Risk assessment WNAT (School Name) F625a	
Department: WNAT **Section/Team:** Operations **Location:** WNAT **Activity/Area:** Education **Assessor Name:** M Fitzpatrick **Manager Name:** A Johnson	**Assessment Number:** 08 **Assessment Date:** 08/01/21 **Review Date:** 07/03/21 or in the event of significant change.

The system of controls: protective measures	Having assessed the risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND. If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment. **System of controls** This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below. **Prevention** 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. 2) Where recommended, the use of face coverings in schools. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Where necessary, wear appropriate personal protective equipment (PPE). 8) Always keeping occupied spaces well ventilated. Numbers 1 to 5, and number 8 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances. **Response to any infection:** 9) Engage with the NHS Test and Trace process. 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. 11) Contain any outbreak by following local health protection team advice. Numbers 9 to 11 must be followed in every case where they are relevant.

	Approach to risk estimation and management								
	Schools should work through the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step:								
	1. Elimination: stop an activity that is not considered essential if there are risks attached.								
	2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.								
	3. Engineering controls: design measures that help control or mitigate risk.								
	4. Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).								
	5. Having gone through this process, PPE should be used in circumstances where the guidance says it is required.								

What are the hazards?	Who might be harmed and how	Existing Risk controls	Assessment of Risk			Action by whom	Action by when	Remarks/Actions
			L	C	RR			

Awareness of policies and procedures	Students, Employees, Visitors and Contractors	1. All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:
		   a. Health and Safety Policy
		   b. First Aid Policy
		2. All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
		   a. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
		   b. The Health Protection (Notification) Regulations 2010
		   c. Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
		   d. PHE 'The Spotty Book Notes on infectious diseases in Schools and Nurseries'
		   e. PHE 'COVID-19: cleaning in non-healthcare settings outside the home'
		   f. DfE 'Guidance for full opening: schools Updated 7 Jan 21)'
		1. The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.
		2. The school keeps up-to-date with advice issued by, but not limited to, the following:
		   a. DfE
		   b. NHS
		   c. Department for Health and Social Care
		   d. PHE
		   e. The school's local health protection team (HPT)
		3. Staff are made aware of the school's infection control procedures in relation to coronavirus via email, briefs and contact the school as soon as possible if they believe they may have been exposed to coronavirus.
		4. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.
		5. Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell.
		6. The Staff and Volunteer Confidentiality and Pupil Confidentiality are respected at all times.
			2	4	8	Headteacher	11/01/2021	

Attendance Students	Students, Employees, Visitors and Contractors	1. During the period of national lockdown, primary, secondary will remain open to vulnerable children and young people and the children of critical workers only. All other pupils should receive remote education. Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school.	2	4	8	Headteacher	11/01/2021	The new variant B117 of Covid-19 virus has resulted in the part closure of schools within the trust to all students other than children of critical workers and vulnerable students. These students will be supported in school by teaching and support staff on a rotation to minimise the number of staff in school at any one time. Students will

								be placed within a consistent in-school support 'bubble' to reduce the risk of transmission of the virus. Duty staff will also remain with the bubble they have been assigned, again to reduce the risk of transmission. Students will be allocated a classroom to work from to undertake their remote learning. Student must ensure that they go directly to this classroom upon their arrival to school and will remain within this base for the duration of the day with the exception of breaks and to use comfort facilities. Students must remain within their bubble whilst on breaks. These classrooms will be cleaned at the end of each school day.

Staff and students who continue to work within school are subject to the same preventative measures as outlined above in this risk assessment. |
| Attendance (Staff) | Students, Employees, Visitors and Contractors | 1. Under the national lockdown, the expectation is that everybody should work from home where possible. School leaders are best placed to determine the workforce that is required in school, taking into account the updated guidance for those staff who are clinically extremely vulnerable. The expectation is that those staff not attending school will work from home where possible.

2. All staff attending the school setting should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in the 'prevention' section.

3. School leaders should explain to staff the measures the school has put in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to attend school.

4. If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place | 2 | 4 | 8 | Headteacher | 11/01/2021 | Staff and students who continue to work within school are subject to the same preventative measures as outlined above in this risk assessment.

Facilities staff will continue to work within schools, but will be guided by their line manager in any temporary changes to their working practices. For example to meet the business needs of the school during this lockdown whilst maintaining a safe working environment with the advent of the new variant of COVID-19.

All other staff should work from home unless specifically requested to support within |

								school.
								<mark>Teaching staff can request to continue to work from school. These requests must be made to the Head Teacher. If approved, teaching staff must sign in to school upon arrival. This will enable the school to keep track of which staff have been in school on any one day. This will support the schools track and trace procedures, if needed. They must remain within the work area they have been assigned; they are to remain isolated from other staff and students to reduce the risk of transmission of the COVID-19 virus.</mark>
Poor hygiene practice	Students, Employees, Visitors and Contractors	2. Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. 3. Pupils, staff and visitors are to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol 4. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. 5. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. 6. Pupils must not share cutlery, cups or food. 7. All cutlery and cups are thoroughly cleaned before and after use. 8. Cleaners are employed by the school to carry out daily, thorough cleaning that follows Gov guidance 'COVID-19: cleaning of non-healthcare settings' 9. The site manfor full opening ager arranges enhanced cleaning to be undertaken where required	3	4	16	Headteacher	11/01/2021	

Actions if a person becomes unwell with COVID-19 symptoms	Students, Employees, Visitors and Contractors	1. Maintaining records -
		  a. Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days.
		2. **Data review and escalation** - The setting will collect the data identified and follows the responsibilities section for escalation and data sharing.
		3. **Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements** –
		  a. A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)
		  b. Where possible there is separate use of toilet and handwashing facilities nearby.
		  c. The room has been emptied of unnecessary items.
		  d. Tissues and a waste bag have been provided in the room
		  e. If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible.
		  f. Where it is possible the door will be closed and window opened for ventilation.
		  g. In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.
		  h. Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.
		  i. Isolation requirements will be followed.
		4. **Cleaning** –
		  a. Surfaces that the symptomatic person has come into come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate
			2	4	8	Headteacher	11/01/2021	

disinfectant solution and equipment required.

   b. The school will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.

   c. The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.

   d. Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.

   e. Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.

5. **Actions following someone from the setting developing symptoms –**

   a. Preparations are in place to communicate with parents as appropriate.

   b. Parents/carers will be advised to notify the setting as soon as the test result is known.

   c. Book a test if staff, parents or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste.

   d. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit

   e. Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

   f. Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

   g. 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.

6. **Symptomatic staff member**

   a. Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.

   b. An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.

   c. Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.

   d. The employer referral process for testing information will be provided to the employee in order to obtain a test.

   e. The employee will be asked to provide their test result to the school as soon as it is known.

7. **Contact tracing** - The school will notify the PHE HPT and the Trust straight away if they are made aware of a member of staff or child in a cohort has tested positive.

8. **PHE HPT Actions** - The school will notify the PHE HPT and the Trust straight away if they are made aware of a member of staff or child in a cohort has tested positive.

9. **Test result actions –**

a. The school will contact the Trust in the event of a positive test.

10. **Education contingency planning** - The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.

11. **Waste -** If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.

| Spread of infection | Students, Employees, Visitors and Contractors | 1. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with Gov guidance 'COVID-19: cleaning of non-healthcare settings'.
 2. Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.
 3. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.
 4. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.
 5. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. | 2 | 4 | 8 | Headteacher | 11/01/2021 | |

		6. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.						
Poor management of infectious diseases	Students, Employees, Visitors and Contractors	1. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. 2. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to their line manager or headteacher 3. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 4. The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. 5. Staff inform the headteacher when they plan to return to work after having coronavirus. 6. The site manager monitors the cleaning standards of school cleaning staff/contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	2	4	8	Headteacher	11/01/2021	

Communication	Students, Employees, Visitors and Contractors	1. **General Arrangements** -
		    a. Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.
		    b. Arrangements are in place to ensure that parents support the school requirements and to support hygiene requirements with pupils both in and outside the school.
		    c. Parents and carers have been communicated with about symptoms and household isolation requirements
		    d. Staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.
		    e. The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.
		    f. Schools put into place any actions or precautions advised by their local HPT.
		    g. Schools contact their local HPT for specific recommendations for their school.
		    h. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
		    i. A letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary) has been completed and sent to all parents/Carers, where required the School has added additional information that has been identified in this risk assessment.
		2. **Visitors** - Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the school website or directly with visitors in advance.
		    a. A record of all visitors should be kept
		3. **Communicating safety arrangements** -
		    a. Site signage has been reviewed
		    b. Site changes such as entrances and exits will be identified where required
		    c. Communication will include the use of recommended information on notice boards and throughout the school, for example, handwashing, key staff notices
		    d. The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.
		        i. Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub.
		        ii. The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.
			2	4	8	Headteacher	11/01/2021	

Disruption to the running of the school and exams	Students, Employees, Visitors and Contractors	1. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the LA, local HPT or DfE helpline where required.	2	3	6	Headteacher	11/01/2021	
Preparing for a school closure	Students, Employees, Visitors and Contractors	1. The school communicates with parents via letter, text or eMail as soon as possible about a school closure and the cancellation of any school trips or extra-curricular activities. 2. Pupils are informed via small group/virtual assembly about the school closure and what is expected of them should they need to work from home. 3. The headteacher puts a plan in place to manage staff workload in preparation for a school closure.	2	3	6	Headteacher	11/01/2021	

		4. The headteacher puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school. 5. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. 6. Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue. 7. The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. 8. The headteacher works with the WNAT ICT team to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. 9. The headteacher liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support. 10. The Site Manager arranges for the school to be deep cleaned if necessary in the event there is a school closure if required. 11. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupil.						
Vacant and partially open premises	Students, Employees, Visitors and Contractors	1. During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. Gov Guidance **Guidance for full opening: schools** 2. Access to the school is restricted – additional security is arranged and put in place in line with the Security Policy. 3. The headteacher and site manager remain on-call in case of an emergency or if access to the school is required. 4. External signage is visible to show that the school is closed and that access is restricted. 5. Valuable school property and equipment is identified and reasonable measures are in place to ensure security. 6. The site manager ensures the school premises are safe to return to before school activity resumes. 7. Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to staff and pupils returning to school. 8. The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.	2	2	4	Headteacher	11/01/2021	
Contractor working	Students, Employees, Visitors and Contractors	1. Contractors should be directed to follow guidance issued and approved by HM Gov delivered by the Construction Leadership Council: Site Operating Procedures - Protecting Your Workforce. 2. Where possible visits that are not essential to education and safeguarding can happen out of hours. 3. Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance. 4. Contractors who provide services on school premises have confirmed they are COVID-19 secure	2	4	8	Headteacher	11/01/2021	

Emergencies	Students, Employees, Visitors and Contractors	1. **Fire evacuation -**
		    a. Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.
		    b. Fire drills that are carried out encourage social distancing.
		    c. Staff and pupils understand that in an emergency they must leave without delay
		2. **First aid –**
		    a. **First aid needs assessment** - You should discuss the risk assessment with your first aiders so they are confident about providing the right assistance. This includes knowing what equipment they can use to minimise risk of infection transmission, as explained below
		    b. **Guidance for first aiders**
		       i. Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.
		      ii. If they (casualty) are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.
		          1. **Preserve life: CPR**
		             a. Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
			2	4	8	Headteacher	11/01/2021	

		b. Ask for help. If a portable defibrillator is available, ask for it
		c. Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
		d. If available, use:
		e. a fluid-repellent surgical mask
		f. disposable gloves
		g. eye protection
		h. apron or other suitable covering
		i. Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)
		
		2. **Prevent worsening, promote recovery: all other injuries or illnesses**
		   a. If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
		   b. If giving first aid to someone, you should use the recommended equipment listed above if it is available
		   c. You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible
		3. **After delivering any first aid**
		   a. Ensure you safely discard disposable items and clean reusable ones thoroughly
		   b. Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible
		c. **First aid cover and qualifications during the pandemic**
		   i. **First Aid at Work (FAW) and Emergency First aid at Work (EFAW) certificates requalification**
		     1. First aid providers have resumed first aid training and assessment. In some cases, there remains a back log or limited availability.
		
		     2. FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.
		
		     3. To qualify for the extension, employers must be able to demonstrate that:
		
		       a. they have made every effort to arrange requalification training as soon as possible and can explain in detail why they have not been able to do so. For example, they must show evidence that staff with expired certificates are booked on to EFAW or FAW requalification courses, if requested by an inspector
		       b. they have adequate and appropriate equipment and facilities to give first aid to any employee who is injured or becomes ill at work
		       c. the level of first aid cover provided remains appropriate for their particular work environment
		       d. the level of first aid provision necessary in high risk settings is fully maintained, eg in construction, agriculture, engineering and chemicals						

Executive Management Team responsibilities	Students, Employees, Visitors and Contractors	1. **Ensuring Compliance** - The school will follow their normal arrangements to encourage safe behaviours and actions if Trust/School standards are not followed.
		   a. The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:
		   b. The number of contacts that pupils and staff have during the school day are minimised
		   c. The distance between people in the setting is maximised as much as possible,
		   d. Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying
			2	4	8	Headteacher	11/01/2021	

		e. Enhanced cleaning arrangements can be implemented
		f. The whole setting community are engaged with and support the national effort to reduce the spread of the virus
		g. Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together
		2. **Trustee engagement** - Trustees are involved and supporting the school to ensure that required actions are completed and have reviewed this assessment as part of their role.
		3. **Safeguarding** - The introduction of new arrangements have been reviewed by the Executive Management Team ensure that they do not impact on safeguarding requirements in the Trust/School
		4. **Premises adaptions** - Small adaptions identified through risk assessment such as installation of door guards to keep doors open in order to improve ventilation; efficient hand driers to ensure thorough hand drying have been authorised and actioned.
		5. **Supply chain** -
		    a. Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser and PPE that is specified in PPE guidance.
		    b. Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.						

Staffing arrangements	Students, Employees, Visitors and Contractors	1. **Staffing levels** – Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis:
		    a. Short duration, ad hoc work is avoided where possible
		    b. They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary)
		    c. All infection control requirements are followed.
		    d. Temporary staff who work at more than one setting is avoided where it is possible.
		    e. Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.
		    f. Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.
		    g. Teaching staff breaks are organised in a way that avoids staff covering from a different group
		    h. Consistent working arrangements are applied to ITT trainees.
		    i. Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.
		    j. Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit
		    k. Where volunteers are used the same staff principles are applied.
		2. **Business support and premises management staff** -
		    a. Staff work from home is instigated as a normal activity
		    b. Hot desking is avoided
		3. **Premises and cleaning staff** -
		    a. Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.
		    b. Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.
		    c. Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.
		4. **Volunteers -** will work in the school only where essential and will be provided with the same information, instruction and support as staff members.
		5. ==**Peripatetic teachers**==
		    a. ==Schools can continue to engage peripatetic teachers during this period via home learning systems on in one school only==
			2	4	8	Headteacher	11/01/2021	

Pupil and staff grouping	Students, Employees, Visitors and Contractors	1. **Developing Groups** - Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.
		    a. Groups are kept as static as possible including staff assigned to the groups
		    b. Only where necessary extended groups have been created to accommodate specific activities.
			2	4	8	Headteacher	11/01/2021	

		c. Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.
		d. Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible
		e. Contact within and between groups is minimised through distancing measures which are outlined in this assessment.
		f. Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include:
		   i. some secondary curriculum practical activities
		   ii. music
		   iii. With very young children
		   iv. Because of health conditions or understanding of the children
		g. In order to enable distancing through designing spaces that achieves more separation.
		2. **Keeping cohorts together where possible** -
		a. Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.
		b. Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. During lunchtimes, breaks, PE, or on subsequent days.
		c. Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.
		d. Where possible the same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.
		e. Where possible pupils use the same desk each day where they attend on consecutive days.
		f. Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).
		g. Larger spaces are not used by more than one group without partitioning in order to create physical separation.
		3. **Contact records** - Contact records of groups are maintained in line with COVID Management Guidance.						

Reducing and managing visitors (including familiarisation and parents evenings).	Students, Employees, Visitors and Contractors	1. Parents must be advised that they should only come into the school for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent will be allowed to visit the school in these circumstances. 1. The number of visitors has been minimised as much as possible 2. Visitor times are planned to separate visitors from other site users 3. Visits are by appointment only 4. Visitors are advised of the following in advance: a. Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety b. Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. c. Action to take if they cannot maintain keep away from others d. To leave the setting immediately if they develop symptoms, not matter how mild. e. How you will maintain social distancing during the visit. 5. Visitors are provided with further information on arrival and asked to perform hand hygiene 6. Visitors confirm that they do not have symptoms no matter how mild. 7. Visitors who sign in either use their own pen or are provided with a pen that they take with them. 8. The reception is operating on a one in and one out basis for essential visitors 9. Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff 10. Visitor records are maintained for contact tracing requirements	2	4	8	Headteacher	11/01/2021	
Travel and parking	Students, Employees, Visitors and Contractors	1. **General** - a. The school have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required) b. Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children 2. **Cycling** - Pupils are instructed to use bike racks one at a time. Additional bikes racks or areas are provided where required. 3. **Car journeys** - a. Parents, staff and pupils have been advised not to gather in parking areas. b. Parents and staff have been advised that only the same household members should travel	2	4	8	Headteacher	11/01/2021	

		together by car
		   c. Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)
		4. **On Foot** -
		   a. Pupils and parents have been advised that it is preferable that members of the household should walk to the school together where possible
		   b. Pupils and parents have been advised that they should not walk together in large groups
		5. **Dedicated School Transport** -
		   a. The approach to dedicated transport should align wherever possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important, wherever it is possible, that:
		     i. social distancing should be maximised within vehicles
		     ii. children either sit with their 'bubble' on school transport, or with the same constant group of children each day
		     iii. children should clean their hands before boarding transport and again on disembarking
		     iv. additional cleaning of vehicles is put in place
		     v. organised queuing and boarding is put in place
		     vi. through ventilation, fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents
		     vii. Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).
		     viii. In accordance with advice from PHE, during the autumn term, children and young people aged 11 and over are to wear a face covering when travelling on dedicated transport.
		6. **Wider Public Transport -**
		   a. Pupils, parents and staff have been advised not to use school transport if they have symptoms
		   b. Pupils, parents and staff have been advised to wash their hands before and after using transport services
		   c. Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so
		   d. Markings are provided where queuing is required for transport services on school premises						

Arriving at and leaving the School	Students, Employees, Visitors and Contractors	1. **General principles**
		   a. Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.
		   b. Consideration has been given to 'walking buses' (supervised walking groups to and from school.
		   c. Where possible entrances are supervised to support hand sanitising on arrival.
		   d. Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour
		   e. Where times cannot be altered, for example, due to public transport, plans are in place to prevents groups from mixing once at the setting and busy transit routes.
		   f. There are hand sanitiser stations for pupil and visitor use
		   g. Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use
		   h. The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.
		   i. The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you
		2. **Parents and pupils** – arriving and leaving the premises –
		   a. All site movements will be supervised by staff members who will ensure that social distancing measures are being followed
		   b. Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.
		   c. Parents should be advised that only one parent is to conduct dropoff and pickup of their child.
		   d. Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.
		   e. For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.
			2	4	8	Headteacher	11/01/2021	

		f. Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible
		1. **Managing peak times** -
		   a. Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the school entrance (hand sanitiser has been provided at these points)
		   b. Where alternative entrances cannot be provided, times have been staggered to prevent queuing.
		   c. Floor marks have been added to assist with social distancing in outside areas.
		   d. Staff supervise at peak times.
		2. **Reception class** -
		   a. Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.
		   b. Where possible, additional supervised entrances will be used to avoid people gathering at the same time
		   c. Parents should be advised that only one parent is to conduct dropoff and pickup of their child.
		3. **Bags and coats** -
		   a. Staggered access times allow for cloakrooms to be used without pupils gathering.
		   b. Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed.						

Educational activities	Students, Employees, Visitors and Contractors	1. **Classrooms and other learning environments** -
		   a. Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained
		   b. Distancing is encouraged by reconfiguring furniture and chairs are forward facing
		   c. Unnecessary furniture and objects are removed where possible
		   d. The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.
		   e. Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks
		   f. The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support
		   g. Where close contact is needed this is conducted side by side rather than face to face
		   h. Pupils are not called to the front of the class
		   i. Staff going to a pupils desk to check on their work is avoided
		   j. Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils
		   k. Pupils do not share or swap resources and materials including ceasing the marking of each other's books.
		   l. Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly
		   m. The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.
		   n. There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand
		   o. How pupils enter and exit the classroom is managed to maintain distancing.
		   p. Where a room is used by more than one extended group the class teacher will clean down high use touch points between use
		2. **Playgrounds** - Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment
		   a. Equipment use is supervised, and time limited to enable other users to take their turn
		   b. Seating has been removed or marked off to encourage distancing on individual items of equipment.
		   c. A one-way system has been introduced around outdoor gym equipment and trim trails
		   d. Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)
		   e. Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.
			2	4	8	Headteacher	11/01/2021	

		f. Bins are installed to encourage use of tissues and appropriate disposal g. Time is allocated for play equipment for each group/bubble h. Equipment touch points are cleaned frequently and between each groups use. i. Multiple groups do not use outdoor play equipment at the same time.						

Specialist curriculum considerations	Students, Employees, Visitors and Contractors	2. **Music -** When planning music provision for the next academic year, schools should consider additional specific safety measures. Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections.
		    a. **Playing outdoors -** Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.
		    b. **Playing indoors -** If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.
		    c. **Singing, wind and brass playing -** Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.
		    d. **Social distancing -** In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.
		    e. **Seating positions -** Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.
		    f. **Microphones -** Use microphones where possible or encourage singing quietly.
		    g. **Handling equipment and instruments -** Measures to take when handling equipment, including instruments, include the following
		        i. **Handwashing -** Requiring increased handwashing before and after handling equipment, especially if being used by more than one person.
		          ii. **Avoiding sharing instruments -** Avoid and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets. Instruments should be cleaned by the pupils playing them, where possible
		        iii. **Handling scores, parts and scripts** - Limit handling of music scores, parts and scripts to the individual using them.
		        iv. **Suppliers -** Consider limiting the number of suppliers when hiring instruments and equipment. Schools should agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument.
		        v. **Pick up and drop off points** - Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand.
		    h. **Individual lessons and performance in groups**
		        i. Individual lessons in music, dance and drama can resume in schools. This may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures set out above (staffing arrangements) on peripatetic teachers.
		        ii. In individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.
		        iii. Specific safety measures for individual music lessons are set out in the following sections:
						11/01/2021	

1. **Social distancing -** Measures should include specific social distancing between pupil and teacher (current guidance is that if the activity is face-to-face and without mitigations, 2 metres is appropriate), accounting for ventilation of the space being used. Pupil and teacher should be positioned side by side if possible.
2. **Avoid sharing instruments -** Avoid sharing instruments and equipment wherever possible and place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets

     If instruments and equipment have to be shared, they should be regularly disinfected (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment. Instruments should be cleaned by the individuals playing them, where possible
3. **Scores, parts and scripts -** Limit the handling of music scores, parts and scripts to the person using them.

3. **Drama and performances –**
   a. Identifying where items would be passed directly to each other and removing direct contact by using drop-off points or transfer zones.
   b. One-way systems and mapping movements are carried out in order to ensure social distancing
   c. Prop handling is limited
   d. Costume use is avoided.
   e. Audiences are not invited.

4. **Physical activity –**
   Schools in tiers 1-3
   a. Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls.
   b. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) 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.
   c. Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.
   d. Team sports are only provided in line with the return to recreational team sport framework.
   e. Prioritisation of low impact activities is given over high impact
   f. Contact sports will not take place
   g. Distance between participants is maximised.
   h. The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses.
        i. The means to collect, pass on and return shared resources and equipment to prevent close contact is arranged
   i. External facilities are used in line with Educational Visits arrangements.
   j. The following advice has been referred to as part of the risk assessment process:
        i. guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport
        ii. advice from organisation such as the Association for Physical Education and the Youth Sport Trust
   k. The use of changing rooms and showering facilities are avoided where possible. Where used:
        i. their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.
        ii. Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.
        iii. Facilities will be used as quickly as possible
   l. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.
   Schools in tier 4
   m. PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular

PE lessons. Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.

n. Competition between different schools should not take place, in line with the local restrictions on grassroots sport.

o. Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls.

p. When it comes to playing team sport, schools can offer those with approved guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance.

q. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. Where open, external facilities, including other schools' facilities, can also be used in line with government guidance for the use of, and travel to and from, those facilities and schools' own systems of controls.

5. **Swimming pools** – The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.

6. **Subjects involving practical activities –**
    a. Practical's and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other.
    b. Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility
    c. Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.
    d. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact.
    e. **CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:**
        i.   Guide to doing practical work in Science
        ii.   Guide for science departments returning to school after an extended period of closure
        iii. Guide for managing practical work in non-lab environments
        iv.   Guidance for schools where pupils spend all day in a lab
        v.   Guidance for schools where pupils spend all day in a D&T, food or art room
        vi.   Relevant primary schools guidance for example, Practical activities in a bubble

7. **Supervised toothbrushing programmes -**
    a. COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.

| Educational visits | Students, Employees, Visitors and Contractors | **Tiers 3,4 and national restrictions**
1. Under a tiers 3,4 or national restriction - no educational visits should take place.
Tiers 1-2
2. No overnight educational visits are carried out
3. Outdoor spaces in the local area are used to support delivery of the curriculum
4. A risk assessment will be carried out for all educational visits:
    a. Planning
    b. Equipment
    c. Face coverings,
    d. Handwashing,
    e. Grouping and staying in bubbles,
    f. Ventilation
    g. Venues Covid 19 rules
    h. Actions on incident
    i. Communications
    j. Transport
5. A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation | | | | | 11/01/2021 | |

		6. The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements
		7. The school will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:
		   a. Do they include measures relating to limiting contact between your group and other visitors?
		   b. Do they support you to maintain distances within your group?
		   c. Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?
		   d. Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?
		   e. Are appropriate cleaning and disinfection arrangements in place?
		8. The school will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.						

Where a pupil attends more than one setting	Students, Employees, Visitors and Contractors	1. Schools work together to ensure that the approach is consistent and does not compromise the group/bubble					11/01/2021	

Extra-curricular provision	Students, Employees, Visitors and Contractors	1. Pupils will keep within their main bubble where possible.
		2. Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:
		   a. Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups
		   b. Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend ensuring they only attend one setting consistently
		   c. Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity
		   d. Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members.
		   e. Records are maintained of all bubbles or groups for 21 days
		   f. Consideration is given to the types of activities organised in line with Covid 19 direction for HM Gov
		   g. The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups
		   h. Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues
		   i. Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided.
		3. As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided
		4. Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.
								11/01/2021	

Lunchtime and breaks	Students, Employees, Visitors and Contractors	1. Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible. 2. Consideration has been given to using other spaces for lunch, including classrooms and outside spaces. 3. The use of pre-ordering and trolley services have been considered. 4. Where times of use cannot be staggered between groups, larger spaces have been partitioned. 5. Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing. 6. Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. 7. Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	2	4	8	Headteacher	11/01/2021	

		8. One way systems are used. 9. Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks. 10. Staff room area use supports social distancing 11. Social distancing continues with staff groups during these times and furniture has been arranged to support this. 12. Touch points are wiped down between different groups. 13. Where possible breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix. 14. Equipment use is supervised to ensure that pupils do not gather. 15. Pupils and staff have identified suitable play activities for break times 16. Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting 17. Markings where required have been added to outside spaces to assist with queues when coming back into the building. 18. Additional staff supervision is employed to ensure social distancing takes place						
Catering	Students, Employees, Visitors and Contractors	1. Arrangements comply with guidance for food businesses on coronavirus (COVID-19). 2. Where catering services are contracted, the setting has ensured that the service is COVID-19 secure. 3. The way in which essential food deliveries are received are managed 4. Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff 5. Additional meal collection points have been put in place to reduce queuing where necessary 6. Alternative payment methods are being used to eliminate cash handling 7. Where possible tills are screened where still in use 8. Where screens cannot be screened staff are to wear visors					11/01/2021	
General interactions and movement around the building	Students, Employees, Visitors and Contractors	1. **Circulation spaces –** a. Movement of groups is planned to avoid group gathering/mixing b. Staggered movement times have been introduced to reduce the number of movements at the same time c. Alternative routes have been provided, such as outside areas, alternative entrances and exits d. One way circulation has been introduced where possible e. Central dividers have been installed where necessary to avoid group mixing. 2. **Lifts –** a. Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs b. Posters have been used to encourage this where required c. Hand sanitiser is provided for use before and after touching lift controls.	2	4	8	Headteacher	11/01/2021	
Offices and other work spaces	Students, Employees, Visitors and Contractors	1. **The following measures are applied where staff cannot work from home:** a. Where possible furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. b. Rooms are well ventilated (see section on ventilation) c. Staff are cohorted in consistent working groups d. Unnecessary items have been removed to support effective cleaning of the area e. Hot desking is avoided f. desks near busy circulation spaces are not used g. Shared equipment has been moved to reduce group mixing such as printer location 2. **The following measures are implemented where the above measures cannot be followed:** a. additional work spaces are be allocated where possible b. sharing of workspace is minimised and workspaces are thoroughly cleaned between users. c. Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities d. Screens are installed as a last resort				Headteacher	11/01/2021	
Toilets and handwashing facilities	Students, Employees, Visitors and Contractors	1. Times are staggered where possible and consider the increased handwashing times that have been introduced. 2. Distancing for queuing has been introduced e.g. through floor markings 3. Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas. 4. Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	2	4	8	Headteacher	11/01/2021	

		5. Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.						

Meetings and events	Students, Employees, Visitors and Contractors	1. **Meetings -** Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact.
		     a. Meetings only take place in person where:
		     b. There is a need to be in person for safeguarding, well-being or statutory reasons or
		     c. Limitations of technology, poor or unstable signal
		2. The following measures have been implemented for in person meetings:
		     a. They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings
		     b. All other participants will connect to the meeting remotely.
		     c. The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather
		     d. Use separate spaces or rooms where possible to limit the number of people in the same area
		     e. Ensure 2 distance is maintained at all times, not sitting face to face
		     f. No activities are undertaken that require or encourage people to raise their voices or shout
		     g. Paperwork is shared electronically where possible
		     h. Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first.
		     i. People do not shake hands.
		     j. Participants practice good hand and respiratory hygiene before, after and during the meeting.
		     k. Where held indoors they are held in well ventilated spaces.
		     l. All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measures have been implemented.
		3. **Events** –
		     a. **Parents evenings** –
		        i. All meetings are carried out remotely where possible.
		        ii. Parents and carers should only attend the school where they have a pre-arranged appointment
		        iii. Where possible, only one parent/carer attend.
		        iv. Visits are planned and organised to ensure distancing and hygiene measures can be maintained
		        v. Information is provided in advance to ensure arrangements are communicated
		     b. Pupil familiarisation visits
		        i. Visits are provided virtually where possible.
		        ii. The visitor arrangements in this section are applied where in person visits are planned.
		        iii. Visits will take place outside the school day where it is not detrimental to the purpose of the visit.
		        iv. Visitor numbers are limited and appointments are staggered
		     c. Pupil lesson attendance for familiarisation
		        i. Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include:
		        ii. Limiting visiting pupils mixing between additional groups
		        iii. Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining)
		        iv. Avoiding compromising the existing social distancing arrangements within the class
		        v. The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented
		        vi. Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk.
		4. **Urgent meetings** - Unplanned meetings are avoided in the School unless they are essential e.g. safeguarding, health related.
		5. **School clubs and community sports (non curriculum) -** The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs)
		6. **Hire and use of school premises** - Additional hire and use will not be planned until further notice.
		7. **Staff rooms –**
		     a. Additional staff room areas have been provided in order to avoid compromising cohorted staff
			2	4	8	Headteacher	11/01/2021	

		groups. b. Times of use for staff breaks are staggered to prevent staff groups from mixing c. Furniture has been arranged to encourage distancing and not sitting face to face						
Breakfast and afterschool clubs	Students, Employees, Visitors and Contractors	1. **School clubs that are essential** - a. An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment. b. Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format.	2	4	8	Headteacher	11/01/2021	
Cleaning and disinfection	Students, Employees, Visitors and Contractors	1. A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in Gov guidance 'COVID-19: cleaning of non-healthcare settings' 2. Cleaning – a. If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code. b. Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. c. The School will need to identify the specific cleaning methods for the items that require cleaning. d. The School will continue with their enhanced cleaning and disinfection arrangements that have already been put in place. e. Early Years Schools have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures f. Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces. g. In secondary Schools, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary schools, hand contact surfaces are cleaned regularly throughout the day h. Teaching staff are provided with cleaning materials to enable them to clean contact points in their classrooms between groups/classes. i. Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. j. Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use k. Disinfectant wipes are more generally available for staff to use where they wish to. l. All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches), m. More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises n. A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups. o. Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use. p. Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene. q. Handheld and frequently touched sports/PE equipment is disinfected prior to use r. Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use s. Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE. 3. **Water coolers and drinking water** - Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling. 4. **Storage** - Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage 5. **Cleaning play equipment and toys –** a. Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	2	4	8	Headteacher	11/01/2021	

		b. Toys that are put into children's mouths are cleaned between use c. Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible. d. Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile 6. **Resources –** a. Children are allocated their own resources e.g. pencils where possible . b. Where resources are taken home hand hygiene, quarantining and cleaning measures are in place 7. **Laundry -** Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses 8. **Books** (books are items that are difficult to clean) – a. Books are issued to pupils on a rotational basis b. Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene. c. Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time. d. Books and posters checked for visible soiling and disposed of where necessary 9. **Wooden desks and wooden work surfaces –** a. The following process is followed: i. Apply disinfectant and leave for the appropriate contact time applied ii. Re-apply disinfectant and leave to dry naturally 10. **Lunchtime -** Trays, tables and chair touch points are disinfected after use 11. **Cleaning equipment after breaks -** Outdoor play equipment is cleaned between group use 12. **Tissues and waste from bins provided –** a. Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. b. Bins are provided in classrooms and other key locations such as dining areas for pupils and staff to dispose of used tissues and are emptied regularly throughout the day c. Bins and tissues are provided in the same place. d. Waste bags for tissues are double bagged for disposal.							
Handwashing	Students, Employees, Visitors and Contractors	1. Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of NHS guidance 'How to wash your hands' in an age appropriate way e.g. observing young pupils, instructing in the class 2. Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day. 3. Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. 4. Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc. 5. Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls) 6. Event related prompts are given to pupils by staff.....*after..... before....* when as a more effective means of promoting hand hygiene that fixed time prompts. 7. Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home. 8. Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with the WNAT Facilities Manager where this is not possible) 9. Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative. 10. Supervision arrangements are in place to support pupils with handwashing where it is needed. 11. Handwashing is being encouraged rather than using hand sanitizer wherever it is possible 12. Age and developmentally appropriate ways area being used to encourage pupils to follow requirements. 13. All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after. 14. Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. 15. Hand washing is carried out using running water (static bowls are not used)	2	4	8	Headteacher	11/01/2021	

| Staff health | Students, Employees, Visitors and Contractors | **Staff who are clinically extremely vulnerable**

1. Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.
2. In local restriction tier 4 areas and national 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.
3. Staff should talk to their SLT 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.
4. All other staff in local restriction tier 4 and national lockdown can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.
5. All staff can continue to attend school in local restriction tiers 1, 2 and 3.
6. Under local restriction tier 3, staff and SLT may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.
7. Further guidance to the clinically extremely vulnerable is available.

Staff who are clinically vulnerable

1. Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the specific measures in this RA to minimise the risks of transmission.
2. 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, Prevention, of 'The system of controls: protective measures' section of this guidance. This provides that ideally, Minimise contact between individuals and maintain social distancing wherever possible. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.
3. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.
4. **Individual assessment -** All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19.
5. **Symptoms** - Staff will go home as soon as possible if they develop symptoms
6. **COVID Testing** - Staff are encouraged to have testing in line with school procedures or when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.
7. **Wellbeing** - Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support
    a. Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff. | 2 | 4 | 8 | Headteacher | 11/01/2021 | |
| Pregnant persons | Students, Employees, Visitors and Contractors | 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.

Schools should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on Protect vulnerable workers during the coronavirus (COVID-19) pandemic. Information contained in the Royal College of Obstetricians and Gynaecologists and the Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.

Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.

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 coronavirus (COVID-19) at any gestation, should take a more precautionary approach. Schools 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). | 2 | 4 | 8 | Headteacher | 11/01/2021 | |

Staff who may otherwise be at increased risk from coronavirus (COVID-19)	Students, Employees, Visitors and Contractors	Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can attend school as long as the system of controls set out in this Risk Assessment are in place. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace	2	4	8	Headteacher	11/01/2021	

Pupil health	Students, Employees, Visitors and Contractors	**1. Symptoms**
		   a. Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild
		   b. Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day
		   c. Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks
		 2. COVID Testing - Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.
		 3. Self-Isolation and shielding guidance for children and young people –
		   a. A small number of pupils will still be unable to attend in line with public health advice to self-isolate because:
		     i. they have had symptoms or a positive test result themselves
		     ii. they live with someone that has symptoms or has tested positive and are a household contact
		     iii. they are a close contact of someone who has coronavirus (COVID-19)
		   b. More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Far fewer children should remain in the clinically extremely vulnerable group in the future following their routine discussions with their clinician.
		   c. Individuals who are self-isolating are within the DfE definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. Our published definition of vulnerable children includes young people are defined as those who have a social worker or an education health and care (EHC) plan or those who are deemed otherwise vulnerable by the school or the local authority.
		 4. Pupils who remain in the clinically extremely vulnerable group
		   a. The advice for pupils in local restrictions tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.
		   b. Shielding advice is currently in place in tier 4 areas, and so all children and young people still deemed clinically extremely vulnerable are advised not to attend school.
		   c. Those who remain under the care of a specialist health professional may need to discuss their care with their health professional at their next planned clinical appointment - more advice is available from the Royal College of Paediatrics and Child Health.
		   d. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.
		
		 5. Increased supportive measures for pupils/ psychological needs –
		   a. Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).
		   b. Support plans include:
		     i. Specific cleaning and disinfection requirements such as changing beds and wheelchairs.
		     ii. Ensuring that staff increase their level of self protection,
		     iii. Ensure that the pupil washing their hands before and after where able to or use skin
			2	4	8	Headteacher	11/01/2021	

		friendly hand wipes before and after iv. Checking that the person does not have symptoms as detailed in the compliance code. c. Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required. 6. Pupil well-being, mental health and behaviour – a. Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers. b. Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression. c. The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light. d. Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation. e. Available resources are used to identify and support students and staff who exhibit signs of distress. f. Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.						
Staff instruction	Students, Employees, Visitors and Contractors	1. **All staff instruction** - a. Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required. b. All staff have confirmed that they are confident in applying the control measures identified in this assessment. c. Staff have received appropriate instructions in relation to the specific measures that have been put in place in the school (as detailed in this assessment) d. Staff have been involved in the practical implementation of this guidance. e. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. f. Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school. g. Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities). h. Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available. i. Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements. j. The School has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	2	4	8	Headteacher	11/01/2021	
PPE and Face coverings	Students, Employees, Visitors and Contractors	1. PPE - Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances relating to the local COVID alert level. 2. Face coverings in education - Pupils have been advised that it is mandatory to wear face coverings on public transport. 3. Schools that teach children in years 7 and above and which are in local restriction tier 1: medium alert will have the discretion to require face coverings for pupils, staff and visitors in indoor areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. 4. Primary school children will not need to wear a face covering. 5. In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. ==Local restriction tiers: 2, 3 or 4== ==6. When an area moves to local restriction tiers: 2, 3 or 4 high or national restrictions in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily==				Headteacher	11/01/2021	

		<mark>be maintained. This does not apply to younger children in primary schools and in early years settings. 7. The Trust considers it is a proportional response to request evidence of a face covering exemption to ensure the health and safety of other people within school settings. 8. Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</mark> <mark>a. The wearer must not touch the front of their face during use or when removing the face covering.</mark> <mark>b. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin.</mark> <mark>c. They must perform hand hygiene on arrival at the setting and after removing their face covering.</mark>						

Increasing ventilation	Students, Employees, Visitors and Contractors	1. Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.
		   a. This can be achieved by a variety of measures including:
		      i. **mechanical ventilation** systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (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)
		      ii. **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
		      iii. **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)
		2. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:
		   a. opening high level windows in preference to low level to reduce draughts
		   b. increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
		   c. providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform
		   d. rearranging furniture where possible to avoid direct drafts
		3. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
		4. Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.
							11/01/2021	

Educational tools		**1. Infection control education**
		   a. Age appropriate education is used to encourage pupils to:
		      i. Become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread.
		      ii. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses
		2. The following resources are used where appropriate:
		   a. e-Bug resources to teach pupils about hygiene
		   b. the Educational Settings poster
		   c. the Coronavirus Toolkit for Professionals which contains campaign materials.
			2	4	8	Headteacher	11/01/2021	

DSE and working from Home	Students and Staff.	<mark>Staff working from home should complete;</mark> Display screen equipment (DSE) workstation checklist. Any findings should be reported to your line manager for assistance.	1	3	3	Headteacher	11/01/2021	
Testing	Students and Employees,	Secondary schools participating in the rapid asymptomatic testing programme should follow the Mass asymptomatic testing: schools and colleges guidance. **Manage confirmed cases of coronavirus (COVID-19) amongst the school community** 1. Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. 2. Where individuals who are self-isolating and are within our definition of vulnerable, it is important that	2	4	8	Headteacher	11/01/2021	<mark>Where staff and students have given formal consent they will undertake regular lateral flow testing for the prevalence of COVID-19 to reduce risk further. Any member of staff or student that as COVID-19</mark>

		schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. **Contain any outbreak by following local health protection team advice** 1. Secondary schools participating in the rapid asymptomatic testing programme should refer to the guidance for asymptomatic testing in schools and colleges to ensure contacts of the positive case are tested. Primary schools and any secondary schools not participating in the rapid asymptomatic testing programme must follow the advice below: a. If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required						==symptoms will be requested to self-isolate in line with Public Health England advice. Any member of staff or student that may have been in close proximity to someone in school that has tested positive will be asked to undertake a daily lateral flow test upon their arrival to school. If they are unable to do this they will also be required to self-isolate.==
Review of existing assessments	Students, Employees, Visitors and Contractors	1. The setting regularly reviews their arrangements in line with compliance code updates. 2. Review arrangements ensure that the control measures are effective and working as planned.	2	4	8	Headteacher	11/01/2021	

(L - Likelihood   C – Consequence   RR – Risk Rating   NRR – New Risk Rating)