrator will supervise the pupil at a 2m distance, PPE to be worn and guidance for use to be followed. Isolation spaces to have signage on the entrance to the space.</p>	<p>All</p> <p>First Aider</p> <p>All</p>
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				<p>First Aider to wear disposable gloves, apron and visor, to walk child to isolation area. Additional stocks available within this space.</p> <p>In the isolation space, staff will provide an activity for the child(ren) to do whilst waiting.</p> <p>A 'do not disturb' sign will be put on the door.</p> <p>If a child were awaiting collection, we will be mindful of the individual children's needs – for example it would not be appropriate for EYFS/KS1 children to be alone without adult supervision.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet.</p> <p>"Out of use" signage should be placed on the door until cleaning of the toilet has been completed.</p> <p>Cleaning of all affected areas must take place in line with Risk Assessment COVID-19 Cleaning.</p> <p>As necessary rooms will be "fogged" using a virucidal cleaning product.</p> <p>The Headteacher will speak to parents/carers on arrival.</p> <p>If the family need clinical advice, they should go online to NHS 111 (or call 111 if they do not have internet access). They must <u>not</u> go to their GP, pharmacy, urgent care centre or hospital.</p> <p>Pupils and their parent/carer should leave the school through the main reception.</p>	<p>First Aider</p> <p>Facilities staff</p> <p>Headteacher</p> <p>All</p>
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				<p>If a member of staff has helped someone who was taken unwell with symptoms, they <u>do not</u> need to go home unless they develop symptoms themselves, in which case they should arrange to have a test and self isolate.</p> <p>The First Aid trained staff will remove all PPE, double bag and keep in a secure location for 72 hours before placing in the usual waste collection.</p> <p>They should then wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p><u>Minor First Aid</u> In the event that a pupil sustains a minor injury such as a cut or graze, then a Paediatric First Aider will support the pupil.</p> <p>First aid kits and accident book kept in each classroom.</p>	<p>First Aider</p> <p>First Aider</p>
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<p>Pupil numbers to be kept to agreed safe limits</p>	<p>Staff Pupils Parents/ carers</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>Pupils will attend school on a full timetable.</p> <p>Parents whose children attend dual pre-school settings may attend. Breakfast and Afterschool clubs will open as usual.</p> <p>WAC has been organised into KS1 and KS2, as numbers reduce during the session, siblings are able to play together.</p> <p>All inside spaces are well ventilated and pupils are encouraged to play outside in the fresh air as much as possible.</p> <p>Children are able to attend dual settings for after school care. Parents/carers should notify the school if this is the case should there be any need to contact other settings to inform of a positive case.</p>	<p>All</p>
<p>Poor pupil behaviour threatens well-being of group</p>	<p>Staff Pupils</p>	<p>3</p>	<p>1</p>	<p>L</p>	<p>School rules and rights remain in place for the pupils in school with the Behaviour Policy to remain in place.</p> <p>SLT to support with dangerous behaviours.</p> <p>For pupils that have particular needs and those that display spitting or biting behaviours, a risk assessment will be completed for the safe care of that pupil.</p> <p>In such cases, staff will be provided with the necessary PPE including a safety visor.</p>	<p>All</p> <p>SLT</p> <p>Facilities staff</p>

Virus spread through contamination of surfaces	Staff Pupils	3	2	M	Follow Risk Assessment “COVID-19 Cleaning”.	All
Inaccessible learning, increased staff workload and an environment where pupils feel anxious	Staff Pupils	3	2	M	All learning will be classroom based. Where a pupil has been advised to either shield or self-isolate, high quality remote learning will continue to be provided.	All

<p>Increased risk of catching infection during PE lessons</p>	<p>Staff Pupils</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>TAs should support the external coach during these lessons due to the need for the coach to observe social distancing.</p> <p>Outdoor fields and the playgrounds will be used for all PE lessons with a 2m physical distancing maintained, where this is not possible a minimum of 1m will be used.</p> <p>Curriculum to be re-aligned to ensure PE is able to be taught outdoors.</p> <p>Water bottles must not be shared, and should be named.</p> <p>There should be no organised contact activities (including team practices or training).</p> <p>High-risk activities or new skills beyond the young people's capabilities should be avoided. i.e. gymnastics where you cannot spot or support young people that are inverted.</p> <p>Fixed Playground equipment can be used, though cleaned thoroughly on a regular basis.</p> <p>The coach will teach outside from a safe distance and provide lessons that promote social distancing.</p> <p>Robust hygiene regimes before and after PE lessons or movement/physical activity breaks will be in place.</p> <p>This includes: Pupils and adults wash their hands with soap and water for 20 seconds before and after activity.</p>	<p>All</p>
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All equipment with a hard surface should be cleaned/sanitised after use.

Tissues will be available and disposed of in the outdoor bins after use.

Pupils will wash their hands after using tissues to catch sneezes or coughs.

Ensure pupils are supported with their well-being	Pupils	3	2	M	<p>PHSE lessons will continue and have a focus on supporting pupil's mental health and wellbeing; we recognise there may be children with heightened anxiety.</p> <p>A number of pupils have already been identified and where necessary are receiving regular "check-ins".</p> <p>All pupils have been screened for SEMH and staff are aware of pupils that require additional support.</p> <p>The school have two trained Mental Health well-being champions.</p>	All
Managing emergency procedures	Staff Students Visitors Contractors	3	2	M	<p>Fire alarm testing should continue to be monitored weekly and recorded.</p> <p>Visual assessment of fire doors and firefighting equipment should continue to be monitored weekly and recorded.</p> <p>The fire evacuation plan should be reviewed ensuring social distancing measures are in place at the assembly points.</p> <p>Fire drills should continue at regular intervals during each term with results being recorded.</p> <p>Invacuation procedures should be reviewed and any changes communicated to the school community.</p> <p>COVID-19 signage should be replaced as necessary to ensure the messages remain clearly visible.</p>	<p>Facilities staff</p> <p>Headteacher</p> <p>Headteacher/ Facilities staff</p> <p>Headteacher</p> <p>Facilities staff</p>
An outbreak is announced by the local public health team	Staff Pupils Visitors Contractors	3	2	M	<p>If an outbreak is announced the following measures will be considered an implemented as necessary to compliment the measures that will remain in place at the start of the autumn term;</p>	

				<ul style="list-style-type: none"> • Return to the “bubble” system; • The wearing of face coverings in communal areas; • Enforcement of social distancing measures; • Potential of including additional one-way systems; • Additional cleaning of pupil resources and toys, particularly in pre-school and early years; • Zoning of playground areas; • Serving meals in classrooms. <p>In addition, any changes to requirements for vulnerable staff and students will be implemented.</p>	
<p>Consultation with staff (Though not a risk, it is necessary to document as a best practice)</p>				<p>All staff will receive an electronic copy of the Spring term risk assessment 10.3. This document will also be available of the trust website.</p> <p>All updates will be communicated electronically as they occur.</p> <p>Regional union offices will receive copies of the finalised risk assessments agreed by Trustees.</p> <p>Departmental risk assessments have been reviewed by all members of the team to ensure full consultation within the practical subjects.</p> <p>Staff are able to send their thoughts and suggestions to improve and/or clarify points within the risk assessment to: riskassess@staploeducationtrust.org.uk</p>	
<p>Other information</p>	<p>Dedicated helpline number for educational settings – please call 0800 046 8687</p> <p>Public Health England – Health Protection Team – please call 0300 303 8537 (option 9) or email oe.crc@phe.gov.uk</p>				
Assessors Name:	JS/LL	Assessors Signature		Date:	Last updated: January2022

Appendix 1

Summary of School Organisation

Class	Pre-School	Reception	Year One	Year Two	Year Three	Year Four	Year Five	Year Six	Year Six
Staff	Mrs Corley Mrs Fuller Mrs Hillier	Mrs Maguire Miss Goldsack	Mrs Bedwell Mrs Baker Mr Holt Miss Pearson	Mr Ratcliffe Mrs Gordon	Mr Bungay Mrs Davy	Mrs Steventon Mrs Deal Mrs Bradbeer	Mrs Mulholland Mrs Wright	Miss Horncastle	Miss Stopher Mrs Williams Mr Minchin
Site Entrance	Enter-Pre-School Gate Exit- Back Entrance.	Single Gate – main road Gate next to Headteacher’s office	Single Gate – main road Gate next to Headteacher’s office	Single Gate – main road Gate next to Headteacher’s office	Double Gate on main road	Back entrance	Back entrance	Double Gate on main road	Back entrance
School day	9.00- 3.00pm	8.45-3.10pm	8.45-3.10pm	8.45-3.10pm	9.00- 3.00pm 8.45-3.15pm	8.50- 3.15pm 8.45-3.15pm	8.40-3.10pm 8.45-3.15pm	8.45- 3.15pm 8.45-3.15pm	8.45- 3.15pm 8.45-3.15pm
Breaktime	PS outside area Flexible	Rec outside area Flexible	Yr. 1 outside area 10.30am	10.15am	10.15am	10.15am	10.30am	10.30am	10.30am
Lunchtime	In spare PS Classroom 11.45am	Studio Hall Eat 11.45	Hall- Eat 12.00	12.00-1.00pm Eat 12.00 Studio Hall	12.15- 1.15 Classroom Eat 12.15	12.00-1pm Eat 12.30	12.00-1.00pm Eat 12.30	12.15-1.15pm Eat 12.45	12.00-1.00pm Eat 12.45
Lunch Cover	Within staffing		Michael	Pamela	Clare Brannan	Lucy Gordon	Dre		Bev

Early Drop off: 8.30am at classroom door

Breakfast Club: 8.00am at WAC room – new rooms between Pre-School and Reception



The Weatheralls Primary School Risk Assessment: COVID-19



Risk Assessments for:	Covid-19 – Spring Term 2022 (This Risk Assessment must be read in conjunction with the associated links in the document)		
Assessed by:	LL/LR	Date: January 2022	Review Date: Ongoing

Impact

1=extremely low 2=low 3=serious 4=severe 5=extremely severe
(If, no measures were put in place)

Likelihood

1=very rare 2=rare 3=likely 4=very likely 5=extremely likely
(When, measures are put in place)

1 - 3	Low risk
4 - 6	Moderate risk
7 - 12	High risk
13 - 25	Extreme risk

Types of Hazard(s) identified (assuming no controls)	Who might be harmed?	Impact	Likelihood	Risk Rating	What are you already doing?	Responsible Person(s)
Symptomatic staff, students, parents/carers	Staff Pupils Parents/carers	3	2	M	<p>Those who have the coronavirus (COVID-19) symptoms or tested positive must NOT attend any trust schools.</p> <p>Parents are asked to inform school if self-isolating due to symptoms so we can ensure that they stay away from school for the recommended length of time.</p>	All

Do you have symptoms?

If you develop symptoms or receive a positive LFT test, you must stay at home and self-isolate immediately.

From 11th January 2022, if you are asymptomatic and receive a positive LFT test, you must self isolate but do not need to take a PCR test.

The symptoms are:

High temperature or fever, new continuous cough, loss of, or change in taste or smell.

If you have symptoms, arrange to have a PCR test either online;

<https://www.gov.uk/get-coronavirus-test>

or by telephone by calling 119.

You must stay at home whilst waiting for a test appointment and your results.

This continues to apply even if you have received two doses of the vaccine.

If you receive a positive PCR test result by NHS Test & Trace you must isolate. This is a legal requirement.

Your isolation period includes the day in which your symptoms began and the next 10 full days. Providing that you receive a negative LFT test on day 5 and 6 of your isolation and you do not have a temperature, you may return to the workplace.

If your LFT test is positive on day 5 and 6, you must continue to isolate for the full 10 days unless you receive two negative LFT tests on two further consecutive days.

The day 5 and 6 tests do NOT need to be 24 hours apart.

All

				<p>You must NOT take an LFT test prior to day 5.</p> <p>You may return to the workplace on day 6 if both of these tests are negative.</p> <p>Your household does NOT need to self-isolate if they are under 18 years and 6 months or are fully vaccinated.</p> <p>You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (Pfizer/BioNTech, AstraZeneca or Moderna/Spokevax) or 1 dose of the single dose vaccine Janssen.</p> <p>Close contacts that meet these criteria are strongly advised to take an LFT test daily for 7 days.</p> <p>If you receive a positive LFT test result but do not have symptoms, you must stay at home and self-isolate as soon as you receive the results. This is a legal requirement.</p> <p>Your isolation period in these circumstances begins from when your test was taken and the next 10 full days. Providing that you receive a negative LFT test on day 5 and 6 and you do not have a temperature, you can return to the workplace.</p> <p>If you receive a positive LFT test on day 5 and 6 you must isolate for the full 10 days unless you receive a negative test on two further consecutive days.</p> <p>The day 5 and 6 tests do NOT need to be 24 hours apart.</p> <p>You must NOT take an LFT test prior to day 5.</p> <p>You may return to the workplace on day 6 if both of these tests are negative.</p>	All
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If you begin to develop symptoms within your isolation period, you must begin a new 10-day period of isolation from the day following your symptom onset.

Your household does NOT need to self-isolate if they are under 18 years and 6 months or are fully vaccinated as previously outlined in this document.

During the period of time that you are isolating, try and keep away from other household members as far as reasonably possible. Wear a face covering when spending time together indoors and try and eat separately.

If you receive a negative PCR test, though have symptoms, it is likely that you have a different virus. In which case, if you feel well enough you may continue with your usual activities.

Staff and parents should be asked to inform the school immediately of the results of a test.

Asymptomatic Testing

All staff will be encouraged to continue to undertake home testing twice per week.

The test results must be reported to both NHS Test & Trace and to the school.

It is recommended that staff undertake their tests on a Sunday and Wednesday where possible.

Staff will be provided with the test kits.

This will continue until further notice.

If a negative LFT test is confirmed staff can continue with their usual activities.

All

				<p>If a positive LFT test is confirmed then the individual must book a PCR test as detailed within this document. Whilst waiting for the PCR test result, the individual should self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive LFT test and is negative, the individual can return to school providing they do not have any symptoms.</p> <p>If the test PCR is positive, the usual self-isolation procedures must be followed as outlined in this document.</p> <p>Following a positive PCR test, NHS Test & Trace will contact the individual to ascertain any close contacts.</p> <p>The school is no longer responsible for contact tracing. However, in the event of an outbreak the school will be expected to support the local health protection team.</p> <p>NHS Test & Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced where the positive case specifically identifies the individual as being a close contact.</p> <p>Children under the age of 18 years and 6 months will no longer be required to self-isolate if they are contacted by NHS Test & Trace as a close contact of a positive case. Instead, children and young people will be advised to take a PCR test.</p>	All
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Managing Confirmed Cases of Covid-19

Once notification of a confirmed case has been received, the Headteacher must be informed immediately.

If out of normal school hours (evenings and weekends) and a staff member receives a positive test they should email:

positivetestreporting@staploeducationtrust.org.uk

This action will assist the Headteacher in managing staffing requirements and maintain safety within the school.

Supporting Staff

The government expects all staff to return to the workplace for the Spring term.

Staff who are clinically extremely vulnerable

Following expert clinical advice and the successful rollout of the vaccine programme, staff that have previously been considered to be clinically extremely vulnerable are NOT being asked to shield again. Though, it is advisable that these staff members consider taking additional precautions to protect themselves and to take practical steps to minimise their risk of exposure to the virus.

These staff members may ask for their personal risk assessment to be reviewed and updated as necessary by their line manager.

Staff must observe good hand hygiene, minimise contact and maintain some level of social distancing, where this is not possible avoid close face to face contact and minimise time spent within 1m of others.

Staff who live in the same household as a clinically extremely vulnerable person can attend the workplace.

All

Executive Headteacher/ Headteacher

All

Line Manager/ Individual

All

Staff who are clinically vulnerable

Following expert clinical advice and the successful rollout of the vaccine programme, clinically vulnerable staff can attend the workplace.

Staff must observe good hand and respiratory hygiene, minimise contact and maintain some level of social distancing, where this is not possible avoid close face to face contact and minimise time spent within 1m of others.

Staff who live in the same household as someone who is clinically vulnerable can attend the workplace.

Staff who are pregnant

Pregnant women are considered as part of the clinically vulnerable group and as such should follow the guidance detailed within this document.

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy>

In some cases, pregnant women may be considered as clinically extremely vulnerable. If this is the case then they should work from home where possible and not attend the workplace.

Pregnant women that are not considered clinically extremely vulnerable may attend the workplace providing all safety measures are in place. If this is not possible then they should work from home.

Pregnant women are advised to follow the advice of their midwife and inform their line manager as necessary.

All

All

					<p>As is the usual practice, a risk assessment should be conducted to ensure pregnant staff are working safely at all times. This should be conducted by their line manager.</p> <p>Risk assessments must be reviewed and updated as necessary.</p>	<p>Line Manager/ Individual</p>
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<p>Risk of contracting infection</p>	<p>Staff Students Parents/carers Visitors Contractors</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p><u>Clinically Extremely Vulnerable Pupils</u></p> <p>Students that fall into this category are permitted to attend school from the start of the Spring term as they have now been removed from the CEV shielding list. However, the school will support children and their families to alleviate any anxieties.</p> <p><u>Visiting Specialists, Agency Staff and Contractors</u></p> <p>The use of specialist staff such as peripatetic teachers, sports coaches and agency staff is permitted.</p> <p>Where possible the school should limit the number of visiting staff to the school.</p> <p>A record must be kept of all visiting staff, including when they arrive and when they leave the school.</p> <p>All visitors must provide sufficient contact details on arrival to support potential rapid contact tracing by NHS Test & Trace.</p> <p>All visiting staff must follow the safety measures in place and receive a copy of all relevant risk assessments.</p> <p>Contractors are recommended to wear face coverings whilst on site.</p> <p>Visitors are advised to take an LFT test prior to attending the school.</p> <p><u>Visiting Parents/Carers</u></p> <p>All parents/carers wishing to visit the school to meet with a member of staff must be reminded that an appointment must be made in advance of a meeting.</p> <p>Where possible a telephone call or a virtual meeting should take place in circumstances where an email is not deemed an adequate form of communication.</p>	<p>All</p> <p>Senior team</p> <p>Reception staff</p> <p>All</p> <p>All</p>
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				<p>Parents/carers are recommended to wear a face covering when attending reception and moving around the school to attend a planned meeting.</p> <p>Parents/carers are advised to take an LFT test prior to attending the school.</p> <p>Remember:</p> <p>Hand washing with soap and warm water for 20 seconds is the most effective way of removing the virus.</p> <p>All staff and pupils must wash their hands regularly during the day including when they arrive at school, return from breaks, when they change rooms and before and after eating.</p> <p>Soap and hot water are available in all washrooms and classrooms with sink facilities.</p> <p>Support should be provided to pupils as required.</p> <p>Hand washing posters to be displayed.</p> <p>Staff and pupils should use hand sanitiser between hand washing but this action does not replace the need to properly hand wash and dry thoroughly.</p> <p>Hand sanitising stations are available throughout the school.</p>	<p>All</p> <p>Facilities staff</p> <p>All</p> <p>Facilities staff</p>
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Remember:

Good respiratory hygiene should be practised promoting the “catch it, bin it, kill it” approach ensuring the use of tissues when coughing and sneezing, disposing of in the bins provided and washing hands immediately.

All

A hygiene pack will be provided in every classroom to include paper towels, disinfectant spray, tissues and hand sanitiser.

Facilities staff

Any items used from the hygiene pack must be disposed of in the bins provided.

Pupil Administration

Regular communication with parents will take place to ensure they are fully informed.

Headteacher

Registers to be kept of children in attendance each day.

All

Staff to avoid passing paper registers to the office.

Reception staff

All registers to be completed on SIMS.

Pupils self-isolating to be recorded and tracked on SIMS.

Travelling to school

Staff that travel on **public transport** are recommended to wear a face covering.

All

Staff must be aware that some pupils, though not using public transport may also arrive at school wearing a face covering.

				<p>Disposable face coverings must be removed safely on arrival avoiding touching your face and place in the covered bins provided.</p> <p>Reusable face coverings must be safely removed and placed in a plastic bag.</p> <p>Staff and pupils must wash their hands thoroughly with soap and hot water for 20 seconds once the face coverings have been removed.</p> <p><u>Arrival at school</u> All pupils are expected to attend school from the start of the Autumn term.</p> <p>Access to the school building should be through as many entrances as safely possible to manage the flow of pupils.</p> <p>Pupils are expected to wear full school uniform.</p> <p>Parents to be reminded that only one person from the same household should accompany pupils to and from school and that gathering at school, gates should be avoided.</p> <p>Strongly recommend to parents/carers to wear a face covering whilst on the playground.</p> <p>Gates are open from 8.25am to help stagger the intake of parents and pupils.</p> <p>Staggered arrival and departure will be broadly managed in waves of classes A, B, C across the year's groups to distribute pupils and parents across the site over drop off and pick up.</p> <p>Nursery, Reception, Yr. 1, 2, 3, 4 pupils will be dropped off at their classroom door on entry to school (assigned doors for Yr4)</p>	<p>All</p> <p>Headteacher</p> <p>Facilities staff</p> <p>All</p>
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				<p>Year 5 pupils will line up, widely separated at the front of KS2 playground. Year 6 pupils will enter school at the fire doors at the end of the Year 5 corridor and go straight to their classrooms.</p> <p>Only essential items may be brought into school to include lunch box, hats, coats and book bags.</p> <p>Staff and pupils are advised not wear jewellery and tie long hair back.</p> <p>Staff are advised to wipe their lanyards during the day with the cleaning sprays and hand towels available in each classroom.</p> <p>Staff are strongly advised to wear a face covering in corridors and when social distancing is more difficult.</p> <p>Fabric chairs to be removed from reception areas and replaced with plastic spaced 2m apart, where this is not possible, they should not be facing each other.</p> <p>All parents, contractors and visitors to the school must access the school via the main reception and follow our social distancing procedures.</p> <p>A record will be kept of all visitors to the site on a daily basis and who they have had contact with whilst on site.</p> <p><u>Changes to the “bubble” concept</u></p> <p>To minimise the risk of spreading the infection; “bubbles” will continue to be used.</p> <p>The bubble will be made up of a teacher and a class group during learning time and year groups during outdoor playtime.</p>	<p>Facilities staff</p> <p>All</p> <p>Reception staff</p> <p>All</p>
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Teaching Assistants will maintain 2m distance when working with children outside of their own designated class bubble.

Other adults can work with the bubble providing they keep a safe distance from all occupants of the bubble within the classroom or learning space. This will prevent the possibility of cross contamination and potential spread of the virus.

Staff contact to be kept to a minimum and should communicate with each other via email, telephone or Teams. Staff meetings to be held virtually.

Teaching staff and students will maintain a 2m distance from each other at all times, where this is not possible face to face contact should be avoided particularly where there is less than a 1m distance, minimising the length of time spent within 1m.

Teaching Assistants will practice social distancing where possible to enable effective support of pupils and may choose to wear a visor.

Large gatherings will be avoided such as assemblies and collective worship.

In the event of a wet break time, the class will remain together in the classroom/learning space.

Pupils will be provided with their own box of play equipment.

All

Classroom/Learning Environment

Staff and pupils to be reminded of the fire evacuation procedure and any changes to the plan during this time.

Senior team

Classroom windows to be opened as much as possible to improve ventilation during lessons.

All

When the room is empty windows to be open to further improve air flow.

Guidance states that every room should either use the mechanical ventilation systems in situ or provide as much natural ventilation as possible.

However, this must be balanced with maintaining a comfortable temperature.

At break times all windows and doors must be opened fully.

Doors to be propped open (where safe to do so) to avoid staff and pupils touching handles/surfaces. NOT Fire Doors.

Doors to be closed at the end of the day as a fire precaution.

Classroom seating, where possible, will be arranged in a way that reduces contact ensuring safe distances and avoidance of face-to-face contact.

Facilities staff

Pupils will have their own desk space and must remain in their seats, unless directed or given permission.

All

Pupils have their own set of frequently used resources for the day e.g. pens/pencils/playdough.

				<p>Classroom resources for pupils will be in personalised trays/baskets/boxes that they use every day, including laptops.</p> <p>Classroom based resources such as books and games can be used and shared within the bubble, though cleaned regularly along with frequently touched surfaces.</p> <p>Nursery children can access “messy” activities and share resources, though surfaces will be cleaned regularly and children will wash hands regularly.</p> <p>Resources shared between bubbles should be cleaned thoroughly before being used by the next bubble or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics).</p> <p>Teachers are permitted to mark books, though must remain safe by regularly washing or sanitising their hands and not touching their faces.</p> <p>Worksheets and exercise books may be handed out to students though staff must sanitise their hands once this task is complete.</p> <p>Fabric furniture can be used in classrooms, though sharing should be avoided where possible.</p> <p>Soft toys will be removed and placed in storage.</p> <p>Office chairs to be used by one person only.</p> <p>Water fountains must not be used and instead pupils must be encouraged to bring their own named water bottle; which must not be shared between pupils.</p>	<p>Classroom/ Facilities staff</p> <p>All</p> <p>Facilities staff All</p>
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Waste bins will be placed in the corner of each room away from desks. Lidded bins have not been provided due to pupils having to wash their hands and then lift a potentially contaminated lid to dispose of the hand towel.

Waste bins will be emptied regularly.

A hygiene pack will be placed in each classroom to include; hand towels, disinfectant spray, tissues, protective visor per staff member and hand sanitiser.

Ensure these items are kept at a height so that pupils cannot reach.

Staff supporting children in Nursery must consider wearing PPE when changing nappies.

Facilities staff

All

				<p><u>Social Time</u></p> <p>At playtime, staff will organise games to support with social distancing (playgrounds as usual).</p> <p>Lunchtimes and playtimes will be staggered to reduce the number of pupils on the playground. Pupils in the same year group will be on the playground at the same time, though mixing will be avoided.</p> <p>Staff must ensure that any equipment used at play/lunchtimes is regularly and meticulously cleaned between bubble use.</p> <p>Pupils and staff will either bring in lunch from home or our caterer will provide a lunch.</p> <p>The sharing of food is not permitted.</p> <p>Children to be seated at a 2m distance in the designated eating space, where this is not possible, children should not face each other.</p> <p>Remember:</p> <p>Staff to eat in the staffroom, PPA room or outdoors and to consider maintaining a safe distance and avoid face-to-face contact.</p> <p>It is extremely important that all staff consider safe distances avoid cross contamination and potential spread of the virus.</p> <p><u>Corridors</u></p> <p>Where possible there must be a one-way system in place, where this is not possible crossing in corridors should be kept to a minimum.</p>	<p>All</p> <p>All</p> <p>Facilities staff</p>
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Arrows on the floor will mark the route of travel.

Posters will be used as necessary.

Pupils to walk in single file.

Pupils must be discouraged from holding hands.

Year 4 corridor to remain clear of obstruction and staff must ensure they do not congregate in this area.

Year 4 corridor doors to remain open to improve ventilation throughout.

All

				<p><u>Toilets</u></p> <p>Each class will be assigned toilets.</p> <p>As few pupils to use the facilities at any one time.</p> <p>Pupils to queue outside the toilets maintaining a safe distance.</p> <p>Hand washing posters on display.</p> <p>Pupils to wash hands thoroughly with soap and warm water for 20 seconds and dry well.</p> <p>Adults to supervise where necessary.</p> <p>Paper towels to be placed in waste bins provided.</p> <p>Waste bins will be emptied regularly during the day.</p> <p>Toilets will be cleaned regularly throughout the day.</p> <p>Additional sprays to be provided should staff wish to use.</p> <p><u>Child Unwell Procedure</u></p> <p>A child unwell is highlighted by a member of staff to the Paediatric First Aider via radio.</p> <p>The Paediatric First Aider will make an initial assessment of the child and if they agree that, they could be showing symptoms they will follow the isolation procedure.</p>	<p>All</p> <p>Facilities staff</p> <p>All</p> <p>Facilities staff</p> <p>All</p>
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If the child is not showing COVID-19 symptoms, staff may be asked to monitor the child further in the setting and be reminded about social distancing. The child will be reminded about hand washing and catching coughs and sneezes.

Isolation Procedure

A designated "Isolation Space" to be identified and signage used.

Paediatric First Aid trained staff will take the pupil to the isolation space, whilst a family member is contacted by a senior member of staff to collect them. Siblings must also go to the isolation space. The child(ren) must stay at least 2m away from anyone else.

Isolation spaces to have signage on the entrance to the space.

First aider to wear disposable gloves, apron and visor. Stocks available within this space.

In the isolation space, a window will be opened to provide ventilation and staff will provide an activity for the child(ren) to do whilst waiting.

A 'do not disturb' sign will be put on the door.

If a child were awaiting collection, we will be mindful of the individual children's needs – for example it would not be appropriate for EYFS/KS1 children to be alone without adult supervision.

If they need to go to the bathroom while waiting to be collected, they should use the closet toilet.

Facilities staff

First Aider

				<p>"Out of use" signage should be placed on the door until cleaning of the toilet has been completed.</p> <p>Cleaning of all affected areas must take place in line with Risk Assessment COVID-19 Cleaning.</p> <p>As necessary rooms will be "fogged" using a viricidal cleaning product.</p> <p>First Aid trained staff will speak to parents/carers on arrival.</p> <p>Parents advised to book a test and share the results with the school.</p> <p>If the family need clinical advice, they should go online to NHS 111 (or call 111 if they do not have internet access). They must <u>not</u> go to hospital, to their GP, pharmacy, urgent care centre or hospital.</p> <p>Pupils and their parent/carer should leave the school through the main reception.</p> <p>The First Aid trained staff will remove all PPE, double bag and keep in a secure location for 72 hours before placing in the usual waste collection.</p> <p>They should then wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>If a member of staff has helped someone who was taken unwell with symptoms, they <u>do not</u> need to go home unless they develop symptoms themselves, in which case they should arrange to have a test.</p>	<p>Facilities staff</p> <p>First Aider</p>
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They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Minor First Aid

In the event that a pupil sustains a minor injury such as a cut or graze, then the First Aider will be called via radio.

The First Aider will provide equipment e.g. plasters, cold compress to the classroom staff offering instruction and advice.

If there is not a First Aider within the class then the classroom staff will administer first aid with the support of the First Aider who must remain standing in the doorway or at a safe 2m distance within the classroom.

This will prevent potential cross contamination between the first aider and individual children within the class.

First Aider

<p>Pupil numbers to be kept to the agreed safe limit</p>	<p>Staff Pupils Parents/carers</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>Pupils will attend school on a full timetable.</p> <p>Parents will have been informed of the expectations of children's behaviour at this time to ensure their safety.</p> <p>Parents whose children attend dual nursery settings may attend.</p>	<p>All</p>
<p>Staff not meeting pupil medical needs when they are in a different location to their usual classroom or supervised by staff that are not their usual class teacher/TA</p>	<p>Staff Pupils</p>	<p>3</p>	<p>1</p>	<p>L</p>	<p>IHCPs and medical equipment to be put into the designated medical area where that child will be based.</p> <p>All staff must undertake their general asthma, epilepsy or anaphylaxis training and work with other staff to be 'up-to speed' about individual pupil's medical needs.</p> <p>All allergy information to be kept in the designated medical area to ensure all staff are aware of the risks of allergic reactions of the pupils that they are working with.</p>	<p>All</p>

<p>Poor pupil behaviour threatens well-being of group</p>	<p>Staff Pupils</p>	<p>3</p>	<p>1</p>	<p>L</p>	<p>School rules and rights remain in place for the pupils in school with the Behaviour Policy to remain in place.</p> <p>Senior team to support with dangerous behaviours.</p> <p>For pupils that have particular needs, those that are not following the Covid safety rules including those that display spitting or biting behaviours, a risk assessment will be completed for the safe care of that pupil.</p> <p>In such cases, staff will be provided with the necessary PPE including a safety visor.</p>	<p>All</p> <p>Senior team</p> <p>Facilities staff</p>
<p>Virus spread through contamination of surfaces</p>	<p>Staff Pupils</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>Follow Risk Assessment “COVID-19 Cleaning”.</p>	<p>All</p>
<p>Inaccessible learning, increased staff workload and an environment where pupils feel anxious</p>	<p>Staff Pupils</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>In the event of a child(ren) are required to self-isolate good quality home learning will be planned and uploaded to the school website.</p> <p>All home learning timetables must reflect the learning being accessed within school.</p> <p>Pupils with an EHCP must access more bespoke learning linked to their EHCP targets. All EHCPs and Strategy Sheets for SEND pupils will be made available for staff in the bubbles.</p> <p>Safety will be the first priority. If a pupil cannot complete their learning without very close adult support, staff must consider changing the task or asking parents to support with that learning at home.</p>	<p>All</p>

<p>Providing safe singing lessons. (Specifically related to phonetic sounds)</p>	<p>Staff Pupils</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>Teachers to remain 2 metres away from students and each other.</p> <p>Singing lessons to be part of an organised activity not spontaneous.</p> <p>Only pupils from the same bubbles will be singing together.</p> <p>Pupils will stand in lines facing forward.</p> <p>Ensure good ventilation each time a classroom/space is used for singing.</p> <p>Ensure singers face in the same direction and are spaced at a distance of 2m, where this is not possible a minimum of 1m must be practiced.</p> <p>Background music should be kept to levels that do not encourage pupils to raise their voices unduly</p>	<p>All</p>
<p>Increased risk of catching infection during PE lessons</p>	<p>Staff Pupils</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>Outdoor fields and the playgrounds will be used for all PE lessons with a 2m physical distancing maintained from Premier Sport staff who work across bubbles.</p> <p>In the event of bad weather PE lessons lead by the sports coach can take place in the Fairhurst Hall.</p> <p>Both double doors and all windows will remain open and the coach will teach at a greater distance than 2m from the perimeter of the hall. The coach will remain in the hall and bubble groups will be escorted by the bubble classroom staff.</p>	<p>All</p>

				<p>PE equipment should not be shared between class bubbles without being cleaned/sanitised.</p> <p>At the end of the lesson, all equipment should be cleaned/sanitised before the next class.</p> <p>No shared large gym equipment is to be used. Water bottles must not be shared and should be named.</p> <p>There should be no organised contact activities (including team practices or training).</p> <p>High-risk activities or new skills beyond the young people's capabilities should be avoided. i.e. gymnastics where you cannot spot or support young people that are inverted.</p> <p>Pupils to wear PE kit all day on their designated PE day(s).</p> <p>This would enable safer management of young people, when they would normally be changing before or after PE lessons. Allowing pupils to remain in kit all day would minimise to mitigate the risk and increase learning time.</p> <p>The use of a sports coach to lead PE lessons can be used under the following:</p> <p>Sports coaches may enter class bubbles but will maintain the greater distance (2 metres minimum)</p> <p>Only one class bubble will be taught at a time.</p> <p>The coach will teach from a safe distance of 2m or more.</p>	
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					<p>Robust hygiene regimes before and after PE lessons or movement/physical activity breaks will be in place.</p> <p>This includes: Pupils and adults wash their hands with soap and water for 20 seconds before and after activity.</p> <p>All equipment with a hard surface should be cleaned/sanitised after use.</p>	
Ensure students are supported with their well-being	Pupils	3	2	M	<p>Senior staff will be assigned to oversee each class ensuring classroom staff are able to highlight any issues and provide support.</p> <p>Staff are provided with opportunities to raise issues outside of the classroom with senior staff.</p> <p>The Inclusion Team will organise monitoring of wellbeing support. All children will meet with Wellbeing support TA's as part of an initial wellbeing assessment on return to school. Assessments will highlight pupils who will need on-going support which can be offered in school or remotely.</p> <p>The senior team will discuss concerns at their regular meetings. Following the wellbeing assessment, pupils identified as requiring additional support will be timetabled for appropriate provision.</p> <p>In other cases where pupils have difficulty during the day immediate support can be provided within the framework of STEPs – usually short-term nurture provision or discussion. Specialist wellbeing support staff are available during the day.</p>	<p>Senior team</p> <p>All</p> <p>Inclusion Team</p> <p>Senior Team</p> <p>All</p>

Managing emergency procedures	Staff Students Visitors Contractors	3	2	M	<p>Fire alarm testing should continue to be monitored weekly and recorded.</p> <p>Visual assessment of fire doors and firefighting equipment should continue to be monitored weekly and recorded.</p> <p>The fire evacuation plan should be reviewed ensuring social distancing measures are in place at the assembly points.</p> <p>Fire drills should continue at regular intervals during each term with results being recorded.</p> <p>Invacuation procedures should be reviewed and any changes communicated to the school community.</p> <p>COVID-19 signage should be replaced as necessary to ensure the messages remain clearly visible.</p>	Facilities staff Senior team lead Headteacher/ Facilities staff Senior team lead Facilities staff
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<p>An outbreak is announced by the local public health team</p>	<p>Staff Pupils Visitors Contractors</p>	<p>3</p>	<p>2</p>	<p>M</p>	<p>If an outbreak is announced the following measures will be considered an implemented as necessary to compliment the measures that will remain in place at the start of the autumn term;</p> <ul style="list-style-type: none"> • Return to the “bubble” system; • The wearing of face coverings in communal areas; • Enforcement of social distancing measures; • Potential of including additional one-way systems; • Additional cleaning of pupil resources and toys, particularly in pre-school and early years; • Zoning of playground areas; • Serving meals in classrooms. <p>In addition, any changes to requirements for vulnerable staff and students will be implemented.</p>	<p>Headteacher/ Senior Team</p>
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<p>Consultation with staff (Though not a risk, it is necessary to record as a best practice)</p>					<p>All staff will receive an electronic copy of the Spring term risk assessment 10.3. This document will also be available of the trust website.</p> <p>All updates will be communicated electronically as they occur.</p> <p>Regional union offices will receive copies of the finalised risk assessments agreed by Trustees.</p> <p>Departmental risk assessments have been reviewed by all members of the team to ensure full consultation within the practical subjects.</p> <p>Staff are able to send their thoughts and suggestions to improve and/or clarify points within the risk assessment to: riskassess@staploeducationtrust.org.uk</p>	
<p>Other information</p>	<p>Dedicated helpline number for educational settings – please call 0800 046 8687</p> <p>Public Health England – Health Protection Team – please call 0300 303 8533 (option 9) or email eoecrc@phe.gov.uk</p>					

<p>Assessors Name:</p>	<p>LR/DP/LL</p>	<p>Assessors Signature</p>		<p>Date:</p>	<p>Last updated: January 2022</p>
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