St Marys Academy Trust
School Risk Assessment

Task / Activity:	Full Opening of Schools – May 2021	Date of Assessment	May 14th 2021

This risk assessment should be produced in conjunction with the current government guidance as highlighted below:
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

School	St Mary's Primary School
Headteacher	Mr L Spencer
Risk Assessment Team Members	Lee Spencer, Jack Moore, Patrick Bradshaw
Overall responsibility for the risk assessment (Headteacher)	Lee Spencer
Appointed Deputy to be responsible for the risk assessment when the Headteacher is not available	Jack Moore

Hazard	Risks	Control Measures	Check-list of tasks to meet the Control Measures	Actions Required from the checklist	Person Responsible for Actions Required and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus	• Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place • Fire Risk Assessment to be reviewed and the Fire log-book is up to date. • Legionella checks are to be up to date. • Electrical, gas and ventilation systems checks are up to date.	• The headteacher is responsible for managing the premises and in their absence another suitable senior leader is required to be on site • Identify a member of staff within school to be responsible for further school risk assessments as a result of implementing adjustments. E.g. opening	JM (RC) or LS on site all week. LS/JM and PB where appropriate	LS/JM – Complete 14th May 21 14th May – Ongoing

		• Increased cleaning regime, including communal areas	windows doors (potential flight risk / entry for public) • Building checklist updated daily by site caretakers	PB completes following Paragon schedule – daily	PB follows Paragon schedule
			• Ensure school Legionella checks are up to date • Ensure contractor (ICE Plumbing) Legionella checks have been complete or if not due are scheduled	PB completes twice weekly flushing. LS to check log monthly.	PB twice weekly
			• Ensure schools have self-assessed against the criteria provided by the contractor (ICE Plumbing) in respect of Legionella	LS/PB to carry this out as according to the schedule from ICE	Completed
			• Ensure equipment that holds water e.g. dishwashers, combination ovens etc. are run through on a full cleaning cycle at least once per week	To continue	LS/JM share with PB 14/5/21
			• Ensure fire / security alarms are fully operational and in working order	PB checks fire and security alarms as schedule LS/PB – Weekly Checks	Minor concerns actioned 29th Jan
			• Update keyholder information and consider the use of remote monitoring or alternative	Keyholder information as of 14th May Provision for MR to cover for PB if needed.	LS/JM/Pb complete 14th May

			providers if reliant upon staff. • Ensure luminaires and emergency lighting is fully operational	PB/LS – Discussion 2nd March	PB/LS – 15th March
			• Review the fire risk assessment	Review of Fire Risk Assessment to be carried out by 22nd Jan	LS/PB updated following Fire Drill on 10/3
			• Ensure the fire log book is up to date	JM/PB check fire log book after w/b 7th June	JM remind all staff of routes and procedures – 17/5
			• Ensure all people in the building are aware of fire/emergency arrangement	JM to remind staff – 17/5	
			• Fire Marshalls complete online refresher training	Fire Marshall (JA, LS, LK) training complete – December 2020	Fire Marshall training complete – December 2020
			• Conduct a fire drill during partial closure to ensure all staff and pupils are aware of arrangements and any issues as a result of limited occupancy are addressed	Fire Drill – 9/3 Fire Drill planned – w/b 7th June	Follow up any issues following Fire Drill.
			• Ensure additional specialist equipment (needs dependant) has been serviced (as part of the routine service cycle) and is fit for purpose	LS/JM/JA – update servicing cycle as necessary	LS/JM/JA – ongoing following routine cycle.

			• Increase cleaning capacity with contractors or staff	Cleaners continue with cleaning regime. New cleaner started 22nd Feb	Cleaner replaced – 22nd Feb
Ventilation	Concentration of the virus in the air	• Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. • When school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained • These can be achieved by: - **mechanical ventilation systems** – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply - **natural ventilation** – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air - **natural ventilation** – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so	• Staff reminded of importance of continuing good ventilation • Mechanical ventilation system in school kitchen assisted by external door remaining open. • Staff reminded about opening windows and to keep non-fire doors open. • Fire doors to remain closed	Staff informed w/b 8/3 and reminded 14/5 JM and LW conversation 4/3 and reminded 14/5 Staff informed w/b 8/3 and 14/5 Staff informed w/b 8/3 and 14/5	LS/JM – w/b 8/3 JM to monitor w/b 8/3 LS/JM – w/b 8/3 LS/JM – w/b 8/3

		The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information. To balance the need for increased ventilation while maintaining a comfortable temperature, consider: • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied space.	• Uniform Policy is flexible regarding suitable clothing for colder weather.	Parents informed before start back to school – w/b 1/3 Children to start wearing PE kits to school on the day it is there lesson from 7th June	Email sent to parents 2/3
Infection Control	Infection of coronavirus Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces	• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • School to response to any infection by: ▪ Engage with the NHS test and trace process and contact their local Public Health England health protection team ▪ Manage confirmed cases of coronavirus (COVID-19) amongst the school community. School should contact the local health protection team. This team will also contact schools directly if they	• Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying symptoms of coronavirus (following the COVD19 guidance for households with possible coronavirus infection) • School continue to proactively engage with	Parents reminded of school procedures 2/3 Via letter. Parent discussions held over phone not in the school building Signage around the school site remain in place. Parents not to enter school building – checked 14/5	LS/JM 12/4 LS/JM 12/4 LS/JM 4th Mar

		become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. ▪ Contain any outbreak. Where school have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must work with their local health protection team who will be able to advise if additional action is required. You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. • Clean hands thoroughly more often than usual. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future • School to have sufficient hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly. • Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to	NHS Test and Trace whenever positive cases are reported • School to inform PHE and LA of any positive cases through the reporting system • In the event of an 'outbreak' LS and Senior leaders to engage with local health protection team and follow any guidance • Assess that sufficient handwashing facilities are available and where these are required. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	School to report any positive case to LA, Trust and PHE – ongoing via new online form from 20th Jan Continue to follow any guidance from local health protection team, prepare for and engage in any management meeting with PHE Number shared with staff 8/3 and reminded 14/5 All classrooms have sinks in classrooms and/or cloakrooms. Further hand sanitiser delivered 25/3	LS/JM – 5/3 LS/JM/PB – Check stocks and plan for reopening trigger – 4/3

		clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them. • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. • School to put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: ▪ more frequent cleaning of rooms/ shared areas that are used by different groups ▪ frequently touched surfaces being cleaned more often than normal *Note: different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.*	• Inform everyone that shared resources (where individual resources are not possible) are to be used with a clean, use, clean regime. Wash hands / sanitise, use the resource and wash hands / sanitise again. • Inform everyone to wash / sanitise hands on arrival and exit of the building, before eating, after eating, sneezing or coughing. • Ensure adequate signage • Ensure sufficient supply of soap and hand sanitiser by contacting supply chain • Provide training and continue to model good hand washing practice in line with government guidance	Staff reminded to clean down photocopier between use 8th Mar and 14/5 Children reminded to do this as part of the new school culture on first day back 17th May, by school staff. Signage in each classroom and shared areas – checked by JM/LS – 4/3 PB check supply of soap and hand sanitizer, staff reminded to inform him and SLT if stocks running low 8th Mar Children reminded of this on return after Easter, modelled by all	LS/JM – 8th Mar LS/JM Class based staff 17/5 LS/JM checks signage and adds additional where required PB complete 4th Mar Reminder to staff 8th Mar and ongoing LS/JM and class staff

			• Provide training and continue to model respiratory hygiene promoting 'catch it, bin it, kill it'.	staff and from w/b 12th April Children reminded of this on return after Easter, modelled by all staff and from w/b 12th April	LS/JM and Class Staff Reminders by staff 12th April
			• Ensure an initial order has been placed and processes are in place to re-order tissues in order to continue with the 'catch it, bin it, kill it'.	Additional tissues etc to be ordered on regular basis and some held back in reserve w/b 14/4	JM/JA Ongoing
			• Ensure staff are aware and have been informed of their responsibility for cleaning and continual upkeep of hygiene standards	Staff reminded on 4th Mar prior to partial reopening.	LS/JM 4th Mar
			• Ensure risk assessments are in place for any chemicals which are used and all staff have had the relevant training / guidance	Chemical risk assessments in place and reviewed 26/8 LS/PB	S/PB 26/8/20
			• School to only use cleaning products with COSHH certification	New cleaning products (wipes and spray) purchased with COSHH certification. Check externally 15/4	PB/LS w/b 8th Mar LS/JM reminder 15th April

			• Develop a timetable and rota for cleaning of items which are touched, e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc.	The joint use of equipment to be kept at a minimum – children have own pens etc in package, PE equipment in each classroom LS	SLT/ PB 12th April
			• Identify which windows are available to open and aid ventilation. (Safeguarding and fire procedures must not be compromised)	Staff reminded of importance of outdoor learning and ventilation 5th Jan and 12th April	LS/JM/PB reminder 22nd Jan
			• All non-fire doors to be propped open, where safe to do so (Safeguarding and fire procedures must not be compromised) to limit the use of door handles and increase ventilation	Reminder of this again after Easter and parents reminded by letter	LS/PB 5th Jan and 8th Mar
			• Continue chemical store ventilation	Chemical Store ventilation reminder 22nd Jan – LS/JM/PB	
			• Inform staff and produce a rota for frequent emptying of bins during the day	As part of additional cleaning processes – additional bin bags left in classrooms by cleaners	

Infection control	Transmission of coronavirus	• Minimise contact between individuals and maintain social distancing wherever possible • PPA time MUST be completed at home – staff all informed • HLTAs not covering between classrooms to keep bubbles secure • Leadership time should be completed at home where appropriate • Reduce the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. • These are not alternative options and both measures will help, but the balance between them will change depending on: ▪ children's ability to distance ▪ the lay out of the school ▪ the feasibility of keeping distinct groups separate while offering a broad curriculum	• Timetable and inform parents of their staggered drop-off and pick-up times • Mark a one-way drop-off/pick-up route for parents. • Inform parents and display signage for drop-off/pick-up arrangements, e.g. 1 parent only; no access to the building without prior appointment; where to wait; no gatherings. • Inform children of their individual drop-off / pick-up protocol • Inform staff of their group protocol for drop-off/pick-up	Parents informed that children will remain in their bubbles. Start and End times stay the same with a 20 min window at start and 15 minute end of the day – confirmed 2/3 One way system to stay in place Classes enter building through the class fire exits – Year 2 through infant playground door. Year 3 through junior playground door. Parents reminded of need to distance when entering, Mask must be worn whilst waiting to enter the site and whilst on it – 2nd Mar All staff reminded of continuation of start and end of day procedures – meetings on 2nd Mar and after Easter	SLT via letter 12th Apr Regular reminders when necessary Reminder via letter 12th April SLT 2nd Mar

			• Identify required contractors and other professionals and make arrangements for when/if contractors/professionals need to be on site. Plans must include how school will ensure social distancing from the contractor/professional by use of either use of barriers, zonal occupancy or out of occupied school hours works. The plans should not compromise other factors.	Where possible contractors to access the site and school beyond length of school day, other professionals not to visit site, unless agreed with LS for exceptional circumstances	LS/JA/Trust reps when making arrangements
			• Timetable staggered lunch breaks and inform everyone involved of the arrangements	All hot dinner children eat in the hall and some packed lunch children in hall and Year 5 and year 6 some in the classroom Staff informed -4th Mar	From 8th Mar To continue after Spring Bank
			• Plan how to limit the number of children using facilities such as toilets at the same time	Each toilet and sink labelled for each class. Where toilets are shared between bubbles, additional cleaning regime added at intervals in the day.	Staff made aware 4th Mar

				All children/staff reminded for children to wash/sanitise hands on return to class.	
Child/staff member becomes unwell at school with coronavirus symptoms, or have someone in their household	Transmission of coronavirus	• Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate (in accordance with the current government guidance) from when the symptomatic person first had symptoms. • Pupils, staff and other adults must not come into school if they are required to quarantine having recently visited countries outside of the common travel area https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive • Individuals must immediately cease to attend and not attend for at least 10 days from the day after: - the start of their symptoms	• As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand	This information shared with staff w/b 25th Jan by JM Regular ongoing reminders to staff about protocols by SLT Staff informed of ability to be tested twice weekly if asymptomatic so long as haven't tested positive in the last 90 days – via email 24th March All staff reminded 8th Mar	SLT by 25th Jan LS 24th March

		- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.	sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.	Staff reminded of the below w/b 25th Jan Classroom to be isolated for at least 48 hours before it is thoroughly cleaned	
		• Where a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use	• Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).	Children awaiting collection moved to the SEN office and supervised and supported though the door. Windows and door open to provide ventilation Disabled toilet to be used if child needs it – and thoroughly cleaned down afterwards PPE is worn by staff (gloves and gown) as well as face mask Mask provided for person collecting pupil	All staff reminded of procedures w/b 8th Mar Reminder 8th Mar by SLT Reminder 25th Jan by SLT

		of personal protective equipment (PPE) guidance.			
Asymptomatic testing in schools	Supress the virus	Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. **Primary Schools** Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. **Schools should follow the guidance set out for their setting**: **Primary schools, school based nurseries and maintained nursery schools** www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools	Staff or pupils with a positive LFD result will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.	School following advice from DfE and Trust regarding this change	SLT members following guidance from 8th March onwards

Face Coverings	Spread of infection (coronavirus)	• From 17 May 2021, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. • In all schools it is recommended that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). • Where schools are delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff. • The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.	Discuss the need for wearing PPE at meetings briefings with all staff Distribute the latest employee guidance and ensure staff have signed this. Ensure adequate supplies of medical facemasks have been ordered. Consider alternative ways of setting up working spaces to encourage/adhere to social distancing, such as: changing the distance between desks and/or the way they are facing School will follow any regional guidance with regards reintroduction of face coverings for staff	All staff made aware of new guidance and sign to say they have read it Additional masks ordered March 15th by JA. Reminder to staff to be vigilant if stocks low Children sit in rows from Year 1 up. Staff teach from the front with minimal movement	From Trust LS/JA – checked weekly

		• Children and young people aged 11 and over must still wear a face covering on public transport. In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school or college. This does not apply to children and young people who are exempt from wearing face coverings.			
	Correct and safe waring of face coverings	• Face coverings to be worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. • Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.		Information shared with staff where necessary and acted upon.	Shared by LS from mid January
	Face visors, shields and/or transparent face coverings	• The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education settings or requirement in public places. • Where our guidance recommends face coverings, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in	These should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately	School to follow guidance (and subsequent updated guidance) from Trust and Gov	JM Information shared with staff 14/5

		reducing the spread of COVID-19. However, the evidence to support this is currently very limited. • Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. • Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.	Staff informed that a face mask needs to be worn in addition to a visor		
	Exemptions	• Where face coverings are recommended there are some circumstances where people may not be able to wear a face covering. This includes (but is not limited to): 12 people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability where putting on, wearing or removing a face covering will cause people severe distress people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate to avoid harm or injury, or the risk of harm or injury, to the wearer or others – including if it would negatively impact on people's ability to exercise or participate in a strenuous activity.	Identify staff eligible for exemptions in one to one meetings.	No staff member eligible for exemption as of 14th May	Staff to inform SLT if they feel they have become exempt 14/5

Personal Protective Equipment (PPE)	Spread of infection (coronavirus)	• PPE is only needed in a very small number of cases, including: ▪ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ▪ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used For more information on PPE, please see BMBC's guidance ..\..\..\1 Health and Safety Management\Covid-19 HASS ON SHAREPOINT\Use and Management of PPE Supplies for Covid19 including face coverings v 1point11 08 October 2020.docx guidance on safe working in education, childcare and children's social care		PPE is worn by staff (gloves and gown) as well as face masks. LS remind staff who may need to carry out intimate care	SLT share with all staff 17th May LS 17th May
Groups of children	Spread of infection (coronavirus)	Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.	Ensure staff are aware of their bubbles and procedures to maintain bubbles	SLT members discuss staffing to maintain bubbles are maintained including cover at playtimes including dinner and play time, SEN pupils and PPA cover – plan shared with all w/b 17/5	LS/JM to monitor, review and develop where necessary from 17th May

Classrooms	Spread of infection (coronavirus)	• Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. • Staff should maintain 2 metre distance from each other, and from children where possible. Where this is not possible a facemask/visor must be worn unless staff are exempt • For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help. • Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupil's side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups.	Discuss the need for maintaining distance at briefings with all staff Distribute the latest employee guidance and ensure staff have signed this. Pupils seated in rows from Year 1 up and encouraged to space out in Reception Outdoor space used extensively in Year 1 and reception when appropriate	Staff aware of need to distance Seating arrangements enable pupils to sit in rows from Year 1 up Pupils made aware, regularly, of the need to allow each other space and not to touch their peers and staff. Regular hand washing	LS/JM class teachers 14th May and ongoing
Groups	Spread of infection (coronavirus)	• Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.	No collective worship sessions held as a school, class based and remote sessions instead including those led by parish clergy	All staff made aware of need to protect the bubbles	LS/JM 14th May

		• When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. • School to consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). • Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.	Each class has own entry and exit route from their classroom to playground. Timetable for playtimes and lunchtimes maintained Staff only using staff room when necessary. Seats removed to allow social distancing	No whole school events or mixing of bubbles SMSA to return to school from 12th April assisting with ratios	Return to work meeting held w/b 12th April
Drop off and pick up routines	Transmission of the coronavirus between parents/children	• School to consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. • A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. • Schools to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. • School to have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them.	Pupils have 15/20 minute window to arrive and be collected from school Break and lunchtimes staggered and supervised by staff in the bubble Ensure letters/communication has been sent to parents Distribute the latest employee guidance and ensure staff have signed this.	Parents informed that drop off and pick up routines will continue to end of school year Lunchtime arrangements confirmed with via discussion LS/JM and Lorraine 17th May Parents informed 17th May Distributed electronically and signed for.	LS/JM letter w/b 17th May

		• Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice			
Equipment	Spread of infection (coronavirus) via use of shared equipment	• For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. • Classroom based resources, such as books and games, can be used and shared within the bubble; these are to be cleaned regularly, along with all frequently touched surfaces. • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Pupils and teachers can take books and other shared resources home, although unnecessary	Distribute the latest employee guidance and ensure staff have signed this. Handwashing before and after handling equipment, especially if being used by more than one person. Avoid sharing equipment wherever possible. Coats are left on back of chair Each class has set of PE equipment for them to use	From 8th Mar all pupils have own personal pack of equipment Ongoing cleaning of tables and equipment by cleaners and teaching staff – reminder 8th Mar … 17th May	LS/JM from 8th Mar

		sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.			
Pupils with education, health and care plans or on SEN support	Spread of infection (coronavirus)	• Pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve. • Teachers and special educational needs coordinators are to plan to meet these needs.	Additional discussions between parents SENCO and class teacher regarding provision for these pupils during partial opening Regular updates and reviews of plans in place Discussions of how any remote learning might be adapted to best meet the needs of these pupils and additional support given CB to speak to the pupils each week Children with external support given personalised resources and still access outside agency involvement via Teams	CB phonecall home to all EHCP parents regarding return to school Mar Home visits (JM and EC) where appropriate	CB w/b 7th Mar Weekly reviews
Clinically extremely vulnerable staff/pupils		• From 1 April 2021, if employees/pupils have been identified as clinically extremely vulnerable they will no longer be advised to shield. • They should however continue to take extra precautions to protect themselves.	The clinically extremely vulnerable will get priority access to vaccination against COVID-19 before the general population and in line with the priority ordering set by the Joint	Staff to return to work from 12th April. Back to work meetings on 12th April with members of staff	JM 12/4

Clinically Vulnerable staff		• It is important to continue to keep the number of social interactions that staff/pupils have low and try to limit the amount of time spent in settings where unable to maintain social distancing. • If an employee or pupil is in this group, they will previously have received a letter from the NHS or from your GP telling them this. • Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.	Committee on Vaccination and Immunisation (JCVI).	returning to work…follow up meeting w/b 26/4 To be reviewed by 16th April or earlier if guidance changes LS/JM to hold face to face and phone meetings with staff beginning 8th March following additional guidance.	HR w/c 8th March SLT – w/b 8th Mar
New and Expectant Mothers		• Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. • All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home		To be reviewed if necessary and discussions held with individual staff.	

		or workspace, and follow the measures to minimise the risks of transmission • A new and expectant mothers risk assessment should be carried out to consider any risks (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. • Employers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). • This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19). Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.	School to complete RA following usual procedure once informed of pregnancy and update regularly following guidance School to act accordingly if this in formation is shared	Guidance has been followed following an additional pregnant lady	Meeting held to discuss risk assessment w/b 9th May 21. Additional meeting planned at regular intervals LS if necessary
Supply teachers, peripatetic teachers	Movement around schools - spread of	• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.		Supply TA informed of school procedures	LS and SLT include any supply staff in

and or temporary staff	infection (coronavirus)			and any adaptations 8th March Music Service Staff to return from 12th April…RA to be discussed prior to return	all discussions re any changes from 8th March
		• They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. • School to consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. • A record is to be kept of all visitors.	Ensure all staff have read and understood the revised Visitors policy Ensure staff are aware of the forms to be completed and the secure storage procedures in the absence of office staff. Ensure staff are aware how to securely destroy these after 21 days.	External staff only attend if essential, any meetings held remotely Any visitors continue to sign in using Trust paper work, share with office staff and keep records for 21 days.	JM/LS remind office staff for this to continue – 5th Mar
Outdoor playground equipment	Spread of infection (coronavirus)	• Outdoor playground equipment to be more frequently cleaned. • After use of equipment children are to clean hands thoroughly.	Outdoor equipment must not be used unless school can ensure it is appropriately cleaned in line with government guidance and ensure handwashing takes place before and after use	Children reminded not to use any outdoor equipment 29th Jan by class teachers…and 8th Mar	JM/Class teachers by 29th Jan…and 8th Mar
Extra-curricular provision e.g. breakfast/afterschool			Breakfast/After school club is run by external	Weekly discussions	LS/JM/Breakfast Club – Ongoing

clubs, holiday clubs etc	Spread of infection (coronavirus)	• School to consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. • School to consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then school should use small, consistent groups. • For further information on summer holiday clubs, see Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak in order to plan extra-curricular provision. This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.	provider who have own Risk Assessment. Currently using the hall. Children separated into Year Group sections to protect bubble. Sanitising station at doors before entering and leaving breakfast/after school club. Pupils are attending external provision/settings School is in close contact with these to help protect pupils, families and staff After school sports clubs to resume after Spring Bank within class bubble	SLT/Breakfast Club leader with any concerns. Formal meeting to take place w/b 19th April to discuss any concerns. SLT to meet with Sports Leader to check procedures prior to after school clubs starting	LS and RSY to review 21st June
Physical activity in school	Spread of infection (coronavirus) through contact	• Pupils to be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air	• Ensure staff are aware of practices to ensure equipment is appropriately cleaned between use (different children / groups of children) • Timetable should not use rooms for multiple purposes. Where this	PE only to occur in class bubbles and be lead by the staff working within those bubbles – information shared with all staff 2nd Mar	LS/JM 8th Mar

		conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. • External facilities to be also used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice: • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • School is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. • Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.	is a necessity documented arrangements for cleaning and infection control are required and must be produced beforehand. This includes the school hall • Plan how to limit the number of children using facilities	No sharing of equipment between bubbles If sessions held in the hall, door to corridor to be open – Majority of sessions to be outside RS to be contacted by class based staff if additional support is needed in planning and preparing for these sessions	
Educational visits and journeys	Transmission of infection	**Day Visits** • In line with the roadmap, schools were able to resume educational day visits from 12 April. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time.	SLT to approve any suggested trips before further investigation occurs	Day Visits only to occur with the class bubble – no mixing of bubbles	Review 21st June

		• This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. • School to undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, school will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. • School should consult the health and safety guidance on educational visits when considering visits **Domestic Residential Educational Visits** • School to contact their designated Educational Visits Coordinator or visit leader when considering any domestic residential educational visit. • General guidance about educational visits is available, with specialist advice available from the Outdoor Education Advisory Panel (OEAP). All educational visits must be fully compliant with COVID-19 requirements. See Annex C Covid-19 Schools Guidance	School to obtain risk assessment prior to visit, make contact with centre to discuss any concerns School to ensure parent have additional information prior to visit No Residential Visit planned until at least the end of the school year Any Planned residential visit to be passed by Governors and Trust	Any staffing of day visits to be with staff within the bubble	
Contractors/Visitors	Transmission of infection (coronavirus	**Contractors working on site** • Obtain Contractor's Covid-19 Risk Assessment • Ensure any Contractor's work is organised where there is minimum/no contact to both staff/pupils e.g. out of school hours	Covid Risk assessments to be gathered prior to work and share at site meetings Where possible the work to be undertaken before	From 17th May SLT and Caretaker to meet with any contractors agree on routines, and	LS/PB discussion regarding contractors 17th May and ongoing

		• Ensure Contractor signs in/out of the premises using the Track and Trace system • Adequate control measures in place to ensure social distancing/barrier off system • Allocated welfare facilities (where required) and increase of cleaning regime • Contractor to wear face coverings whilst moving around the school premise **Visitors** • Where possible arrange to meet visitors via on-line system (e.g. Teams, Zoom etc) • If not possible ensure the visitor signs in/out of school and uses the Track and Trace system Both the employee and visitor must wear a face covering at all times and social distance	or after school or during school holidays Contractors to comply with school Track and Trace format Toilets to be allocated No other school facilities to be used by contactors If visitor needs to come into school, additional measures to be in place – face covering, wiping down table before meeting, own pen and stationary to be brought Complete Track and Trace document Further information from Trust regarding visitors and procedures	procedures to be followed Office staff to be informed Track and Trace documents to be completed and kept within the schedule School to share expectation with visitors	Track and Trace documents to be completed office staff informed 14/5 JM Track and Trace documents to be completed office staff informed 14/5 JM

Manager's Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.	
Manager's Signature	**Mr L Spencer/ Mr J Moore**
Date	**14/5/21**
Date of planned review	**w/b 14/6/21**
Date of planned full re-assessment	**w/b 12/7/21**