

| Name of person completing the risk assessment   |  | Mr Ian Beardmore / Mr D McKenna  |   |                          |                 | Date       | 28/8/20<br>Reviewed<br>12/01/21 |
|---|--|--|---|--------------------------|-----------------|------------|---------------------------------|
| What are the hazards?   | Who might be harmed and how?   | What control measures are already in place?<br><br>Are they sufficient?                          | What additional control measures are needed?  | Action by who?           | Action by when? | Completed? |                                 |
| Children, parents and staff returning to school are unsure of the new procedures for reducing the risk of spreading the virus | Government guidelines not followed leading to an increased risk of contracting the virus | People are aware of key aspects of social distancing and the risk assessments employed in school | <p>Clear directions will be communicated to parents through Principals Letters</p> <p>A letter has been sent to parents of all children outlining the additional measures that are being introduced to reduce the risk of spreading the virus</p> <p>Parents who are Critical Workers are to be reminded on a weekly basis (at least) that they should keep their children at home if they can.</p> <p>In line with national guidance, parents/carers of vulnerable children and young people are strongly encouraged to attend as they are the most likely to suffer a detrimental long-term impact on their economic, physical and psychological wellbeing.</p> <p>Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are required to shield.</p> | Principal/Vice Principal | Weekly          | 11/01/21   |                                 |

|  |  |  |   |                     |          |  |
|--|--|--|---|---------------------|----------|--|
|  |  |  | <p>All schools will carry out risk assessments on all staff categorized as clinically extremely vulnerable and members of staff from the BAME community. This risk assessment will highlight the protective measure put into place to ensure they can to their normal role in school.</p> <p>A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend school if they are vulnerable or the child of a critical worker. Where possible staff will work from home prioritising the most vulnerable first.</p> <p>Children and staff will still be in school and so the below procedures apply</p> <p>Entrance/exits to be fully supervised and areas clearly marked out for social distancing (for example, through the use of cones/tape etc). Parents have been informed of the relevant entrances/exits but will need to be reminded prior to attending.</p> <p>Recommission all systems, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. Water should all be flushed through and this should have been happening in schools while closed.</p> <p>Check the fire safety systems including making sure:</p> <ul style="list-style-type: none"> <li>all fire doors are operational</li> <li>the fire alarm system and emergency lights are operational</li> <li>all schools will carry out a fire drill within the first 2 weeks</li> </ul> | P Birkin/ E Stanway | 11/01/21 |  |
|--|--|--|---|---------------------|----------|--|

|  |   |   |  |                               |   |  |
|--|---|---|--|-------------------------------|---|--|
|  |   |   | <p>The normal fire drill cycle will then continue.</p> <p>Clean and disinfect all areas and surfaces and, if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen before food preparation resumes.</p>   |                               |   |  |
| Child needs intimate care or falls ill in school                         | Children not treated appropriately if requiring intimate care or injured or ill                               | <p>Intimate Care Policy followed as usual.</p> <p>A first-aider will be on site at all times. Paediatric first aider available for Nursery and EYFS</p> | <p>The ill child would normally have to be removed from the bubble for the first-aider to administer the required support in the first-aid area.</p> <p>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <p>A disposable plastic apron should be used in the case of those children whose care routinely already involves the use of PPE due to their intimate care needs or due to EY age or special educational need. Relevant staff to read: <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u></p> | Vice Principal/ J. Brown/LSPs | 1 <sup>st</sup> September 2020<br>ongoing |  |
| Child/staff member falls ill on site with suspected coronavirus symptoms | Staff supervising the ill child/supporting the member of staff and others who may come into contact with them | Staff are aware of the symptoms of coronavirus  | A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.  |                               |   |  |

|  |                               |  |   |                         |                                      |  |
|--|-------------------------------|--|---|-------------------------|--------------------------------------|--|
|  | could be exposed to the virus |  | <p>Staff/children must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If 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 of the child and with appropriate adult supervision if required.</p> <p>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.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. In this instance, cleaners should be given gloves, a splash resistant face covering and a visor</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child/person subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>All stakeholders to be reminded that those who have coronavirus symptoms, or who have someone in their household who does, <b>MUST NOT</b> attend school.</p> | Vice Principal/J. Brown | 1 <sup>st</sup> September<br>Ongoing |  |
|--|-------------------------------|--|---|-------------------------|--------------------------------------|--|

Parents, carers and school should not take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Parents to be reminded regularly of the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

book a test if they are displaying symptoms. For any families reluctant/unable to arrange their own test, one of the limited school test kits may be issued. The online portal should be used to order additional coronavirus (COVID-19) test kits if we are running out of kits. We are able to make a new order for test kits 21 days after receiving a delivery confirmation email telling us that our previous supply of test kits has been sent. These kits are only for those who develop one of the symptoms of coronavirus (COVID-19) and face significant barriers to accessing a test.

In particular, we commit to use these if staff members are struggling to book a test. Our aim is to support staff wellbeing and remove the concern of being covid positive. This process will also help to get symptomatic staff who test negative back to work as soon as they feel well enough, to ensure the continuity of education for pupils. We will call the Test and Trace helpdesk on 119 if we have not received our Unique Organisation Number (UON) or if we have lost the record of it as it is needed to book the kits.

It is noted that tests conducted at a testing site will deliver the fastest results. Individuals must book a test in advance or they will not be given a test. People can also order home test kits to be sent directly to them.

In line with new advice from Stoke on Trent and Staffordshire Local Authority. School will inform parents they can get a test if they display the below symptoms

- Headaches
- Aches and pains
- Feeling very tired for no good reason
- Sore throat
- Runny nose
- Sneezing
- Sometime 'tummy ache' in children

They can attend school but only if they are well enough to do so and only need to self-isolate if the test comes back positive.

There are a number of testing sites across Staffordshire and Stoke-on-Trent which can be booked online at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) People can use the option of "my council has asked me to book a test" if they have the other symptoms.

Reference to PPE below means:

- fluid-resistant surgical face masks
- disposable gloves
- disposable plastic aprons
- eye protection (for example a face visor or goggles)

The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows:

- a face mask should be worn if a distance of 2 metres cannot be maintained
- if contact is necessary, then gloves, an apron and a face mask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

If 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 of the child and 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.

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. In this instance, cleaners should be given gloves, a splash resistant face covering and a visor.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>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 &amp; Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant 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.</p> <p>All stakeholders to be reminded that those who have coronavirus symptoms, or who have someone in their household who does, <b>MUST NOT</b> attend school.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p>book a test if they are displaying symptoms. For any families reluctant/unable to arrange their own test, one of the limited school test kits may be issued. The online portal should be used to order additional coronavirus</p> |  |  |  |
|--|--|--|--|--|--|--|



(COVID-19) test kits if we are running out of kits. We are able to make a new order for test kits 21 days after receiving a delivery confirmation email telling us that our previous supply of test kits has been sent. These kits are only for those who develop one of the symptoms of coronavirus (COVID-19) and face significant barriers to accessing a test.

In particular, we commit to use these if staff members are struggling to book a test. Our aim is to support staff wellbeing and remove the concern of being covid positive. This process will also help to get symptomatic staff who test negative back to work as soon as they feel well enough, to ensure the continuity of education for pupils. We will call the Test and Trace helpdesk on 119 if we have not received our Unique Organisation Number (UON) or if we have lost the record of it as it is needed to book the kits.

It is noted that tests conducted at a testing site will deliver the fastest results. Individuals must book a test in advance or they will not be given a test. People can also order home test kits to be sent directly to them.

Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace

Close contact means:

- a. Household contact.
- b. Direct contact:

- Face to face contact within one metre for any duration;
- Skin to skin contact;
- Someone the case coughed on;
- Any contact within one metre for more than one minute.

c. Proximity contact:

- Within one to two metres on one or more occasions during a single day for a total duration of more than 15 minutes; or
- Travelling in a car or other small vehicle or close to the case on a bus, train, plane.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Leaders will ask parents and staff to inform them immediately of the results of a test:

if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. Code X should only be used up until the time of the negative test result when the pupil can return to school.

If the household member tests positive, the pupil should continue self-isolating for the full 10 days from when the member of their household first had symptoms. Code X should be used during this period.

|  |   |   |   |  |         |  |
|--|---|---|---|--|---------|--|
|  |   |   | <p>We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, we can take the decision to refuse the child if in our reasonable judgement it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p>   |  |         |  |
| There is a confirmed case of coronavirus in school | Stakeholders on site contract the virus | Staff awareness of the previous coronavirus risk assessment | <p>If someone tests positive, they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. After 10 days they should only return when they are not displaying any of the below;</p> <ul style="list-style-type: none"> <li>• a high temperature or feeling hot and shivery</li> <li>• a runny nose or sneezing</li> <li>• feeling or being sick</li> <li>• diarrhoea</li> </ul> <p>Only stop self-isolating when these symptoms have gone.</p> | Principals/SLT to ensure the correct procedures are followed | Ongoing |  |

|  |  |  |  |   |  |  |
|--|--|--|--|---|--|--|
|  |  |  | <p>If you have diarrhea or you're being sick, stay at home until 48 hours after they've stopped.</p> <p>Leaders must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) – see below. The Principal or a person delegated by the Principal will contact the DfE's helpline. We will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases.</p> <p>The NHS advice team can be reached by calling DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line is open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> <p>We will only phone the above if we have a confirmed case of coronavirus (COVID-19) within school.</p> <p>If phoning the above, we will be put through to a team of advisors who will inform us what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with school in this situation to guide them through the actions we need to take. Based on the advice from the health protection team, leaders must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact definition as above.</p> | <p>Principals</p> <p>Health Protection Team</p> <p>Principals/staff</p> |  |  |
|--|--|--|--|---|--|--|

|  |  |  |   |                |  |  |
|--|--|--|---|----------------|--|--|
|  |  |  | <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, records of pupils and staff in each group will be maintained including seating plans (with the exception of early years), and records will also be kept of any close contact (as above) that takes places between children and staff in different groups.</p> <p>In line with government advice, we do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to school, on the advice of the health advisory team, to send to parents and staff if needed. We must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p> <p>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining</p> <p>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with the local</p> | Principals/SEL |  |  |
|--|--|--|---|----------------|--|--|

health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.

As we plan to have detailed records of pupils' contact, transmission risks are reduced so whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of health protection teams.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider school, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.

In the secondary school the DfE asymptomatic rapid testing in schools and colleges programme has been adopted (please see the specific risk assessment for more detail).

Testing is optional for staff and students and can only take place if consent has been explicitly given.

For those staff and students who have consented to participate

- Students who are tested as part of the initial asymptomatic mass testing, using the lateral flow test, may test positive. If so they will be removed from circulation, given a PCR test (or directed to a PCR testing centre) and sent home to self-isolate immediately until the results of the PCR test are known. If this is positive they should isolate for 10 days and until they no

PHE

|   |  |   |   |                      |          |  |
|---|--|---|---|----------------------|----------|--|
|   |  |   | <p>longer experience a high temperature. Their household must also isolate in line with the public health guidance.</p> <ul style="list-style-type: none"> <li>• Members of staff will be tested weekly. If they test positive they will be given a PCR test and sent home to self-isolate immediately until the results of the PCR test are known. If this is positive they should isolate for 10 days and until they no longer experience a high temperature. Their household must also isolate in line with the public health guidance.</li> <li>• Close contacts of a positive case, if consenting to a lateral flow test, may be tested daily, for 7 consecutive days, as an alternative to self-isolation. Testing should take place at the start of each day, before coming into contact with others, Close contacts undertaking 7-day serial testing must self-isolate over a weekend. If the completion of a 7-day testing period falls on a Saturday or Sunday a final test must take place on-site on the following Monday.</li> <li>• If, during this time, a LFT produces a positive result, the student or member of staff must isolate and undertake a PCR test as above.</li> <li>• If anyone develops any of the 3 main covid symptoms, they must isolate and book a PCR test in accordance with government guidance. They <u>should not</u> come to school for an onsite LFT</li> </ul> |                      |          |  |
| Misunderstanding of the DfE guidance and collegiate strategy. | Staff misunderstand the exact government guidelines leading to inappropriate | Current procedures used in school/the Hub | The attached letters and this risk assessment clearly list the measures that will be taken to maximise good practice. Key strategies include:<br>avoiding contact with anyone with symptoms   | Principals and staff | 11/01/21 |  |

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  | <p>actions being taken at the school</p> |  | <p>frequent hand cleaning and good hygiene practices</p> <p>regular cleaning of school</p> <p>and minimising contact and mixing</p> <p>The start and end of the days will be staggered to reduce large groups congregating. Different (clearly marked and segregated) entrances will be used for different classes. Parents will not enter the building</p> <p>As we are currently in high alert, where possible, we will do our utmost to ensure that children are sat apart when in class.</p> <p>Each child to sit on tables that are forward facing. Teachers will generally at the front of the classroom. Teachers should try to maintain social distancing from pupils wherever possible. Where this is not possible time spent within 1 metre should be kept to a minimum. All Key Stage 2 and above will have seating plans for all lessons.</p> <p>Staff should always socially distance from other adults in school.</p> <p>Staff to either wear gloves when handling children's books or wash/sanitize their hands thoroughly before and after handling books.</p> <p>Lidded bins in classrooms and in other key locations around the site to be used for the disposal of tissues and any other waste, their double bagging and emptying. These should also be used for discarded gloves and other PPE in line with this risk assessment.</p> <p>Assemblies and other gatherings will happen. However, schools may wish to do remote assemblies streamed into classes</p> <p>Systems may be used to support the flow around school and reduce the congestion and crossing in corridors.</p> |  |  |  |
|--|--|--|---|--|--|--|



|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <p>Staff to stay 2m apart from each other. The Maximum occupancy will be identified on the entrance to communal staff rooms and must not be exceeded. Staff will not be offended if they are reminded of the 2m social distancing rules.</p> <p>Children to stay within their bubble at all times of the day. Groups will only mix for curricular reasons or outside. Where possible, they should be 2m apart from each other. Outdoor areas to be used as much as possible.</p> <p>The same teachers and other staff are assigned to the same groups however staff can move between groups as required.</p> <p>Where children and young people in their groups can stay 2 meters away from each other, they should do so. For example, break times and walking in corridors. Within the classroom it is accepted that this is not possible. While in general bubbles should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>Regular cleaning and disinfection of surfaces, and objects, as well as handwashing, are particularly important. Read guidance on cleaning for non-healthcare settings:<br/><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Windows and doors to be open (weather permitting) but safeguarding requirements must still be observed.</p> <p>Children/young people to eat in their group wherever possible.</p> <p>Children/young people to eat at their tables in the classroom. Leaders to discuss with caterers other</p> |  |  |  |
|--|--|--|--|--|--|--|

flexible ways of giving pupils access to lunch such that it can be eaten in the small group setting or outside.

All rooms used by more than one group will be cleaned before another group enters.

Children/young people to wash/sanitise hands as they arrive at school, before break, after break, before lunch, after lunch and before they leave school.

Toilets to be monitored to ensure the maximum number of children/young people at any one time in the toilet is followed

Cleaners to clean all areas that the children have been in. Table tops and other areas need to be cleaned carefully with detergent.

IT equipment to be cleaned with an anti-viral cloth (or equivalent) after each session.

All potentially contaminated high-contact areas such as toilets, door handles, telephones must be cleaned regularly. Cleaners should wear gloves when cleaning these areas. Additional PPE should be provided such as a visor if required.

Full school uniform will be worn and there is no need for anything other than normal washing.

**While in Lockdown**

In both primary and secondary schools

- All adults in school to wear face masks and/or visors in communal areas
- All parents to be encouraged to wear face masks travelling to and from school
- All parents (unless except) must wear face coverings on school grounds

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>• All staff to wear face masks when on the yard with parents</li> <li>• Face masks although not encouraged may be worn in any classrooms.</li> <li>• All staff administering first aid to wear face coverings and visors</li> <li>• All staff must follow the guidance on the safe wearing and removal of face coverings</li> </ul> <p>All the above applies to our secondary school however the term adult also refers to students who attend the high school. To be clear it will be mandatory for face coverings to be worn by students and adults when moving around the school or in communal areas in our secondary school. Face coverings will not be worn in classrooms unless this is identified on a risk assessment.</p> <p>Staff may wear a clear face visor in class if this reduces their anxiety when schools are in a Lockdown.</p> <p>Full duty rota to be updated to include before/during/at the end of the school day.</p> <p>Children/young people should be told that they must not share any equipment or other items including drinking bottles</p> <p>Amended expectations about breaks or break times, including where children may or may not gather must be clearly communicated.</p> <p>All schools have an appendix in their behaviour policy to cover special arrangements.</p> <p>Best practice suggests:</p> |  |  |  |
|--|--|--|--|--|--|--|

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>•proactively teaching new rules to staff, pupils and parents</li> <li>•regularly and rigorously reinforcing behaviour throughout every day</li> <li>•consistently imposing sanctions when rules are broken, in line with this risk assessment and behavior policy addendum, as well as positively reinforcing well-executed rules through encouragement and rewards</li> </ul> <p>A letter to be sent to all parents prior to 1<sup>st</sup> September to explain the new rules and procedures. Parents to be asked to explain these to children.</p> <p>In PE, pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities</p> <p>Please note the following advice:</p> <p>guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</p> <p>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <p>While in lockdown</p> <p>PE, sport lessons will be delivered remotely so those at home and those in school can benefit (outdoors wherever possible.</p> |  |  |  |
|--|--|--|---|--|--|--|

|  |  |                                      |   |                       |       |  |
|--|--|--------------------------------------|---|-----------------------|-------|--|
|  |  |                                      | <p>In music lessons, there may be an additional risk of infection in environments where pupils are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. School will reduce the risk, particularly when pupils are playing instruments or singing in small groups by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Acts of Worship will not include singing, children will not attend mass. We will not host performances.</p> <p>Wraparound care/nurture to apply the same principles with children/young people remaining in their 'bubble' wherever possible. Transition to/from school to be carefully monitored with appropriate social distancing strategies in line with the above.</p> <p>Parents' Evenings/Open Evenings etc will continue remotely or by telephone.</p> |                       |       |  |
| Increased risk of adults spreading the virus to each other on the return to work | Staff not following the risk assessment or the guidance within it leading to an enhanced risk of contracting the virus | Current procedures at school/the hub | <p>Ensure there are plentiful supplies of soap, hand sanitiser, disposable paper towels, fluid resistant face coverings, cleaning products, sanitising wipes for wiping some equipment, lidded bins, tape for cordoning off areas and marking floors, disposable gloves and aprons that can be washed on a daily basis. Posters (for example, to encourage consistency on hygiene and keeping to own group) to be displayed throughout the school.</p> <p>Protection of staff is crucial. It is suggested that staff remove RINGS, WATCHES, BRACELETS. Remove</p>   | E Stanway / Site Team | Daily |  |

false NAILS. Trim nails short. This will help keep infection at bay and mean you can wash your hands properly.

Those with long hair - tie it up

Staff should be reminded of the following principles:

- wash your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who have symptoms
- cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- clean and disinfect frequently touched objects and surfaces

Staff desks to be used by one member of staff at a time, social distancing must be observed at all times and desks must be wiped down with disinfectant wipes after use. Work laptops should be used where possible to avoid shared use of keyboards. Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary. Live marking and circulating within two metres may still take place but staff must avoid any direct face-to-face contact staying to the side or behind the student and this must be limited to less than 15 minutes

Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.

Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small

All staff

|  |  |  |   |  |  |  |
|--|--|--|---|--|--|--|
|  |  |  | <p>rooms. All communal rooms to have a sign on them stipulating the permitted number of adults allowed in so social distancing can be followed.</p> <p>Thoroughly wash hands after using equipment such as photocopiers.</p> <p>Make sure you have read the school's behaviour policy addendum and know what role in it you are being asked to take.</p> <p>Explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.</p> <p>Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. Any that are shared/taken home should be wiped over thoroughly.</p> <p>Phones and keyboards should not be shared and cleaned at the end of each day. Where this cannot be avoided they should be wiped down after each use and hands washed thoroughly.</p> <p>Staff serving lunches should wear a visor unless there is a screen or physical barrier between them and the pupils. All kitchens must comply with the following guidance:</p> <p><u><a href="#">guidance for food businesses on coronavirus (COVID-19)</a></u>.</p> <p>The school day will be the same length of time in school for all pupils however there will be slightly different drop off and collection times to reduce the number of people arriving and leaving at the same time.</p> |  |  |  |
|--|--|--|---|--|--|--|

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <p>Staff to bring in their own cups, make their own drinks, wash their own cups etc.</p> <p>Visitors to the site to be kept to a minimum. All visitor will follow the visitors guide on the entrance to school. Social distancing to apply when a visit takes place in a well-ventilated area.</p> <p>All visitors that enter the school building should scan the QR code for track and trace. Each school will create a QR code and display on the entrances<br/>(<a href="https://www.gov.uk/create-coronavirus-qr-poster">https://www.gov.uk/create-coronavirus-qr-poster</a>)<br/>Visitors are people who enter the school that are not paid to do so or are not there as part of a university of college course.</p> <p>Delivery drivers to be informed of the social distancing in place and contact to be kept to a minimum. Reception areas marked out for social distancing. Packages to be handled in gloves.</p> <p>Supply teachers, peripatetic teachers and/or other relevant staff can move between schools. 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 will inform other visitors to the site, such as contractors and visitors, of the site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Contractors should wear face coverings when moving through the school and working in areas where others are present. They should sanitise the area in which they have worked before leaving.</p> | <p>E Stanway/P Birkin</p> <p>S Bennion/R Hayes</p> |  |  |
|--|--|--|--|--|--|--|



**Staff who are clinically vulnerable or extremely clinically vulnerable**

This risk assessment mitigates risks significantly, including for those who are extremely clinically vulnerable and clinically vulnerable.

In lockdown, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.

Staff should talk to their leaders about how they will be supported, including to work from home where possible. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.

All other staff in lockdown can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. Staff who are able to work from home will do however appropriate staffing levels must be in place in school to ensure critical worker children and those who are vulnerable can ALL attend.

**Staff who are pregnant**

Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.

Principals (or a person designated by them) will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of

Principal

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <p>Midwives guidance on coronavirus (COVID-19) in pregnancy will be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</p> <p>Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should work from home. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p> <p><b>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</b></p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically</p> |  |  |  |
|--|--|--|--|--|--|--|

|  |  |  |  |  |         |  |
|--|--|--|--|--|---------|--|
|  |  |  | <p>extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>Shielding advice is currently in place in lockdown, and so all children still deemed clinically extremely vulnerable are advised not to attend school.</p> <p>Members of staff: face coverings may be worn in corridors or communal areas if staff members are moving from bubble to bubble.</p> <p>Whilst in lockdown, face coverings may be worn by staff in classrooms if this reduces the anxiety of being in the classroom. Pupils may be asked to wear face coverings if the member of staff prefers this, for example, a TA working on a 1:1 basis with a child. Similarly, if parents request for their child to wear a face covering in class, we will discuss this on an individual basis.</p> <p>Fluid resistant face coverings will be supplied to staff subject to availability.</p> |  |         |  |
| Absence could increase due to anxiety of the virus | <p>Staff/child wellbeing is affected</p> <p>Children/staff miss out on valuable educational opportunities including social interaction</p> | <p>Absence procedures for staff and children</p> <p>Wellbeing Policy</p> | <p>Staff should notify school as normal if they are due to attend but are ill/anxious. Full support should be given by the line manager/Principal in line with the Absence Policy and strategies implemented to facilitate a return to work.</p> <p>Families should notify school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. School will continue to inform social workers where children with a social worker do not attend. School will be clear that attendance is compulsory for all pupils (unless a clinician has stated they can't). Where pupils don't attend the normal absence procedure should be followed.</p>   | <p>All staff</p> <p>Vice Principal / EWO</p> | Ongoing |  |

School will take the attendance register recording those on site with the normal / \ codes. All pupils who are not eligible to be in school should be marked as Code X. They are not attending because they are following public health advice.

As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. The Department expects schools to grant applications for leave of absence given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable. Regular staff/pupil discussions to take place to check on their mental health and wellbeing. Support to be offered if required.

OFSTED will focus on matters that are particularly relevant at this time such as curriculum and teaching (including remote education), and attendance, particularly of vulnerable pupils.

It is vital for all vulnerable children to attend school to minimise as far as possible the longer-term impact of the pandemic on their education, wellbeing and wider development. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of pupils with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school. If necessary, an additional personalised risk assessment will be produced.

We will not plan for rotas or allow children other than those who are vulnerable or whose parent or carer is a critical worker to attend on-site, even if the school believes it can accommodate more children safely. We need to keep onsite numbers as low as possible during the pandemic. Students will still have the opportunity to sit January BTEC and Vocational public examinations due to the low numbers involved. Desks will be positioned at least 2 metres apart and invigilators must wear a face covering, rooms will be well ventilated. These students must only be on site for the duration of the exam period and no longer.

Leaders will identify children with poor attendance records. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic. Additional work, such as telephone calls/EWW support/additional catch-up work/wellbeing discussions etc will take place.

All pupils must fully engage with remote/onsite provision. If not, they need to be followed up using the behavior policy

If digital access is a barrier to engaging with remote education, we will provide printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work.

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <p>Some pupils who have difficulty engaging in remote education may be considered to be vulnerable children, and therefore eligible to attend provision in person.</p> <p>We have systems for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern. To facilitate this, we have:</p> <ul style="list-style-type: none"> <li>• identified a named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education</li> <li>• published information for pupils, parents and carers about the remote education provision on our website.</li> </ul> <p>Classrooms will be fitted with technology to enable live teaching to take place.</p> <p>Absence will not be penalised in the above instances.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#"><u>extra mental health support for pupils and teachers</u></a> should be made known to all staff.</p> <p>The <a href="#"><u>Education Support Partnership</u></a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on</p> |  |  |  |
|--|--|--|--|--|--|--|

|  |   |  |  |   |                |  |
|--|---|--|--|---|----------------|--|
|  |   |  | arrival in, or return to, the UK, code X should be used in the register.   |   |                |  |
| Insufficient supervision due to a member of staff falling ill on site/absent | Children not adequately supervised                  | EYFS ratios to be applied as usual   | MAC SEL/ Business Director to be informed of any staffing level concerns so alternative arrangements can be sought safely.<br><br>Supply staff may be used following discussion with the SEL.  | Principals/SEL                                | 1/9/20 onwards |  |
| Safeguarding measures may slip due to the unique nature of the situation     | Children are not safe                               | Full Safeguarding Procedures to be followed by school including site security, registers to be taken at the start of the day and after lunch with the usual absence procedures followed. | DSL/DDSL to ensure all staff are reminded of Safeguarding Procedures including the reporting of concerns on CPOMS.MYCONCERN<br><br>All schools to introduce KCSIE September 2020 on training day (1 <sup>st</sup> September)<br><br>Additional time to be given to DSLs if required to support the staff and children regarding new welfare concerns and the handling of referrals.<br><br>Safeguarding leads to attend updates<br><br>A separate addendum to the safeguarding policy will be published on the school website. | Designated senior member of staff - P Johnson | Daily          |  |
| Local lockdown closes the school partly or in full.                          | Children miss out on more educational opportunities | Live learning and effective remote teaching has been successfully implemented.   | All staff and pupils in the following years will be shown how to use Microsoft teams to carry out remote learning:<br><br>Government funding used to support set up across the collegiate<br><br>Years 2-13  | All staff                                     | 11/01/21       |  |

|  |                                    |   |   |   |                  |  |
|--|------------------------------------|---|---|---|------------------|--|
|  |                                    |   | <p>Live teaching will follow the full timetable for Years 2 – 13.</p> <p>Early years – Year 2 will be given carefully selected remote work to complete at home for example purple mash or other online resources School may facilitate some taught sessions for example phonics and story time.</p> <p>Schools will other use other government resources for example Oak academy or BBC bitesize.</p>   |   |                  |  |
| Lack of understanding of whether trips can run                 | Children miss out on opportunities | Full risk assessments written for each trip   | No educational visits will take place.  | Staff<br><br>Principal/EVC – E Stanway          | 11/01/21         |  |
| School transport increases the risk of the spread of the virus | Pupils unable to get to school     | All pupils and families who use school transport to sign an agreement regarding the safe use of the bus | <p>All pupils must follow the following protocols: if using a school minibus</p> <p>only children/young people in the same bubble (group in Primary) may travel together. In the high school students should sit by people in their group wherever possible Before boarding all children/young people and adults should use hand sanitiser. The same should happen on leaving the minibus. When all the children/young people have left the bus it must be thoroughly cleaned and sanitised before being used again. This means it would not be used for at least 30 minutes so this procedure can be carried out. Children/young people must be orderly when getting on and off the bus and wherever possible social distancing should be used. Anyone aged 12 or over should wear face coverings when travelling in minibuses. The procedure outlined in this strategy must be followed when removing face coverings. This should</p> | P Johnson / P Rhodes (Trinity)<br><br>E Stanway | 1/9/20 - onwards |  |



|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <p>always be done outside of the vehicle and while socially distanced for others. The collegiate will only use bus companies when absolutely necessary and must be satisfied that the same procedures for school minibuses is followed by the coach company. A stock of face masks will be kept on buses in-case a student forgets one. These will be disposed of after use using the double bagging method.</p> <p>For those using public transport, face coverings must be worn.</p> <p>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. This will be monitored by staff upon arrival.</p> <p>Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</p> |  |  |  |
|--|--|--|--|--|--|--|

|  |   |   |  |                    |              |  |
|--|---|---|--|--------------------|--------------|--|
| A local outbreak occurs leading to the government/Public Health England/local authority enforcing local measures | <p>Key stakeholders who are at risk include but are not limited to:</p> <p>Staff (teaching and non-teaching) including supply/visiting staff; pupils; parents entering the site; family members</p> | School has implemented the measures in this Risk Assessment prior to the latest guidance (28/8/20) regarding contingency planning. Full remote teaching is planned for. | <p>If there is a positive case in school, local health advisory and protection teams will advise on implications for the school and if others need to self-isolate. This will in part depend on how long it has been since the pupil was on-site.</p> <p>The local <u>COVID alert level</u> framework is now in operation. At all local alert levels, the expectation is that education and childcare provision should continue as normal.</p> | SEL/<br>Principals | 11/01/2<br>1 |  |
|--|---|---|--|--------------------|--------------|--|

|  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
|  | who come into contact with pupils in their homes etc; contractors; other visitors |  |  |  |  |  |
|--|---|--|--|--|--|--|