

Ebor Gardens Primary Academy
Risk Assessment Form - December 2021



Task / Activity:	Return to school - January 2022	Ref:	Version 3 (21/22)
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This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Setting:	Ebor Gardens Primary Academy				
Assessment Conducted By:	Natalie Wathen	Job Title:	Executive Vice Principal	Covered by this Assessment:	pupils, staff, and other relevant individuals.
Date of Assessment:	January 2022	Review Interval:	In line with government updates, or termly.	Date of Next Review:	February half term

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> • Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. • Fire RiFrom 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 	<p>Routine Site Management arrangements – Site Team to alert Executive Vice Principal / Vice Principal to any concerns.</p> <p>Site Team to continue to work closely with Norse to ensure high quality of cleaning is implemented – including deep cleans where a COVID positive case has been.</p>	<p>John Howe / Dean Connolly / Estates Team</p> <p>September 2021</p>

		<p>vaccine Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.sk Assessment to be reviewed and the Fire log-book is up-to-date.</p> <ul style="list-style-type: none"> ● Legionella checks are to be up to date. ● Electrical, gas and ventilation systems checks are up to date. ● Increased cleaning regime 		
Ventilation	Concentration of the virus in the air	<ul style="list-style-type: none"> ● Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area. ● When school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained ● These can be achieved by: <ul style="list-style-type: none"> - mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. - natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. - natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p>	<p>Steps necessary to maximise airflow throughout classroom and working spaces:</p> <p>Site Team to ensure all windows are opened each morning, allowing natural ventilation in all classrooms and workspaces. Staff to ensure additionally that windows are open on their arrival and throughout the day.</p> <p>In those rooms with air conditioning, mechanical ventilation should be used to maximise the circulation of fresh outside air. Any faults to be reported to the site team as an urgent matter, and the Executive Vice Principal to be made aware.</p> <p>Where internal doors are not marked as Fire Doors, it is recommended that these remain open to maximise airflow through classroom/work spaces.</p> <p>Pupils/staff are encouraged to wear warm clothing to compensate for lower room temperatures.</p>	<p>Site Team All Staff</p> <p>September 2021</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. ● rearranging furniture where possible to avoid direct draughts. <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied space.</p>		
Infection Control	<p>Infection of coronavirus</p> <p>Dealing with direct transmission</p>	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> ● fully vaccinated adults – people who have had 2 doses of an approved vaccine ● all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status ● people who are not able to get vaccinated for medical reasons ● people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p>	<p>All staff to be made aware of the updated procedures for infection control.</p> <p>Attendance monitoring to ensure pupil absence related to COVID is accurately recorded and parents are provided with appropriate support (advice/guidance, FSM provision and remote learning).</p> <p>Contingency: The DfE helpline should still be the first source of support for settings (accessible 7 days a week) – 0800 046 8687 (option 1).</p> <p>From Tuesday 31st August, settings will no longer be expected to report single cases of Covid-19 via LCC. Instead, settings should only report to the Local Health team when one of the following thresholds is reached (whichever is reached first):</p> <ul style="list-style-type: none"> → 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or → 10% of children, pupils, students or staff who are likely 	<p>All Staff</p> <p>Community communication: NW / LS</p> <p>September 2021</p> <p>Training Day / Sharing of information via email: NW September 2021</p> <p>Updated communication: NW January 2022</p>

		<p>School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school (except where government guidelines require this), but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>	<p>to have mixed closely test positive for COVID-19 within a 10-day period.</p>	
<p>Child/staff member becomes unwell with coronavirus symptoms, or have someone in their household</p>	<p>Transmission of coronavirus & isolation</p>	<ul style="list-style-type: none"> • Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. • If anyone in school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which 	<p>Pupils who develop symptoms throughout the day should be referred to the main school office reception area. Office staff to arrange collection as soon as possible while a member of staff from the phase waits with the child in an isolation room (additional office space). A member of SLT to be informed. The isolation room used by the person with symptoms must be cleaned with standard detergents after they have left to reduce the risk of passing the</p>	<p>All Staff Ongoing</p> <p>Communication: September 2021</p>

- sets out that they must self-isolate and should arrange to have a test to see if they have coronavirus (COVID-19).
- For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.
 - Individuals must immediately cease to attend and not attend for at least 10 days from the day after:
 - the start of their symptoms
 - the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)
 - Where a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
 - If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
 - PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.
 - Any rooms they use should be cleaned after they have left. The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection>

infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

Staff who develop symptoms throughout the day should speak to Executive Vice Principal (NW) or Vice Principal (LS). They will be required to go home and seek a PCR test as soon as possible after developing symptoms.

From 16th August, siblings and other members of the household where COVID has been confirmed (via PCR or LFT) or suspected (via symptoms or LFT) are no longer required to stay at home if:

- you are fully vaccinated
 - you are below the age of 18 years 6 months
 - you have taken part in or are currently part of an approved COVID-19 vaccine trial
 - you are not able to get vaccinated for medical reasons
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19)

		<p>e-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <ul style="list-style-type: none"> ● Pupils, staff and other adults must not come into school if they are required to quarantine having recently visited countries outside of the common travel area https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive ● When an individual develops COVID-19 symptoms or has a positive test pupils, staff and other adults should follow public health advice on when to self-isolate and what to do https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do ● They should not come into school if they have symptoms, have had a positive test result. 	<p>symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</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 standard detergents 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>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>	
<p>Infection Control</p>	<p>Infection of coronavirus</p> <p>Hand hygiene: Dealing with close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> ● Clean hands thoroughly more often than usual. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. ● School to have sufficient hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly. ● Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. ● Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. 	<p>Dean Connolly/Jeni McCormack/Office Team to routinely audit and manage the procurement & delivery of items of enhanced cleaning & PPE.</p> <p>Enhanced cleaning & PPE supplies available for collection by all staff via the SLT office. Staff should inform Jeni MacCormack/Lee Spink of any shortage of stock available.</p> <p>Posters displayed throughout school remind pupils to maintain good hand hygiene throughout the school day. Systems are implemented to ensure good hand hygiene before entering</p>	<p>NW / LS / John Howe / Office Team</p> <p>September 21</p>

		<ul style="list-style-type: none"> ● As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them. <p>Pupils to wash / sanitise hands:</p> <ul style="list-style-type: none"> → before entering and leaving the classroom environment → before and after break and lunch times → after visiting the toilet → after sneezing, coughing or handling a tissue → or at any other time deemed necessary by adults. <p>Pupils are systematically taught good hygiene practice re:</p> <ul style="list-style-type: none"> → Follow Catch it, Bin it, Kill it protocol (covering your cough or sneeze with a tissue, then throwing the tissue in the bin & washing your hands) → Hand washing procedures → Avoiding touching eyes/nose/ mouth with unwashed hands → Social distancing protocols → New classroom procedures / protocols 	<p>and leaving the classroom environment.</p> <p>Ensure handwashing procedures are well understood as a measure to be maintained across the school community, and the correct routines are in place to support good handwashing/sanitising.</p>	
<p>Infection Control</p>	<p>Infection of coronavirus</p> <p>Procedures to continue to minimise risk of transmission</p>	<p>Pupil Lunchtime Arrangements:</p> <ul style="list-style-type: none"> - Although service within the dining hall is resumed by all pupils, where possible, Key Stage servings will continue to minimise contact between pupils and staff in this context. - In the dining hall, where possible, children are seated in class groups on benches as far as possible. Every effort should be made to avoid face-to-face positioning of children from different class groups. - Cutlery/crockery is used by all pupils. Sodexo Staff clear used cutlery / crockery and waste between sittings. - Staff should sanitise hands before handling food packaging, and immediately afterwards. Staff are advised not to wear gloves so that good hand hygiene can be maintained throughout the service. 	<p>Communicate ongoing expectations with the school community</p>	<p>NW / LS</p> <p>September 21</p>

- Staff assisting pupils during dining (e.g. cutting up food) should do so using clean utensils (not those that the pupil is using) and avoiding close contact by moving the tray to an alternative space - rather than leaning over the pupil.
- It continues to be a recommendation that staff working across multiple class groups (in the dining hall) are required to wear a face mask (not a visor) during lunch service.

Staff break/lunchtime arrangements:

- Although all staff can use the main staff room facilities for break and lunch time purposes, consideration has been made in timetabling breaks so that key stage teams largely access the area together. Staff can also continue to use the meeting room as an alternative space if they prefer.
- Staff are required to ensure the space is well ventilated and to be mindful of social distancing during their breaks.
- Staff are encouraged not to use shared crockery, cutlery or cups by providing their own containers/lidded cups.
- Staff are encouraged to clean handles /touch points before and after use.
- Staff do not leave rubbish/dirty cutlery/crockery on surfaces - returning all to the bin/dishwasher, as appropriate.
- The dishwasher is activated after lunch (1.30pm) and at the end of the day (5pm).

Site Manager/Team to ensure:

- all windows are open each morning to enable good ventilation in all rooms, and all closed each evening.
- all Fire doors are accurately marked, and door stops are provided for doors which can remain open.
- all toilet/bathroom facilities are well stocked – twice a day – with anti-bacterial hand wash/paper towels, and that adult toilets include sufficient anti-bac wipes /working hand dryers.
- all PSF hand sanitiser units are re-filled daily.
- the safe management and disposal of clinical waste.

- the daily cleaning is completed to a good standard, reporting any shortcomings to the Executive Vice Principal/Norse as a matter of urgency.
- correct procedures for managing bodily spillages are in place.

School Office Team to ensure all visitors:

- complete the track and trace information which records visitors movement/close contact within school.
- follow agreed protocols whilst in school.
- are met by school staff who are responsible for their supervision for the duration of their visit.

All staff to ensure:

- their understanding and adherence to risk assessment measures / government guidance in place.
- any concerns re: failure to follow Risk Assessment measures are raised with the Executive Vice Principal (NW)/Vice Principal (LS) as a matter of urgency.
- they do not work in an unventilated room.
- they maintain their own record of close proximity to staff and pupils
- they wash or sanitise their hands after making physical contact with a pupil/other staff member, or after using shared equipment.
- they use antiviral wipes to sanitise shared equipment before use (e.g. staff room equipment)

When undertaking a Home Visit, staff will not:

- share a vehicle with other adults
- attend the same property together
- enter the family home (except in exceptional circumstances)
- transport pupils into school without the permission of the Executive Vice Principal / Vice Principal.

Staff meetings and training:

Although there is no longer a requirement to maintain separation between staff groups, for the purposes of staff meetings and training it remains beneficial to mitigate the risks associated with adults meeting in close proximity indoors. For that reason, staff are encouraged to:

- meet virtually where this is practical and possible
- meet face-to-face in classroom/hall spaces where social distancing can be maintained

		<ul style="list-style-type: none"> - avoid congregating in groups where this is non-essential e.g. for the purposes of photocopying 		
Infection Control	<p>Infection of coronavirus</p> <p>Dealing with contaminated surfaces</p>	<p>Maintain the cleaning of frequently touched surfaces, using standard products such as detergents and bleach.</p> <ul style="list-style-type: none"> - School to put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: - more frequent cleaning of rooms/ shared areas that are used by different groups - frequently touched surfaces being cleaned more often than normal <p><i>Note: different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i></p>	<p>September 2021 midday cleaning is no longer implemented by Norse; however, daily cleaning includes the thorough cleaning of touchpoints using standard products at the end of each day. Pupil /staff hand washing /sanitation is the most effective control measure for contamination via surfaces throughout the school day. Pupil workspaces continue to be predominantly class based, minimising the use of shared spaces within the school day. Dining hall facilities are cleaned between services.</p>	<p>NW / LS</p> <p>September 2021</p>
Bubbles	<p>Suppress the virus</p>	<p>At Step 4, it is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. In the event of a local outbreak, school leaders will work with local health protection teams to determine necessary steps to limit the spread of infection, which may include the need to reintroduce bubbles.</p>	<p>The need to organise pupils in class bubbles has ceased, therefore measures to limit the contact of pupil groups have been removed. This means that key elements of school life can resume, including:</p> <ul style="list-style-type: none"> - Breakfast club - After school clubs - Play and lunchtime - Assembly times 	<p>NW / LS</p> <p>September 2021</p>

<p>Asymptomatic testing in schools</p> <p>Asymptomatic Testing at Home</p>	<p>Suppress the virus</p>	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.</p> <ul style="list-style-type: none"> ● Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. ● There is no need for primary age pupils (those in year 6 and below) to test over the summer period. 	<p>There is no requirement for on-site testing of primary aged pupils on return to school after the summer holidays. Parents will be reminded of the availability of LFT devices locally and encouraged to test their household twice weekly, until the end of September.</p> <p>Staff to resume twice weekly Lateral Flow Testing in September – tests to be completed each Wednesday and Sunday.</p>	<p>All Staff</p> <p>September 2021</p> <p>NW Comms September 2021</p>
<p>PCR Tests</p>	<p>Suppress the virus</p>	<ul style="list-style-type: none"> ● Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19. ● Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. ● Additional information on PCR test kits for schools and further education providers is available: www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers 	<p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	<p>All Staff / Pupils</p> <p>September 2021</p>
<p>Mandatory Certification</p>	<p>Spread of infection (coronavirus)</p>	<p>Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds.</p> <p>Where applicable, schools should follow guidance on mandatory certification for events.</p>	<p>Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds.</p>	

		School should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training.		
Face Coverings	<p>Spread of infection (coronavirus)</p> <p>Correct and safe wearing of face coverings</p> <p>Face visors, shields and/or transparent face coverings</p>	<p>Secondary Schools</p> <ul style="list-style-type: none"> Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, it is recommended that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. Pupils in school should also wear a face covering when travelling on public transport and dedicated transport to and from school. It is not advised that pupils and staff wear face coverings in classrooms. <p>Primary Schools</p> <ul style="list-style-type: none"> It recommends that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. Face coverings do not need to be worn when outdoors. <p>Primary & Secondary Schools</p> <ul style="list-style-type: none"> Transparent face coverings can be worn to assist communication with someone who relies on: <ul style="list-style-type: none"> lip reading clear sound facial expression Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. The benefits of transparent face coverings should be considered alongside the comfort and breathability of a face covering that 	<p>This is a temporary measure</p> <p>Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff.</p> <p>They also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully.</p> <p>No pupil should be denied education on the grounds that they are not wearing a face covering.</p>	<p>All Staff</p> <p>December 2021</p>

		<p>contains plastic, which may mean that the face covering is less breathable than layers of cloth.</p> <ul style="list-style-type: none"> ● Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. ● A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles ● There are some circumstances where people may not be able to wear a face covering. ● Some people are less able to wear face coverings, and the reasons for this may not be visible to others. ● In relation to education settings, this includes (but is not limited to): <ul style="list-style-type: none"> a. people who cannot put on wear or remove a face covering because of a physical or mental illness or impairment, or disability. b. people for whom putting on, wearing or removing a face covering will cause severe distress c. people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate d. to avoid the risk of harm or injury e. schools are also permitted to for anyone to remove a face covering in order to take medication ● Due to the use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. ● School should have a small contingency supply available for people who: <ul style="list-style-type: none"> a. are struggling to access a face covering b. are unable to use their face covering as it has become damp, soiled or unsafe. c. have forgotten their face covering Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day. ● When wearing a face covering, staff, visitors and pupils should: 	<p>Please be mindful and respectful of such circumstance</p>	
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		<ul style="list-style-type: none"> ○ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on ○ avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus ○ change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose ○ avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination. <ul style="list-style-type: none"> ● When removing a face covering, staff, visitors and pupils should: <ul style="list-style-type: none"> ○ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing ● only handle the straps, ties or clips ○ not give it to someone else to use ○ if single-use, dispose of it carefully in a household waste bin and do not recycle ○ once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. ○ if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric ○ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed 	<p>Separate guidance is available on preventing and controlling infection, including the use of personal protective equipment (PPE), in education, childcare and children's social care settings</p>	
<p>Personal Protective Equipment (PPE)</p>	<p>Spread of infection (coronavirus)</p> <p>Correct and Safe Wearing of PPE</p>	<ul style="list-style-type: none"> ● PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type that covers your nose and mouth. ● Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. ● If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. 	<p>The use of PPE (face mask/visor/apron/gloves) is no longer required during the routine tending of First Aid incidents or the administration of medicines.</p> <p>Staff will be required to continue to wear PPE when:</p> <p>➔ tending to a pupil who has symptoms of COVID-19</p>	<p>All Staff</p> <p>September 2021</p>

		<p>During the coronavirus (COVID-19) outbreak, additional PPE is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> • if an individual child, young person or student becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained • when performing <u>aerosol generating procedures (AGPs)</u> <ul style="list-style-type: none"> • When used, staff follow guidance re: the use of PPE, including the safe disposal of all equipment used (using clinical waste bags and appropriate clinical waste bins) and the cleaning of visors after use. All staff to follow guidance re: the correct procedures for donning and doffing PPE. • Spillages of bodily fluids (e.g. vomit) are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. Site team are notified so that correct procedures are followed and may be required to assist if it involves the cleaning of soft surfaces e.g. carpeting. 	<ul style="list-style-type: none"> → following a pupils care plan (where the use of PPE is a routine requirement) → their individual risk assessment deems the use of PPE as a necessary control measure. 	
Dedicated School & Public Transport	Spread of infection	<ul style="list-style-type: none"> • On dedicated transport, it is now recommended that children and young people aged 11 and over wear a face covering whilst on public transport. 		December 2021 All staff / children, as applicable.
Remote Learning	Spread of infection	<ul style="list-style-type: none"> • Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. • Schools that are subject to the 'remote education temporary continuity direction' are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19. • You should maintain your capacity to deliver high-quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. 	<p>Staff should continue to upload teaching and learning materials to Google classroom/Tapestry (EYFS), to enable pupils absent from school due to COVID-19 to access remote education.</p> <p>Staff to ensure all pupils know how to access Google Classroom, through their use of the virtual classroom throughout the school day.</p> <p>Phase Leaders to ensure systems are in place within their phase to ensure that pupils who are required to work remotely:</p>	<p>Lee Spink – remote education lead.</p> <p>All teaching staff.</p> <p>Phase Leaders</p> <p>September 2021</p>

			<ul style="list-style-type: none"> → Have access to remote education (including the delivery of chromebooks/dongles or paper based resources) → Have access to their FSM entitlement (if appropriate) → Are subject to welfare checks 	
Equipment	Spread of infection (coronavirus) via use of shared equipment	<ul style="list-style-type: none"> ● For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. ● Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. ● Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 	<p>Shared equipment between pupils will be used, though discarded if there is an outbreak within a particular classroom setting.</p> <p>Shared equipment during play / before and after school will be used, though discarded or cleaned if there is an outbreak within a particular context.</p> <p>Teachers are advised not to share equipment with pupils.</p> <p>Teachers are advised not to take books and other shared resources home.</p>	<p>All Staff</p> <p>September 2021</p>
Pupils with education, health and care plans or on SEN support	Spread of infection (coronavirus)	<ul style="list-style-type: none"> ● Pupils with SEND (whether with education, health and care plans or on SEN support) may need specific help and preparation for the changes to routine that this will involve. ● Teachers and special educational needs coordinators are to plan to meet these needs. 	All pupils are accustomed to Risk Assessment measures previously in place. All pupils should be informed of the changes to Risk Assessment measures and provided with opportunities to ask questions about the measures in place.	<p>All Staff</p> <p>September 2021</p>
Clinically extremely vulnerable pupils	Increased susceptibility of infection	<ul style="list-style-type: none"> ● Clinically Extremely Vulnerable children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. 	All staff and pupils who fall into Clinically Extremely Vulnerable or Clinically Vulnerable categories will work within guidelines set out in their Individual Risk Assessments. All to be updated in September 2021.	<p>NW / LS</p> <p>September 2021</p> <p>SENCO / FSW / Strategic</p>

<p>Clinically Vulnerable staff</p>		<ul style="list-style-type: none"> ● Further information is available in the guidance on supporting pupils at school with medical conditions. You should ensure that key contractors are aware of the school’s control measures and ways of working. ● Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. ● This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the ‘prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible, avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance themselves from other adults including older children and adolescents. ● Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools. ● All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures to minimise the risks of transmission. ● A new and expectant mothers risk assessment should be carried out to consider any risks (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. ● Employers should be aware that pregnant women from 28 weeks’ gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming 	<p>SENCO/Family Support team to encourage attendance for all pupils, and refer any matters of concern to the Executive Principal through Safeguarding Supervision meetings so that collective action can be implemented.</p>	<p>Safeguarding Lead September 2021</p>
<p>New and Expectant Mothers</p>				

		<p>severely ill, and of preterm birth, should they contract coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19). <p>Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.</p>		
School Workforce	Transmission of the virus	<ul style="list-style-type: none"> • From 13 December office workers who can work from home should do so. • Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work. • School leaders are best placed to determine the workforce required to meet the needs of their pupils. School leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home without disrupting to face-to-face education. • Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. • If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. • In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have. 	December 2021	
Supply teachers, peripatetic teachers and or temporary staff	Movement around schools - spread of infection (coronavirus)	<ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary 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 to consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and 	<p>The use of supply staff on an ad hoc basis can only be agreed with the Executive Vice Principal.</p> <p>Visitors will be encouraged to attend school outside of school hours. All visitors to school will be required to complete internal Track and Trace information.</p>	<p>NW</p> <p>September 2021</p> <p>Office Team</p> <p>September 2021</p>

		<p>hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.</p> <ul style="list-style-type: none"> • A record is to be kept of all visitors. 		
Outdoor playground equipment	Spread of infection (coronavirus)	<ul style="list-style-type: none"> • Outdoor playground equipment to be more frequently cleaned. • After use of equipment children are to clean hands thoroughly. 	<p>Half-termly cleaning of all outdoor equipment to be coordinated.</p> <p>Hand hygiene measures in place following play & lunch times.</p>	<p>NW</p> <p>September 2021</p>
Extra-curricular provision e.g. breakfast / after school clubs, holiday clubs etc.	Spread of infection (coronavirus)	<ul style="list-style-type: none"> • School to consider resuming any breakfast and after-school provision, from the start of the autumn term. • For further information on summer holiday clubs, see <u>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</u> in order to plan extra-curricular provision. 	<p>Breakfast and After School provision to resume in the Autumn term. Good hygiene to be observed.</p> <p>Breakfast Club Arrangements:</p> <ul style="list-style-type: none"> → Breakfast Club is open to all pupils from 7.30am. → Staff are encouraged to maintain social distancing for anything other than fleeting contact. → Pupils do not share crockery, cutlery, cups or food. → All pupils expected to clear utensils/discard food efficiently after eating. <p>After School Club Arrangements:</p> <ul style="list-style-type: none"> → Pupil numbers in indoor clubs are restricted to 15 pupils. → Although club attendance permits attendance across class groups, key stages are still dominant, especially in indoor clubs. 	<p>NW</p> <p>September 2021</p>
Educational visits and journeys	Transmission of infection	<ul style="list-style-type: none"> • Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. 	<p>All educational visits and journeys to be subject to risk assessment in accordance with government guidelines available at the point of booking.</p>	<p>NW / LS / JM</p> <p>September 2021</p>

		<ul style="list-style-type: none"> From the start of the new school term schools can go on international visits that have previously been deferred or postponed and organise new international visits for the future. Schools should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and schools must comply with international travel legislation and should have contingency plans in place to account for these changes. Schools should speak to either their visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. School should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). 	Office Manager to ensure that all financial commitments made are protected, subject to covid restrictions negatively impacting planned activity.	
Travel and Quarantine	Transmission of infection	<ul style="list-style-type: none"> All pupils travelling back into England must adhere to travel legislation, details of which are set out in government travel advice. All travellers arriving back in to the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine. 	Government guidance to be followed, as updates are made.	December 2021 All Pupils / Staff (as applicable)
Contractors / Visitors	Transmission of infection (coronavirus)	<p>Contractors working on site</p> <ul style="list-style-type: none"> Obtain Contractor's Covid-19 Risk Assessment 	Site team to manage contractors on site in line with current protocols.	John Howe/Dean Connelly

		<ul style="list-style-type: none"> ● Ensure any Contractor’s work is organised where there is minimum/no contact to both staff/pupils e.g. out of school hours ● Ensure Contractor signs in/out of the premises ● Adequate control measures in place to ensure social distancing/barrier off system ● Allocated welfare facilities (where required) and increase of cleaning regime <p>Visitors</p> <p>Where possible arrange to meet visitors via on-line system (e.g. Teams, Zoom etc)</p>		September 2021
Stepping Measures Up and Down	Outbreak of Covid-19	<p>School should have contingency plans (sometimes called outbreak management plans) outlining what school would do if children, pupils, students or staff test positive for COVID-19, or how it would operate if school were advised to take extra measures to help break chains of transmission.</p> <p>Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p> <p>For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the contingency framework.</p> <p>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	<p>Outbreak Management Plan Sept 2021 shared and to be implemented, if necessary.</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p>	<p>NW</p> <p>September 2021</p>

Manager's Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.

Manager's Signature

N. Wathen

Date

01 January 2022

Date of planned review (not to exceed 12 months)

April 2022

Date of planned full re-assessment (not to exceed 24 months)

31 August 2022