



Preparation for full opening of schools, September 2020

This risk assessment is not likely to cover all scenarios of all Trust Schools. Each school should consider their own unique circumstances, layouts, pupil numbers, resources, class room sizes, staffing capacity and pupils who have EHC plans and/or require intimate care. Each school is required to input their additional control measures specific to their schools in the columns provided and submit back for review by the Trust and Governors.

We remind all schools to follow only professional guidance informed directly from Gov.uk, DfE and PHE.

Risk Assessment Detail

Assessment Reference Number:	COVID-19-01	Date of Assessment	27/04/2021
Assessment undertaken by:	Emily Harman	Position:	Estates, Facilities and Health and Safety Advisor
Assessment undertaken with (SME): (Subject Matter Expert)	James Leech	Position:	Head Teacher
Activity / Task / Topic / Detail:	COVID Recovery Plan April 2021		
Activity Location:	St Mary's Catholic Primary Voluntary Academy		
Address:	Grammar School Road, Brigg, DN20 8BB		
Number of People & Detail: (e.g. one person, 2-5, 6-10, 11-50, 51-100)	Pupil: 186 Teacher: 12 Support: 16		
Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)	<p>Guidance for full opening: Schools (published 2 July 2020) Updated 6 April 2021 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</p> <p>Face coverings in education Updated 6 April 2021 Face coverings in education - GOV.UK (www.gov.uk)</p> <p>Stay at Home: Guidance for households with possible or confirmed coronavirus infection, Updated 21 April 2021 Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Actions for schools during the coronavirus outbreak (published July 2020) updated 6 April 2021 Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</p> <p>Guidance for school: coronavirus (COVID-19) updated 5 March 2021 Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>COVID-19 Cleaning in non-healthcare settings (updated 16 October 2020) COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		



	<p>Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 16 April 2021) Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Children of critical workers and vulnerable children who can access schools or educational settings (updated 9 March 2021) Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</p> <p>Coronavirus (covid-19) asymptomatic testing in schools and colleges (published 15 December 2020) (guidance under review following announcement on 22 February 2021) Updated 30 March 2021 Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Personal Protective Equipment at Work Regulations 1992</p> <p>Staying alert and safe (social distancing) (published 11 May 2020) Updated 13 August 2020 (withdrawn 24th November 2020)</p> <p>Coronavirus Restrictions: Updated 26 April 2021 (COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)</p> <p>Advice for pregnant employees: updated 29 March 2021: Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p>
<p>Duration: (e.g. Hr - hours - Min - Minutes)</p>	<p>From 12 April 2021 until Government Review</p>

Hazard	Who May be Harmed	Gov.uk Guidance and CMAT Response for Required Controls	Specific Educational Setting Response and Controls	Risk Rating
<p>Spread of Covid-19 –Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying 	<p>Effective infection protection and control – minimise contact with individuals who are unwell, do not permit attendance to school if they or anyone in their household are showing signs of infection or have tested positive in the last 10 days. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>Refer to action cards if anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in,</p>	<p>Weekly letter/ message to parents to inform them of the guideline saying that children who are displaying symptoms cannot enter school premises and must follow government guidance.</p>	<p>LOW</p> <p>LOW</p>



	<p>health conditions</p>	<p>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' and arrange to have a test through NHS Test and Trace and consult with PHE</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>Hand washing - Clean hands thoroughly more than usual, ensure washing facilities are available for use, ensure hand washing is carried out for 20 seconds with running water and soap and make sure they are dried thoroughly using paper towels, failing this, supply hand sanitiser, hand rub or skin friendly skin cleaning wipes to be used.</p> <p>Promote good respiratory hygiene, "CATCH IT, BIN IT, KILL IT" approach. Tissues will be made available throughout the school. Adopt recent Government advice and support HANDS-SPACE-FACE campaign. https://coronavirusresources.phe.gov.uk/Hands-Face-Space/ Hands. Face. Space - YouTube</p> <p>Clean frequently touched surfaces using standard products held in school such as detergents.</p> <p>Headteacher to ensure daily checks are made with Government updates.</p>	<p>Action cards on display in office and in Headteacher office, along with Covid-19 Related pupil absence document.</p> <p>One isolation room for children/ staff who are displaying symptoms. Use of an external exit to avoid mixing with other people.</p> <p>Parents contacted and children will be removed from school. If test is available in school, then parents/ carers will be given one so that they can carry out testing at home.</p> <p>Handwashing facilities and hand sanitisers available across the school. These facilities are exclusive to each bubble.</p> <p>Tissues, tissue bags and bins in every classroom so that children can follow the 'Catch It, bin it and Kill it' approach.</p>	<p>LOW</p> <p>LOW</p> <p>MEDIUM</p> <p>LOW</p> <p>LOW</p>
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		<p>Pupils and staff updated as necessary, communication throughout the school community is key.</p> <p>Display posters, leaflets and other materials.</p> <p>Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Minimise contact and mixing groups by altering the classroom layouts and timetables, staggering entry and exit times, breaks and lunches. Consider separate entrances and exits directly to classrooms from outside.</p> <p>All staff follow and regularly reiterate the hygiene message to pupils/students;</p> <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands <p>All pupils/students are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> • before leaving home and on arrival at school 	<p>Anti-bacterial wipes and sprays in all classrooms and communal areas. These are used to clean frequently touched areas frequently throughout the day.</p> <p>Posters around the school promote social distancing and handwashing.</p> <p>Letters to parents weekly outlining key procedures in school and reminding them of protocols.</p> <p>Reduced numbers in wrap around care and students work in their bubbles. Bubbles for Rec-Y2, Y3-4 and Y5-6. Soft start in the morning to reduce numbers of people onsite at any one time. Staggered pick-up at end of day. Rec – Y2 3:10-3:20pm and Y3-6 3:20-3:30pm.</p> <p>Daily reminders to children from staff regarding basic hygiene requirements in school.</p>	<p>LOW</p> <p>LOW</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>LOW</p> <p>LOW</p>
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		<ul style="list-style-type: none"> • after using the toilet and after breaks and sporting activities • before food preparation and eating any food, including snacks • before leaving school <p>Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team in the event of a possible case</p>	<p>Handwashing on arrival, after toilet breaks, after break and before/ after lunch. Hand sanitisers used on way out to play/ lunch.</p> <p>Action cards on display in offices with local HE protection teams contact details.</p>	<p>LOW</p>
<p>PPE</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Primary Settings –</p> <p>Face coverings or face masks in schools are not recommended to pupils in the primary school setting.</p> <p>Staff, and visitors should wear face coverings in communal areas such as where the layout of the school makes it particularly difficult to maintain social distancing.</p> <p>Secondary Settings –</p> <p>Face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. Face coverings do not need to be worn by pupils when outdoors on the premises.</p>	<p>Some staff who are deemed vulnerable or are not able to socially distance may wear PPE at those times. See individual risk assessments.</p> <p>Staff should wear face coverings when they are unable to maintain a 2m distance from children.</p> <p>Staff should wear face coverings when moving around the school site or when sat in communal areas, when they are unable to maintain a 2m+ distance.</p> <p>When putting on/ taking off face coverings – staff should follow the guidance below.</p> <p>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</p>	<p>LOW</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>HIGH</p>



		<p>In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>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. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).</p> <p>Schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.</p> <p>PPE is also needed in cases where; pupils whose care routinely already involves the use of PPE due to intimate care needs so will continue to receive their care in the same way. And if a young pupil becomes unwell showing symptoms of</p>	<p>face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Staff to wear face coverings at the start and end of the day, when at the doors and on the playground.</p> <p>Parents and carers have been asked to wear face coverings on the school site.</p> <p>Visitors to the school will be instructed to wear face coverings and to adhere to handwashing/ sanitising protocols.</p> <p>Letters and newsletters regularly issued, updating parents and staff on new measures and continued measures.</p> <p>School will maintain stock levels of PPE equipment and will be able to provide it to visitors and staff when required.</p>	<p>MEDIUM</p> <p>MEDIUM</p> <p>LOW</p> <p>LOW</p> <p>MEDIUM</p>
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	<p>COVID-19 whilst at school and is awaiting collection, if the staff member who is waiting with them cannot maintain the distance of 2m then gloves, an apron and face mask should be worn by the supervising adult only. PPE will not be given to children under year 7 to use under any circumstance.</p> <p>Required PPE can be sourced from:</p> <p>https://www.seton.co.uk/</p> <p>https://www.plycopy.co.uk</p> <p>https://www.multicaremedical.co.uk</p> <p>This list is not exhaustive, other suppliers may be used.</p> <p>Disposable face masks, disposable aprons, disposable gloves, face shields and eye protection if deemed necessary.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. 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</p>	<p>PPE used by staff who are involved in intimate care. PPE equipment is available in school in teaching rooms and in areas where children are taken to if they are unwell and displaying Covid-19 symptoms.</p> <p>Letters and Newsletters to outline any changes to the requirements of wearing face coverings etc.</p> <p>There will be sealed bags to dispose of any used PPE equipment. These bags will be placed in the medical waste disposal units as soon as is practical.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>
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		then wash their hands again before heading to their classroom.	<p>Staff aware of the procedures and protocols. SLT available to support if children need to be spoken to regarding face coverings.</p> <p>Staffroom and staff toilets have maximum numbers on them to ensure there are not too many people in these areas.</p> <p>In the staff room only one staff member should sit at the table and 1 staff member at each set of chairs. Staff should not meet in groups of more than 6 in any location. Where staff meet in these areas, 2m+ social distancing must be adhered too fully. Areas should be wiped down afterwards and ventilated (see guidance)</p>	<p>LOW</p> <p>MEDIUM</p> <p>MEDIUM</p>
Class Sizes – Social Distancing	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Primary children and early years cannot be expected to remain 2m apart from each other and staff, however as previously stated schools will avoid contact with anyone with symptoms, frequently clean hands and practice good respiratory hygiene (CATCH IT, BIN IT, KILL IT) (HANDS-FACE-SPACE) clean areas regularly and minimise contact and mixing.</p> <p>All class sizes reflect the numbers of teaching staff available and are kept as small as possible with break times, lunch times and the movement of pupils/students around the school staggered to reduce large groups of pupils / staff gathering.</p>	<p>One isolation room for children who present symptoms, children to get to rooms outside of the school via external doors. Exit without meeting other children or additional staff.</p> <p>Staff where possible will teach from the front of their classrooms. If staff want to move around the classroom to support the children, then they should wear a face covering during these times.</p> <p>When delivering small group interventions, doing 1:1 reading and phonics sessions, staff will wear a face covering and where possible will position themselves 2m+ away from children. At time</p>	<p>LOW</p> <p>MEDIUM</p> <p>MEDIUM</p>



		<p>The 2m or 1m+ rule will be adopted where possible throughout the school. Primary schools are permitted class sized groups and Secondary school's whole year groups.</p> <p>We recognise the importance to continue to reduce contact between people as much as possible therefore if the group option is adopted those groups are to stay consistent and away from other groups formed within the school.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils 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, and where possible not using the front row of the classroom to encourage more space between pupil and teacher.</p> <p>Teaching staff stay with their small group/class and do not crossover to teach/support different groups/classes, thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school. Where this is not practical, teachers are permitted movement between classes to facilitate better learning.</p> <p>Where schools use transport, it is advised that pupils travelling should reflect the wider bubbles that are adopted in school, hand sanitiser should be provided upon boarding and disembarking, organise queuing where possible, additional</p>	<p>Parents contacted and children will be removed from school without contact with other people. Member of staff will supervise appropriately. Parents advised to follow gov guidelines. If test available in school then these will be issued to parents.</p> <p>Bubbles in school are as follows;</p> <p>Reception, Y1 and Y2 – (79chn)</p> <p>Y3 & 4 bubble (57chn)</p> <p>Y5 & 6 bubble (50chn)</p> <p>These bubbles have their own toilet areas and classrooms, which are cleaned and disinfected regularly.</p> <p>Bubbles also have staggered break and lunchtimes. In situations where two bubbles are outside at the same time, they have their own designated play area and are not permitted to go into other bubbles.</p> <p>Staff to clean surfaces throughout the day. Cleaning products in the classroom for teacher to use if required.</p> <p>Class teachers only teach their classes. Staff who deliver PE, PSHCE and Music across bubbles are expected to try and maintain social distancing whilst teaching their lessons. Pupils working with PPA teachers will wash/ sanitise their hands before and after sessions.</p>	<p>HIGH</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>LOW</p>
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		<p>cleaning of vehicles should be adopted and face coverings for children over the age of 11 should be used where appropriate. Limit close contact with people outside of their bubble.</p> <p>You may keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for:</p> <ul style="list-style-type: none"> • specialist teaching • wraparound care: • transport 	<p>Year 2 -6 classes sit side by side and face forwards.</p> <p>Wrap around care will keep children within their bubbles.</p> <p>Music tuition may have students working from different bubbles – they will wash hands thoroughly, maintain social distancing from other members of the group and use their own designated equipment. Mr Thomas will ensure that children are socially distanced and will wear a visor during the lessons.</p> <p>PE clubs will start on March 8th and will be delivered to bubbles and will be held outside.</p> <p>Wraparound care will keep children in their bubbles and children will use their bubble toilets and not mix.</p> <p>Children will sit in their bubbles on the coach to trips. We will use private bus hire companies and not use public transport.</p>	<p>LOW</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>LOW</p> <p>LOW</p>
Health and Safety	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers 	<p>Ensure staff who undertake your compliance checks are continuing these as normal practice. Fire alarm testing, emergency light testing, legionella testing, running the taps, fire doors</p>	<p>Regular and statutory checks have and will continue to take place.</p> <p>Internal classroom doors to remain open and Fire Risk Assessment adjusted to reflect this. (Person using room responsible for ensuring the door is</p>	<p>MEDIUM</p> <p>LOW</p>



	<p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>operating correctly, fire appliances in situ and in date, fire alarms are serviced, PAT testing etc.</p> <p>Where possible ensure good ventilation around the school (opening windows/doors), this is to continue in colder months as much as possible.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • 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 – for more information see school uniform • rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. <p>Annual audits undertaken and completed</p> <p>Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only.</p>	<p>closed if fire alarm rings). Classroom windows to be opened as much as possible.</p> <p>Fire drill to be completed as normal, with a larger gap between each class and bubble.</p> <p>Majority of school heating is blow heaters. Blow heaters will be used only when necessary. Windows will be left open when blow heaters are in operation. These may be put on at lunch/ break and then stopped on the return to the classroom.</p> <p>When opening classroom windows, staff should try to open windows at opposite sides where possible. This will allow air to flow out of the room.</p> <p>Audit took place December 1st 2020</p> <p>Fire drill to be completed as normal with social distancing measures in place. Completed September 2020 and February 2021. Next drill will take place in Pentecost term.</p>	<p>LOW</p> <p>LOW</p> <p>MEDIUM</p> <p>LOW</p> <p>MEDIUM</p>
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		<p>Communicate any changes to fire procedures to all staff and children.</p> <p>DPS and Estate Leads will visit schools to undertake compliance checks in line with the submitted approved risk assessments for monitoring purposes and records. This will continue into any national or local lockdown where concerns are raised.</p> <p>Dynamic risk assessments will be updated in line with new government guidance released.</p>	<p>COMPLETED November 2021.</p>	<p>LOW</p>
<p>Staff</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>After establishing class sizes, allocate rooms and staff to accommodate, consider 1 teacher or 1 TA per group, this will allow more flexibility should a particular teacher or TA fall ill.</p> <p>Avoid where possible changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups, where this cannot be avoided, please ensure cleaning procedures have taken place before changeover, leaving time between lessons to enable this to happen.</p> <p>Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles</p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment</p>	<p>Allocation completed, very limited flexibility in staffing and space at present. TAs will need to cross bubbles.</p> <p>Class teachers are assigned to bubbles. TAs are not assigned to bubbles and may need to work across them. When this is the case, TAs to maintain 2m rule where possible and increase frequency of handwashing. Pupils working with TA should wash hands before and after session.</p> <p>Music teacher to work from the front of the classroom, maintaining a 2m+ distance from classes Y1 – Y6. Any singing will follow the guidelines below;</p> <p>- Any singing in groups will be kept 'separate (in bubbles) and through maintaining social distance between individuals.'</p>	<p>MEDIUM</p> <p>MEDIUM</p> <p>MEDIUM</p>



		<p>Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves</p> <p>Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work</p> <p>All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work</p> <p>Toilets are only (wherever possible) used by 1 member of staff at a time</p> <p>Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups</p> <p>Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired.</p> <p>If capacity of staff cannot be achieved to keep the school open, then the school will contact the Trust for further advice before making decisions to temporarily close or implementing any rota systems on health and safety grounds.</p>	<ul style="list-style-type: none"> - continue to keep 2 metres distance as much as possible - Use personal amplification microphone 'to reduce the need for prolonged periods of loud speaking or singing' - Singing will still not take place in larger groups, such as choir or cross bubble assemblies - Singing will take place outdoors whenever possible - Instruments will be used in one bubble/week so they will be left over 72 hours before they are used with another bubble - Children will wash their hands before and after using an instrument - Instruments that can be easily cleaned will be wiped down before and after use <p>In Reception, Music teacher will move children further back during carpet time and during choosing time will try to avoid close contact with children where possible and will wear a face covering whilst in the classroom.</p> <p>Staff have their own equipment that will not be shared. Teachers will not change classrooms.</p> <p>TAs are not assigned to bubbles and may need to work across them. When this is not the case. TAs to maintain 2m rule where possible and increase frequency of handwashing.</p>	<p>MEDIUM</p> <p>MEDIUM</p> <p>LOW</p> <p>MEDIUM</p>
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		<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools</p> <p>Schools can continue to engage supply teachers and other supply staff during this period</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Clinically extremely vulnerable:</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <p>All other staff should continue to attend work.</p>	<p>Staff have been instructed to clean/ sanitise areas of the school after use. This is regularly reinforced and staff are reminded.</p> <p>Sanitiser and handwashing facilities are available to staff across the school.</p> <p>Staffroom is limited to 4 people at a time. Hands must be sanitised before entering. Staff are not encouraged to loiter in the staff room.</p> <p>Staff have been using and will continue to use their own equipment including cutlery and plates.</p> <p>Anti-bac wipes will be positioned in all communal areas and should be used by staff to wipe down areas they have used. These will include the photocopier, kitchen area and any other communal areas.</p>	<p>MEDIUM</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>LOW</p> <p>LOW</p>
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		work cannot be found, you should be suspended on paid leave.	All visitors to school will sanitise hands on entry and will where possible maintain 2m social distance from members of the school community.	MEDIUM
			Risk assessments in place for clinically extremely vulnerable and clinically vulnerable staff.	MEDIUM
			Risk assessments will be reviewed continuously. For pregnant members of staff, the risk assessment will be reviewed and changed for the 28 week period. Head to seek guidance from the Trust prior to this point.	MEDIUM
			No staff or students have been identified by the NHS / GP as being CEV, yet.	LOW
			PPE measures in place. Staff can opt to wear PPE in other areas of the school too. PPE is always available. Staff should wear a face covering in any areas of the school where they cannot maintain a 2m+ distance.	MEDIUM
			No members of staff are in their third trimester and working in school.	LOW



<p>Pupils (CEV)</p>	<ul style="list-style-type: none"> • Pupils 	<p>Shielding advice has been paused nationally from 31 March. All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>As normal, you should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is already set out in the school attendance guidance but is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.</p>	<p>There are no CEV pupils in school currently.</p>	<p>None</p>
<p>Cleaning</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing</p>	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as desks, door handles, light switches, welfare facilities, using appropriate cleaning products and methods.</p>	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as desks, door handles, light switches, welfare facilities, using appropriate cleaning products and methods.</p>	<p>MEDIUM</p> <p>LOW</p>



	<p>underlying health conditions</p>	<p>Resources being utilised must be cleaned frequently. Where they cannot be cleaned, non-plastic items should be left for 48 hours between cross usage and plastic items must be left for 72 hours.</p> <p>Installation of hand sanitisers are located at key points around the site i.e. entrances, exits.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Implement the use of fogging machines in schools to aid with accurate, quick sanitising of classrooms and other school areas. Fogging machines sourced are an additional control measure not a replacement control measure. Ensure original enhanced cleaning procedures are also adopted.</p> <p>Introduce additional cleaning of outdoor benches in between break times.</p> <p>Review cleaner and caretaker staff hours to accommodate additional cleaning requirements throughout the working day in line with guidance.</p> <p>When effective cleaning is no longer available the school would pursue;</p> <ul style="list-style-type: none"> • replacement/cover site staff if the duties are contracted in • voluntary assistance from other school staff • external cleaning services • temporary workers if alternative arrangements cannot be made 	<p>Resources being utilised must be cleaned frequently. Where they cannot be cleaned, non-plastic items should be left for 48 hours between cross usage and plastic items must be left for 72 hours.</p> <p>Installation of hand sanitisers are located at key points around the site i.e. entrances, exits.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Implement the use of fogging machines in schools to aid with accurate, quick sanitising of classrooms and other school areas. Fogging machines sourced are an additional control measure not a replacement control measure. Ensure original enhanced cleaning procedures are also adopted.</p> <p>Introduce additional cleaning of outdoor benches in between break times. Benches only used by one Bubble so cleaning between breaktimes is not required.</p> <p>Review cleaner and caretaker staff hours to accommodate additional cleaning requirements throughout the working day in line with guidance.</p> <p>When effective cleaning is no longer available the school would pursue;</p> <ul style="list-style-type: none"> • replacement/cover site staff if the duties are contracted in • voluntary assistance from other school staff • external cleaning services • temporary workers if alternative arrangements cannot be made 	<p>MEDIUM</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>LOW</p> <p>MEDIUM</p> <p>MEDIUM</p>
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			<p>Staff will continue to wear face coverings and adopt in school control measures whilst off site.</p> <p>No public events will be held in school, until further guidance has been received.</p> <p>All trips will be planned through Evolve and will include RAs from trip organisers and transport companies.</p>	<p>MEDIUM</p> <p>LOW</p>
Lettings	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>School lettings are able to proceed, please ensure you have received an reviewed the hirers individual letting risk assessment and their procedures for adhering to .Gov.UK/Dfe and PHE/HSE guidance. Items to be covered on their risk assessments should include:</p> <p>Cleaning of premises, social distancing measures taken, support of the NHS Test and Trace system and their communication procedures with PHE and the school directly. Check the dates on the risk assessments are current and ensure reviewed assessments are forwarded for your consideration immediately.</p> <p>Please ensure you lettings are not in violation of any Tier or national restrictions your area may currently be in.</p>	<p>After school clubs do run on a Monday, Thursday and Friday.</p> <p>These are run by our PE Teacher Mr Kershaw and he is running them for each individual bubble separately. In most cases (except in extreme weather) the clubs will take place outside. When inside then areas will be carefully cleaned prior to classes returning to the rooms and they will take place in one of the bubble classrooms of that specific group.</p> <p>Children attending the clubs will arrive in school in their PE kit.</p> <p>When being collected children will be picked up from the front of the Hall, whilst waiting for collection children will wait in the specific bubble area.</p> <p>Handwashing routines will be adhered to prior the club starting.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>



			Holiday clubs may run during school holidays. Currently these are run by Premier Education who have control measures in place and ensure RAs are thorough and in line with school protocols.	LOW
Local and National Lockdowns	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>Follow.Gov, PHE, DfE and HSE guidance released in relation to local or national lockdowns only.</p> <p>In the event of new restrictions being imposed, the CMAT will liaise directly with the schools initially to discuss any additional control measures required then schools will need to communicate quickly and clearly to staff, parents, pupils the new arrangements.</p> <p>Check for changes in key worker lists and ensure critically extremely vulnerable workers have been identified.</p>	<p>Headteacher will continue to monitor PHE, DfE and HSE guidance.</p> <p>If a local lockdown is announced then the school will put in place the following control measures;</p> <p>Face coverings will not be worn around the school corridors as social distancing can be maintained.</p> <p>Face coverings would be used by staff when greeting and dismissing children.</p> <p>The drop off and collection times would be reviewed and may be staggered more, to reduce the numbers of people on school site at any given time.</p> <p>Parents/ carers would be told to wear face masks when on the school site. Only those with valid reasons for exemption would be exempt.</p> <p>Weekly letters / pings to parents outline changes and remind them of key protocols.</p> <p>Unless the local lockdown was announced at TIER 4 – the school will remain open to all children. If the local lockdown reaches TIER 4 then the school will offer places to vulnerable children and the children of critical workers.</p>	<p>LOW</p> <p>LOW</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>MEDIUM</p> <p>HIGH</p>



SLT Meetings	<ul style="list-style-type: none"> • Staff 	<p>Hold these meetings remotely via the medium of Teams, Zoom etc to eliminate the risk as source, where this cannot be done, ensure all social distancing control measures are adhered to at 2m+ spacing, the room is large enough to accommodate the members of the meeting safely and the room is well ventilated, you may also want to consider the use of face masks as an additional control measure. Keep the meeting to as shorter time as possible. This will prevent the requirement for self isolation should a positive case be confirmed after the meeting took place.</p>	<p>Meetings will be held remotely where possible. They will take place at 12:05pm every Monday and SLT members will attend and if in JLE's office, they will sit 2M+ apart and wear face coverings.</p> <p>The meeting would not run for longer than 30 minutes. Governors will attend the meeting remotely until further notice.</p>	<p>LOW</p> <p>LOW</p>
Interviews	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>All interviews taking place should be held via Teams, Zoom etc to eliminate the risk at source where possible.</p> <p>If this is not possible and the interview would strongly benefit from being held on the premises and face to face, ensure all social distancing control measures are adhered to at 2m+ spacing, the room is large enough to accommodate the members of the meeting safely and the room is well ventilated, you may also want to consider the use of face masks as an additional control measure. Ensure the room is sanitised regularly, there is hand gel available for the interviewer and candidate. Ensure no more than 1 candidate is permitted access at a time. Access to any other area of the school than the dedicated</p>	<p>Interviews will be risk assessed individually and guidance outlined will be adhered to fully.</p> <p>Interviews will be planned to be held remotely.</p>	<p>LOW</p> <p>LOW</p>



		interview room is denied unless monitored. Ensure all candidates scan the COVID-19 QR code on arrival and advise them they may be required to undertake a LFD test prior to the interview commencing.		
Visitors to Setting	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>Settings should restrict all visits to the setting to those that are absolutely necessary. This means suspending parent and carer visits for:</p> <ul style="list-style-type: none"> • new admissions, • settling-in children new to the setting • attending organised performances <p>Only visits that are essential are permitted such as health and safety compliance or a safeguarding concerns as examples. The dynamic risk assessment must be adhered to. If you are unsure, contact the Trust office.</p> <p>All other visit requests are to be denied until further notice.</p> <p><u>ALL VISITORS TO SITE ARE TO SCAN THE SETTINGS QR CODE PROVIDED.</u></p>	<p>All parental visits and school performances will take place virtually until further notice.</p> <p>Parents evening taking place virtually using the School Cloud system.</p> <p>Governors visits and any other external visits will only take place if they relate to health and safety, safeguarding or are deemed essential. If there are any queries, then guidance will be sought from the CMAT.</p> <p>QR track and trace is located at the front of school. If visitor does not have the app, then they will be asked for name and contact details. School will keep this information.</p>	<p>LOW</p> <p>LOW</p> <p>MEDIUM</p> <p>MEDIUM</p>
Out of School Clubs – Wraparound care and extra-curricular activity	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers 	<p>Schools coronavirus (COVID-19) operational guidance - GOV.UK (www.gov.uk)</p> <p>You should be working to resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to</p>	<p>Wrap around care to continue – the Hall is split into three bubbles to replicate the bubbles in school. Staff support and care for the children whilst maintaining 2m distance. Wrap around is used by parent/ carers</p>	<p>MEDIUM</p>



	<ul style="list-style-type: none"> • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>work, attend education and access medical care, and as part of pupil’s wider education and training. Vulnerable children can attend these settings regardless of circumstance.</p>	<p>to allow them to attend work or undertake training or education.</p> <p>Out of school booster sessions will continue in Year 6/5. They are led by DRO who is based in Year 6 & 5. Children sit at their normal classroom seats.</p> <p>PE clubs take place on a Monday, Tuesday and Friday evening. Clubs are run for each bubble, so that there are no students going across the bubbles. They are run by Mr Kershaw who works with the children in their PE lessons and activities are planned to adhere to government guidance.</p> <p>All clubs and wrap around keeps children within their bubbles. This includes PE clubs with Mr Kershaw and in the Hall where wrap-around is split into different groups.</p>	<p>MEDIUM</p> <p>MEDIUM</p> <p>MEDIUM</p>
<p>Return to school after a period of self-isolation.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying 	<p>The DFE have stated “Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children.”</p> <p>There may be an instance where a child’s bubble closes in a school but the child was previously self-isolating. In this occasion, it is reasonable for that child to return to school after their period of isolation ends.</p>	<p>Children will return to school on their designated dates and will work exclusively within their bubbles. Disadvantaged children will receive regular contact and additional support (food parcels etc) if deemed appropriate.</p> <p>Parents will be notified of suitable return dates and will be able to return on this date to their class/ bubble.</p>	<p>LOW</p> <p>LOW</p>



	<p>health conditions</p>	<p>It is a requirement of the Academy to ensure that any children returning who is not part of a group self-isolation school closure, have access to suitable teaching and learning facilities, even if their bubble has been closed.</p> <ul style="list-style-type: none"> • The school will ensure that this child does not enter another bubble on return e.g. a Year 2 child will not be allowed to enter a Year 3 bubble. • The school will ensure they communicate plans to the parent/s in question regarding a return. • Where possible, after the class has been “fogged” the returning child will be expected to use their bubble area. 	<p>Classes may merge in this case, but children will remain in their bubble and will receive teaching and support appropriate to their own level of need.</p> <p>Communication to parents via PING, letters and telephone.</p>	<p>LOW</p> <p>LOW</p>
<p>Mass Testing</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>A separate risk assessment has been produced to incorporate all items required under NHS Test and Trace Appendix C template, Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.</p> <p>Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK (www.gov.uk)</p>	<p>A separate RA has been produced for the LFD testing of staff.</p>	<p>LOW</p>



		Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)		
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