

RISK ASSESSMENT v23 5/3/21

ACTIVITY/TASK	COVID-19 Risk Management (Educational Settings)
COMPLETED BY & DATE	Simon Eardley (in consultation with all staff) All changes/additions are highlighted and in PURPLE 5/3/21
REVIEW DATE	This risk assessment must be kept under review and re-assessed if there is any reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.
RELATED DOCUMENTS	<p>Government guidance:</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>COVID-19: cleaning in non-healthcare settings</p> <p>Covid-19: Review of Disparities in Risks and Outcomes</p> <p>Guidance for Full Opening - August 2020</p> <p>Coronavirus (COVID 19): Travel Corridors</p> <p>Coronavirus (COVID-19): Implementing protective measures in education and childcare settings</p> <p>COVID-19 Guidance in Education</p> <p>COVID-19: Guidance for households with possible coronavirus infection</p> <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) – Strategy for infection prevention and control</p> <p>Statement from the UK Chief Medical Officers on extension of self-isolation period: 30 July 2020</p> <p>A guide to NHS Test and Trace in Cambridgeshire and Peterborough</p> <p>Coronavirus (COVID-19) NHS Test and Trace and Outbreak Management</p>

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: causes major physical injury, harm or ill-health	H	H	H
	Severe: causes physical injury or illness requiring first aid	H	M	L
	Minor: causes physical or emotional discomfort	M	L	L

Principles	
1.	Have a system of controls: enhanced cleaning; hand and respiratory hygiene; engagement with Track and Trace; maximise distance wherever possible; minimise potential for contamination; minimise the number of contacts between the staff, students and each other; respond to any infection; minimise contact with other people
2.	Maintain a broad and balanced curriculum
3.	Plan for continuing education during possible additional lockdowns

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Focus	1. Communication -Stakeholders are not fully informed resulting in risks to health -Parents and carers are not fully informed of the health and safety requirements for the reopening of the school to all students -Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
High	<p>Write to parents regarding phased start to full reopening, with full details. Initial letter sent on 17/7/20 which outlined:</p> <ul style="list-style-type: none"> • Bubble arrangements • Staggered start and end to the day • Phased return over wb 7/9/20 • Lunch and breaktime arrangements • Staffing of bubbles • Parents on site • See table below <p>New letter to confirm any changes over the summer and further information on Test and Trace and the procedures for suspected or confirmed case within school.</p> <p>Ensure all staff and parents are aware that they must not attend or send children to school who are displaying symptoms of Covid or have received a positive test, or if there is someone in their household who has tested positive. Anyone testing positive without symptoms, must re-start their self-isolation period for 10 days from the onset of the taste. Other members of the household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>Having now had the children back in school for at least a week, we have reviewed the arrangements for the start and end of the day. Parents were informed of the new arrangements on 15/9/20. These come into effect on 21/9/20. We have reduced the amount of waiting around as we have found that the majority of children are in class within 2 minutes of their allotted time.</p> <p>We have created a dedicated email address for parents to use out of school hours to notify us if their child has tested positive for COVID. Alerts will be sent to the Headteacher. We have agreed what we will do in terms of contacting parents and staff.</p> <p>Additional letter sent to parents on 1/3/21 ahead of the full return on 8/3/21</p>	HT	2/9/20	<input checked="" type="checkbox"/>	Low
	DHT	1/3/21	<input type="checkbox"/>	Low	
Medium	Agree proposals on staffing and access for Bubbles	DHT	17/7/20	<input checked="" type="checkbox"/>	Low
Medium	Confirm staff views on returning, identifying who can't/reluctant to return to school at this point and plan for impact.	DHT	Wb 31/8/20	<input checked="" type="checkbox"/>	Low
Medium	Identify, plan for and deliver staff training needs to implement any changes to school plans (e.g. risk management, curriculum, behaviour, safeguarding).	HT/DHT	3/9/20 & 7/9/20	<input checked="" type="checkbox"/>	Low
Medium	Ensure all parents and staff are aware of the government Test and Trace programme and are ready to actively engage with it. Write to parents, inform staff of necessity. (See end notes.)	HT/DHT	3/9/20 & 7/9/20	<input checked="" type="checkbox"/>	Low

	Any updates/changes to this guidance are communicated in a timely and effective way to all stakeholders. Parents were issued with a 'Covid-19 Related Absence from school – a Quick Guide for Parents' on 15/9/20 Staff were issued with a 'Guidance for Staff on when to Self-Isolate' on 15/9/20	HT	As necessary	<input checked="" type="checkbox"/>	
	Children will be regularly briefed regarding social distancing of bubbles (individuals encouraged to socially distance)	Teachers	Ongoing	<input checked="" type="checkbox"/>	
	A COVID-19 section on the school website is created and updated (Relevance reviewed in autumn)	DHT	4/9/20	<input checked="" type="checkbox"/>	
	As part of the overall communications strategy parents are kept up to date on a weekly basis via email, text and the school's website	HT/DHT	On going	<input checked="" type="checkbox"/>	
	Ensure governors are kept informed of this RA and any changes once approved. Ensure Trustees are consulted regarding any substantive changes and otherwise kept informed. Additional updates provided to CoG, including safeguarding.	Governance	weekly	<input checked="" type="checkbox"/>	
	All staff and parents of children in class/year group to be told of any suspected COVID-19 case. If the case is confirmed, then the East of England Health Protection Team must be phoned, and advice sought – 0300 303 8537 . Dial 9 to get through to the local PHE centre. If student/staff member's symptoms remain, then they need to stay at home. Test and Trace – 119 https://www.nhs.uk/ask-for-a-coronavirus-test <i>(Although publicised, there are no kits available to schools at present)</i>	HT	As necessary	<input checked="" type="checkbox"/>	
	Parents/Staff told of outcomes of test results ASAP Students are not personally identified	HT	As necessary	<input checked="" type="checkbox"/>	
	Copy of this risk assessment to be easily accessed and referred to by Office Manager and reception staff	OM	Weekly	<input checked="" type="checkbox"/>	
	After our first confirmed case in school and news of the national lockdown, we have requested that parents/older siblings wear a face covering when on the school site at drop off and pick up times. This comes into effect on 5/11/20 – in line with the national lockdown.	HT	5/11/20	<input checked="" type="checkbox"/>	
	Inform parents that we are concerned that some groups of children are congregating before and after school	HT	2/12/20	<input checked="" type="checkbox"/>	
	RA and model letters altered to reflect new guidance to isolate for 10 days	HT	14/12/20	<input checked="" type="checkbox"/>	

Bubble	FS		Key Stage One				Lower Key Stage Two				Upper Key Stage Two			
Year Group	FS		One		Two		Three		Four		Five		Six	
Classes	Magpies	Penguins	Elephants	Iguanas	Giraffes	Squirrels	Macaws	Nightingales	Flamingos	Cobras	Armadillos	Wombats	Sharks	Toucans
Gate	P1 or Wistow Way		P1 or Wistow Way				P1 or Wistow Way				P1 or Wistow Way			
Start time	8.50am		8.40am				8.45am				8.50am			
End time	3.00pm		3.10 - 3.15pm				3.15 - 3.20pm				3.20 - 3.25pm			
Break time	10.15am		10.30am				11.00am				11.00am			
Lunch time	11.40 - 12.40		11.55 - 12.55		12.10 - 1.10		12.20 - 1.20		12.30 - 1.30		12.40 - 1.40		12.50 - 1.50	
Hall	11.40am	11.45am	11.55am	12.00pm	12.10pm	12.15pm	12.20pm	12.25pm	12.30pm	12.35pm	12.40pm	12.45pm	12.50pm	12.55pm
Hall section	A	A	B	B	C	C	A	A	B	B	C	C	A	A
Playground	12.00pm	12.00pm	12.15pm	12.15pm	12.30pm	12.30pm	12.40pm	12.40pm	12.50pm	12.50pm	1.00pm	1.00pm	1.10pm	1.10pm
MDS	Mrs Hayes-Palmer		Mrs Guttman		Mrs Riccardi		Mrs Gosnold		Miss Craig		Mr Clifton		Mrs Kearney	
	Mrs Collins		Miss Nurser				Miss Marchant				Mrs Taylor			
			Mrs Wharton								Mrs Byrne			
											(Mr Marks)			
Teacher	Mrs McIntosh	Ms Porter	Miss Ellis	Mrs Ironside	Mrs Granville	Mrs Scarff	Mrs Morris	Mr Newton	Mrs Fidgett	Mr Cowles	Miss Jeffery	Miss Wyatt	Mrs Simmons	Miss Tansley
Support Staff	Mrs O'Hara (HLTA)		Mrs Matthewman (1:1)				Mrs Kempster (HLTA)				Mrs Edwards (cover teacher)			
	Mrs Lewis		Mrs Khan (HLTA)				Mrs Francis (Unit TA)				Miss Stitson (1:1)			
	Mrs Esposito		Mrs Clark (1:1)				Mrs Fincham (Unit TA)				Mrs Gash (1:1)			
	Mrs Wilbert		Mrs Samuels (1:1)				Mrs Shaman				Mrs Swindells (Unit TA)			
			Mrs Wharton				Miss Marchant				Mrs Byrne			
			Mrs Dar				Mrs Ward				Mrs Schneider			
			Mrs Riccardi				Mrs Chapman (cover teacher)				Mrs Kaur			
			Mrs Guttman								Mrs Fincham (1:1)			
			Mrs Barker								Miss Bannister (student teacher)			
			Miss Atkinson (student teacher)											

Focus	2. Curriculum Offer -Educational provision must still be maintained as a priority -Education for isolating students (classes/year groups) must continue -PE curriculum must be altered to ensure social distancing and health and safety				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
High	Decide which lessons or activities will be delivered. What learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.	Teams	3/9/20	<input checked="" type="checkbox"/>	Low
High	Consider which lessons or classroom activities take place outdoors, P.E. and timetabled recess (not breaks)	SLT	3/9/20	<input checked="" type="checkbox"/>	Low
High	Agree the limited resources that are taken home and limit exchange of take-home resources between children	TLs	3/9/20	<input checked="" type="checkbox"/>	Low
High	Limit sharing of stationery/equipment where possible. Materials/surfaces cleaned and disinfected more frequently- Children to be provided with their own set of equipment (pen, pencil, rubber, etc)	All Staff	Ongoing	<input checked="" type="checkbox"/>	Low
High	Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts	All Staff	Ongoing	<input checked="" type="checkbox"/>	Low
High	PE: new guidance to be circulated to staff Year groups to have PE at same time to share equipment, allowing for more teaching time. Outdoor PE takes place wherever possible, in place of indoor PE. Indoor PE on hold until cleaning/mopping routines can be assured Schools should refer to the following guidance: <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents Spring term – all classes to have 2 x outdoor PE sessions – BC (PE LEAD) has created timetable and distributed. Parents to be informed of the days so children can come to school in PE kit. When weather is predicted to be unsuitable for outdoor PE, teachers can choose alternative sessions including using the hall in the mornings or appropriate sessions in the classroom.	PE Lead	4/9/20	<input checked="" type="checkbox"/>	Low
High	Spring term – all classes to have 2 x outdoor PE sessions – BC (PE LEAD) has created timetable and distributed. Parents to be informed of the days so children can come to school in PE kit.	PE Lead	3.1.21		Low
High	All assemblies, social gatherings (discos), sports clubs etc. cancelled until an alternative workaround can be found to provide whilst maintaining social distancing.	STAFF/FOWS	7/9/20	<input checked="" type="checkbox"/>	Low
High	Any external teachers (supply, peripatetic, SEN support etc.) to be informed of procedures on arrival and to ensure safe social distancing at all times (staff and pupils). Records of all visitors to be kept, including who they have been in contact with – specifically for Test and Trace, Poster provided for visitors, Visitor log in/out procedures put in place	Office Staff	7/9/20	<input checked="" type="checkbox"/>	Low
High	Agree Home Learning approach for potential lockdown or for individuals self-isolating or shielding. Parent letter produced to outline our approach to individual isolating or bubble. Dedicated area of the website created with full details and links	SLT	9/9/20	<input checked="" type="checkbox"/>	Low
High	Agree how we will 'link' in school and at home learning.	SLT	9/9/20	<input checked="" type="checkbox"/>	Low
High	EHCP students continue to be monitored and support given as necessary	SENCO	Ongoing	<input checked="" type="checkbox"/>	Low

	Library used in bubbles – wash hands prior and after visit. Finished books to be left untouched for 2 calendar days	Teachers	Ongoing	<input checked="" type="checkbox"/>	
	Self-marking promoted. When necessary, children to leave their books open at the page for their teacher to mark. Teachers to sanitise their hands before and after marking a set of books. Spring term – Staff to avoid unnecessary contact with books and equipment children have used wherever possible, self-marking to be used as much as possible. It is not necessary for staff to leave books for a period of time before marking them.	Teachers	Ongoing	<input checked="" type="checkbox"/>	
	IT equipment to be provided and cleaned after use. Handwashing prior and after use	Teachers	Ongoing	<input checked="" type="checkbox"/>	
	Most important maths content identified by the DfE – will use guidance as well as amended 'White Rose'	Maths Lead	17/7/20	<input checked="" type="checkbox"/>	
	Books and other shared resources can be taken home by teachers and students	Teachers	Ongoing	<input checked="" type="checkbox"/>	
	Singing limited to outdoor spaces only and individuals should be mindful of the risk – communicated to singing/music leads and all teachers https://www.cambslearntogether.co.uk/asset-library/Corona-Virus-Schools/Aerosol-Information-Sheet.pdf Department for Culture, Media and Sport (DCMS) conducting research Guidance circulated to staff on 4/9/20	Teachers	Ongoing	<input checked="" type="checkbox"/>	
	Autumn term residential trips (Y6 and Y5) to be cancelled - social distancing, hygiene, staffing very difficult Insurance unlikely at present	HT/Office	4/9/20		
	Inform parents of arrangements for swimming, following evaluation of provider's risk assessment. Ensure all those attending swimming are aware of protocols.	SLT	ASAP after pool confirms dates		
	Timetable created to allow for indoor PE lessons in addition to the outdoor sessions that have been scheduled.	PE Lead	2/11/20	<input checked="" type="checkbox"/>	
	Finalise arrangements for online learning should a pupil self-isolate or their bubble is sent home.	HT	15/11/20	<input checked="" type="checkbox"/>	
	Create a crib sheet for teachers which sets out the following: <ul style="list-style-type: none"> • what work should already be available prior to a positive test result, • what to do if their bubble is closed • considerations for home learning • if the teacher is isolating but the class is not We have also created a template email for teachers to use to communicate, protocols for getting in touch with children at home as well as an expectation for teachers to create a crib sheet for anyone taking their class.	HT	2/12/20	<input checked="" type="checkbox"/>	

Focus	3. Welfare --Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general -The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general -Working from home can adversely affect mental health -Students and staff are grieving because of loss of friends or family				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	One Learning Mentor (LM) (trained staff) available during school hours Majority of meetings to be held outside or at a 2m distance inside	LM	As nec	<input checked="" type="checkbox"/>	
	Wellbeing/mental health is discussed regularly in meetings	Teachers/TAs	As nec	<input checked="" type="checkbox"/>	
	Resources/websites to support the mental health of students are provided via newsletters, emails and Learning Mentors	PSHE Lead	Ongoing	<input checked="" type="checkbox"/>	
	Checks to continue for those students not in school – phone, Google Classroom, text, email	Ts /DSLs/LM	As needed	<input checked="" type="checkbox"/>	
	Parents asked to inform school of any issues that may affect the children, e.g. bereavement, illness.	Office	As needed	<input checked="" type="checkbox"/>	
	Planned for possible mental health, pastoral or wider wellbeing support for children returning to school - considered how these might apply to children who were not previously affected. Wider support identified	SENCO LM	17/7/20	<input checked="" type="checkbox"/>	
	Staff may be tired in the initial stage – alert, lack of rest, access to food/drink Ensured breaks and space to rest Buddy system use	SLT	Ongoing	<input checked="" type="checkbox"/>	
	Encourage staff to focus on their wellbeing Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload	SLT	Ongoing	<input checked="" type="checkbox"/>	
	Staff briefings and training have included content on wellbeing	SLT	Ongoing	<input checked="" type="checkbox"/>	
	Staff have been signposted to useful websites and resources	PSHE Lead	Ongoing	<input checked="" type="checkbox"/>	
	Staff have been supported to work in flexible ways to support their mental health Appropriate work plans have been agreed with support provided where necessary	Line Managers	Ongoing	<input checked="" type="checkbox"/>	
	Staff working from home may help provide remote learning for any pupils who need to stay at home, CPD, work to support school.	DHT	Ongoing	<input checked="" type="checkbox"/>	
	Staff working from home due to self-isolation have regular catch-ups with line managers.	HT	Ongoing	<input checked="" type="checkbox"/>	
	Staff encouraged to speak regularly with colleagues, take regular breaks and exercise	Line Managers	Ongoing	<input checked="" type="checkbox"/>	
	The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary	HT/Learning Mentor	Ongoing	<input checked="" type="checkbox"/>	
	Encouraged staff to cooperate with government plans for contact tracing	HT	July 2020	<input checked="" type="checkbox"/>	
	Staff Meeting on the Employee Assistance Programme followed by distribution of materials to all staff	HT	3/11/20	<input checked="" type="checkbox"/>	
	Staff end of term virtual quiz evening event scheduled	HT	16/12/20	<input checked="" type="checkbox"/>	
	24 advent stories filmed to be released to children, one a day, during December	HT/DHT	1/12/20	<input checked="" type="checkbox"/>	
	End of term virtual gift for families to be created by staff	HT/Librarian	18/12/20	<input checked="" type="checkbox"/>	
	Mental Health workshops for Year 5	Class Teacher	2/12/20	<input checked="" type="checkbox"/>	

Focus	4. Social Distancing In and Out of School -Net capacity is reduced when guidelines are applied -Classroom sizes will not allow for adequate social distancing from staff -Start and end of the day creates risks of breaching social distancing guidelines -Movement around the school risks breaching social distancing guidelines -Student's behaviour on return to school does not comply with social distancing guidance -Social distancing guidance is breached when pupils circulate in corridors				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	Staff aware that the aim is to minimise the contacts the staff and students have	All Staff	Ongoing	<input checked="" type="checkbox"/>	
	Students are kept in class bubbles and when this is not possible, such as at lunch, break/ toileting, then year group bubbles/Unit bubbles are used. EYFS will operate within the unit as a year group bubble. Staff (except for when under 15 minutes, such as Head /Deputy Head, SENCO visiting classrooms) are year group based – which improves upon government advice.	Teachers/TAs	Ongoing	<input checked="" type="checkbox"/>	
	Classes stay with class teacher, cover teacher or assigned TA where possible	All Staff	Ongoing	<input checked="" type="checkbox"/>	
	Staff to maintain social distancing – see definition of Close Contact when near a person identified as having COVID-19 (PHE would advise the school should this happen) Test and Trace close contact definition: Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane 	All Staff	Ongoing	<input checked="" type="checkbox"/>	
	One-way system not in use but students are escorted by staff to avoid cross-bubble contact.	Staff	Ongoing	<input checked="" type="checkbox"/>	
	Students registered electronically – no movement to the office area	Teachers	Ongoing	<input checked="" type="checkbox"/>	
	Reviewed classroom layouts and fire exits not to be compromised	Teachers	17/9/20	<input checked="" type="checkbox"/>	
	Direct access to rooms from outside where possible – routes in and out agreed	Teachers	17/9/20	<input checked="" type="checkbox"/>	
	Class furniture moved into position. Students' position to remain constant throughout	Teachers	17/9/20	<input checked="" type="checkbox"/>	
	Face forward or not opposite in close contact (Not EYFS)				
	Staff made aware that they must follow social distancing when using shared spaces e.g. kitchen, staffroom, office and rotas introduced to limit congestion. Train Station used as additional staffroom. Staff members who are not part of the office team are required to stay out of the Office, unless he/she has the permission of the Office Manager/Head Maximum of two staff members in break out rooms at any time	HT/DHT	7/9/20	<input checked="" type="checkbox"/>	
	From 8 March, face coverings required by adults in communal areas, unless 2m social distancing can be maintained.	DHT	3.1.21		
	Toilets are accessible by one bubble and are regularly cleaned Monitoring ensures a constant supply of soap and paper towels Students are reminded regularly on how to wash their hands	Site Staff	7/9/20	<input checked="" type="checkbox"/>	

	Considered manual handling implications – no child at present has need of being handled due to poor behaviour (Would be communication with parents and school regarding this need)	SENCO	4/9/20	<input checked="" type="checkbox"/>	
	KS1/2 Students work at same workstation throughout the day.	Teachers	7/9/20	<input checked="" type="checkbox"/>	
	Circulated and considered new PE advice <ul style="list-style-type: none"> - individual activities - no whistle - own equipment - cleaning between year group bubbles or wait 2 calendar days (72 hours for plastics) PE slots have been moved so that year groups have PE 'together'	PE Lead DHT	4/9/20	<input checked="" type="checkbox"/>	
	PE kit – inability to maintain social distancing and privacy when changing Children to attend school wearing PE kit on their PE day	PS Lead	17/7/20	<input checked="" type="checkbox"/>	
	Considered school arrival arrangement to reduce congestion One parent escorts student to encourage social distancing Staggered starts and ends, as well as breaks and lunch	HT/DHT	July 2020	<input checked="" type="checkbox"/>	
	Use of three gates established (this worked well during June/July). Moved to two gates – staggered starts and finishes helps to promote social distancing	HT/DHT	July 2020	<input checked="" type="checkbox"/>	
	Whole school/half school assemblies prohibited Class/Year group assemblies are allowed but will be needs-led – none in first half term unless outside and classes separated	HT/DHT	17/7/20	<input checked="" type="checkbox"/>	
	No clubs in first term - review later (Children from different years usually mix) Spring term clubs to happen but the following restrictions in place: <ul style="list-style-type: none"> • No mixing children from year groups • Limited numbers • Only after school clubs • Timetable checked by DH to ensure pick-ups can happen safely • Teachers and TAs can only lead clubs with children from the year group they work in 	DHT	July 2020	<input checked="" type="checkbox"/>	
	Children are managed when entering and exiting doors and social distancing guidance is applied	All Staff	Ongoing	<input checked="" type="checkbox"/>	
	Start and departure times have been staggered Bubbles allocated drop off and collection times Playtimes and lunch staggered reducing possible contact and congestion	DHT	July 2020	<input checked="" type="checkbox"/>	
	Year groups will use identified entrances and exits / Access rooms directly from outside where possible.	All Staff	Ongoing	<input checked="" type="checkbox"/>	
	Signage remains under review	DHT	Ongoing	<input checked="" type="checkbox"/>	
	Doors - where possible, can be propped open to reduce the need for touch – as well as ventilation (safety and fire protection measures must be adhered to)	All Staff	Ongoing	<input checked="" type="checkbox"/>	
	Movement of children around school is minimised as much as possible	All Staff	Ongoing	<input checked="" type="checkbox"/>	
	Children will be briefed regularly regarding observing social distancing guidance	All Staff	Ongoing	<input checked="" type="checkbox"/>	
	Appropriate duty rota and levels of supervision are in place	DHT	July 2020	<input checked="" type="checkbox"/>	
	Social distancing point in reception area clearly set out Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk) Non-essential deliveries and visitors to school are minimised No staff, personal deliveries to be sent to school Deliveries to school are managed effectively in a timely manner adhering to social distancing	Caretaker	June 2020	<input checked="" type="checkbox"/>	
	Parents encouraged to cycle or walk - rather than use public transport Face coverings must be worn on public transport by adults and children over the age of eleven.	HT	17/7/20	<input checked="" type="checkbox"/>	
	Key messages conveyed to parents/carers – such as maintaining social distance and follow government guidance whilst the students are with them	HT	1/9/20	<input checked="" type="checkbox"/>	

	<p>Staff must:</p> <ul style="list-style-type: none"> - not car share - social distance when they leave the workplace - social distance in both staffrooms - maintain social distancing measures wherever possible - maintain 2m distance from other adults, maintain distance when working with more than 1 group - maintain distancing in meeting and at lunchtimes etc. - be fully aware of what constitutes direct close contact. - <p>Information is contained in the Principles for Staff document – sent to all staff</p>	HT/DHT	3/9/20	<input checked="" type="checkbox"/>	
	Non-essential visitors will be excluded from the interior of the school Other visitors can be shown the external building maintaining 2m distance	Office Team	7/9/20	<input checked="" type="checkbox"/>	
	Any external teachers (supply, peripatetic, SEN support etc.) to be informed of procedures on arrival and to ensure safe social distancing at all times (staff and pupils). Records of all visitors to be kept, including who they have been in contact with – specifically for Test and Trace	Office Team	7/9/20	<input checked="" type="checkbox"/>	
	Ensure all staff are aware of the need to minimise contact between bubbles, ideally by minimising movement around school (e.g. taking registers, accessing books in corridors, iPads etc.) Inform during September training days.	All Staff	Ongoing	<input checked="" type="checkbox"/>	
	PE teachers teach in school grounds – unable to enter building for first half term (National guidance allows these visitors in school)	PE Lead/ DHT	7/9/20	<input checked="" type="checkbox"/>	
	Staff model social distancing consistently	All Staff	Ongoing	<input checked="" type="checkbox"/>	
	Arrangements reviewed regularly	SLT	Ongoing	<input checked="" type="checkbox"/>	
	A guide for TAs working with children has been produced and all TAs and teachers have been offered visors to wear when working in close contact with children Spring term – Staff to be reminded of the visors and encouraged to wear when working in close contact with children. Staff can also choose to wear a face mask in school.	HT	13/10/20	<input checked="" type="checkbox"/>	
		DHT	3.1.21		
	New signage introduced at main gate to aid flow of traffic and to avoid bottlenecks.	HT/Caretaker	19/10/2020	<input checked="" type="checkbox"/>	
	Hard and electronic copies of seating plans kept by HT and DHT to aid 'close contact' tracking in the event of a confirmed case.	HT/Class teachers	Ongoing	<input checked="" type="checkbox"/>	
	Emergency Covid files kept off site by HT and DHT in the event of a confirmed case. Track and Trace signing in sheets taken home by HT each Friday in the event of a confirmed case. Visitors to the school made aware of the covid@owps.org.uk email address which they must use out of hours to inform the school if they have tested positive.	HT	19/10/20	<input checked="" type="checkbox"/>	
	After our first confirmed case in school and news of the national lockdown, we have requested that parents/older siblings wear a face covering when on the school site at drop off and pick up times. This comes into effect on 5/11/20 – in line with the national lockdown.	HT	5/11/20	<input checked="" type="checkbox"/>	
	Inform parents that we are concerned that some groups of children are congregating before and after school Updated 1/3/21	HT	2/12/20	<input checked="" type="checkbox"/>	
	Interviews for staff have been undertaken remotely	HT	2/12/20	<input checked="" type="checkbox"/>	
	Staff meetings and SLT held via Zoom Spring term – January professional day to be held via zoom	HT/DHT	Mid Nov onwards	<input checked="" type="checkbox"/>	
	FS Tours for prospective parents held virtually	HT/DHT/FS	24/11/20 & 3/12/20	<input checked="" type="checkbox"/>	
	FS Nativity will be a virtual event	FS	18/12/20	<input checked="" type="checkbox"/>	

Focus	5. Break and Lunchtimes --Students may not observe national guidance at lunch times				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	Breaks / Lunchtime staggered to achieve social distancing from other year groups	DHT	17/7/20	<input checked="" type="checkbox"/>	
	Playground areas zoned to house separate year groups	DHT	4/9/20	<input checked="" type="checkbox"/>	
	Play equipment is not shared beyond the Year Bubble	PE Lead	7/9/20	<input checked="" type="checkbox"/>	
	Agree on any Behaviour expectations re break time	DHT	17/7/20	<input checked="" type="checkbox"/>	
	Lunchtime cover – different staff, keeping 2m distance from students and adults	DHT	17/7/20	<input checked="" type="checkbox"/>	
	Children reminded about social distancing from other classes (as much as possible) and other year groups as lunch times begin	All staff	Ongoing	<input checked="" type="checkbox"/>	
	Wet playtime/lunchtime systems have been agreed and circulated	DHT	23/9/20	<input checked="" type="checkbox"/>	
	Children wash their hands: - On arrival at school - Return from break/lunch - When they change rooms - Before and after eating (Government guidance) Additionally, before the students leave for home – to help protect families	All staff	Ongoing	<input checked="" type="checkbox"/>	
	Lunchtime extended to cover a two-hour period.	DHT	17/7/20	<input checked="" type="checkbox"/>	
	Dining area layout has been configured to ensure social distancing (3 zones)	DHT	17/7/20	<input checked="" type="checkbox"/>	
	Eating areas cleaned between sittings	Site Team	Ongoing	<input checked="" type="checkbox"/>	
	Routes identified to manage queues and enable social distancing	DHT	4/9/20	<input checked="" type="checkbox"/>	
	Guidance issued to parents and children having packed lunches	HT	1/9/20	<input checked="" type="checkbox"/>	
	Review staff lunch arrangements, ensuring social distancing can be achieved e.g. stagger lunch times for staff.	DHT	17/7/20	<input checked="" type="checkbox"/>	
	Rota activities to keep year groups apart during lunchtime – in, out, tarmac, field	DHT/ PE Lead	7/9/20	<input checked="" type="checkbox"/>	
	Barrier keeps children away from food Hands are kept clean at all times and plate is passed along the staff line and then to the child. Serving utensils remain with the server and handwashing is more frequent.	Kitchen Team	7/9/20	<input checked="" type="checkbox"/>	
	Kitchen team members are a discrete bubble Workflow during preparation assessed so that social distancing can be maintained Staff have separate work benches	Kitchen Team	7/9/20	<input checked="" type="checkbox"/>	
	High frequency touch areas have been identified and cleaning increased accordingly	Site Team	Ongoing	<input checked="" type="checkbox"/>	
	School lunches promoted with parents (FSM students paid for) – makes management and cleaning easier	HT	1/9/20	<input checked="" type="checkbox"/>	
	Classes to move to the Hall in their class and year group bubbles. Children sit with their class Zones indicate where children will sit	DHT	4/9/20	<input checked="" type="checkbox"/>	
	Packed lunch children directed to their table and must take home all waste materials and uneaten food.	MDS	Ongoing	<input checked="" type="checkbox"/>	
	Six children per table max with children from their class.	MDS	Ongoing	<input checked="" type="checkbox"/>	
	Dishes, utensils etc. to be washed and dried between use	MDS	Ongoing	<input checked="" type="checkbox"/>	
	MDS to collect finished trays/plates and take to the hatch to avoid children having any contact with children from other year groups.	MDS	Ongoing	<input checked="" type="checkbox"/>	

	Catering/cleaning staff only enter the dining area once it is empty or where separation/ social distancing can be assured	MDS	Ongoing	<input checked="" type="checkbox"/>	
	Bubbles can move to new location as needed, once the class' assigned MDS is available to move them	MDS	Ongoing	<input checked="" type="checkbox"/>	
	Seat and tables wiped down between year group sittings	MDS	Ongoing	<input checked="" type="checkbox"/>	
	Children exit the Hall through agreed route	MDS	Ongoing	<input checked="" type="checkbox"/>	
	Stickers state 'Stay 2m away Thank you' to help protect MDS	DHT	4/9/20	<input checked="" type="checkbox"/>	
	A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school Vouchers are no longer in use post-September 2020	Office Manager	7/9/20	<input checked="" type="checkbox"/>	
	Systems reviewed regularly	SLT	Ongoing	<input checked="" type="checkbox"/>	

Focus	6. Behaviour -Student's behaviour on return to school does not comply with national guidance				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	Staff/Childrens' behaviour and cooperation will be the key to implementing all of the controls Staff Principles issued prior to re-opening	HT/DHT	3/9/20	<input checked="" type="checkbox"/>	
	Poor behaviour is communication: frustration, worry, noise, separation anxiety, distress, fright, feeling overwhelmed, stress of formal learning, unhappiness ...all staff to deal with using kindly manner	All staff	Ongoing	<input checked="" type="checkbox"/>	
	Work planned to re-establish habits, creating the right healthy environment, establishing the new norm, staff and child welfare	Teachers	7/9/20	<input checked="" type="checkbox"/>	
	Staff model new behaviours	All staff	Ongoing	<input checked="" type="checkbox"/>	
	Behaviour Policy updated - Behaviour Policy Appendix (COVID-19 Phased Return)	DHT	17/7/20	<input checked="" type="checkbox"/>	
	Senior leaders monitor areas where there are breaches of social distancing measures and arrangements reviewed	SLT	Ongoing	<input checked="" type="checkbox"/>	
	Messages to parents reinforce the importance of social distancing	HT	1/9/20	<input checked="" type="checkbox"/>	
	Spring term – Children reminded of the expectations on Tuesday 5 th January. All staff to be vigilant and deal with any children not following the rules. Staff to also keep themselves and other staff safe by following the rules and reminding others when necessary. DHT to create a Golden Rules/Behaviour reminders assembly for 8/3/21	Teachers / all staff	4.1.2021 - ongoing	<input checked="" type="checkbox"/>	

Focus	7. SEN and Inclusion -Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general -The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general -Working from home can adversely affect mental health -Students and staff are grieving because of loss of friends or family				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	Agree what returning support is available for vulnerable and/or disadvantaged children	SENCO/DSL	7/9/20	<input checked="" type="checkbox"/>	
	Put in place measures to check on staff wellbeing (including for leaders).	DHT	7/9/20	<input checked="" type="checkbox"/>	
	Plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support). Aim to secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to pupils and children who were not previously affected.	SENCO	7/9/20	<input checked="" type="checkbox"/>	
	Spring term – Staff to be prepared to support children and staff whose anxiety or worry has increased over the Christmas break due to the new strain of the virus and the media coverage. It is likely more staff and children have been directly affected by the virus with people they know having contracted the virus.	All staff	4.1.2021 - ongoing	<input checked="" type="checkbox"/>	

Focus	8. Safeguarding -Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general -The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general -Working from home can adversely affect mental health -Students and staff are grieving because of loss of friends or family				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
High	Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as more children return to school, including those with problems accessing online offers.	DSLs	4/9/20	<input checked="" type="checkbox"/>	Low
High	Check for revised protocols from safeguarding board and update safeguarding policy if necessary.	DSL	Ongoing	<input checked="" type="checkbox"/>	Low
High	Safeguarding Leads accessible when on and off-site	DSL/DDSL	Ongoing	<input checked="" type="checkbox"/>	Low
High	Safeguarding policy updated in light of COVID-19	DSL	7/9/20	<input type="checkbox"/>	Low
High	Reminder being given to teachers regarding disclosures on training day Reminder being given to support staff regarding disclosures in Week 1	DSL	3/9/20	<input checked="" type="checkbox"/>	Low
High	Safeguarding policy updated in light of COVID-19 Children contact details have been updated by parents prior to starting in school	DSL	3/9/20	<input checked="" type="checkbox"/>	Low
High	Additional member of staff (Learning Mentor) has been trained as a DSL so that we now have 4	DSL	15/11/20	<input checked="" type="checkbox"/>	Low
High	SE and CM to complete their refresher training	HT/DHT	27/11/20	<input checked="" type="checkbox"/>	Low

Focus	9. First Aid /Safety -The lack of availability of designated First Aiders and Designated Safeguarding Leads puts students' safety at risk -Medical Room or Isolation Room is not adequately equipped or configured to maintain infection control -Provision of PPE for staff where required is not in line with government guidelines				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
High	Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid provided Access to first aid facilities is maintained and the school suitably stocked with first aid sundries Stock levels to be monitored	Office	Ongoing	<input checked="" type="checkbox"/>	Low
High	First Aid policy reviewed and includes consideration of the risk of infection of COVID -19 Issued to staff prior to opening Posters and policies placed in essential areas	HT/Office	4/6/20	<input checked="" type="checkbox"/>	Low
High	Staff or children with medical needs have been assessed and relevant consents in place. Staff are aware that PPE is required through First Aid Policy Staff reminded of how to wear PPE via video (Resent - https://www.youtube.com/watch?v=-GncQ_ed-9w)	Office	Ongoing	<input checked="" type="checkbox"/>	Low
High	First Aid Training of staff Some staff required training in January The HSE has announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: - First Aid at Work - Emergency First Aid at Work - We have 9 members of staff trained at the Level 3 Paediatric First Aid level and 5 whose training lapsed in January.	Office	Ongoing	<input checked="" type="checkbox"/>	Low
High	Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution	Staff	Ongoing	<input checked="" type="checkbox"/>	Low
High	Where close proximity working is required appropriate Personal Protective Equipment must be worn – gloves, apron, visor. Guide and video emailed to staff regarding donning PPE – health and social care setting https://www.youtube.com/watch?v=-GncQ_ed-9w	Staff	Ongoing	<input checked="" type="checkbox"/>	Low
High	Re-usable PPE should be thoroughly cleaned after use and not shared between staff	Staff	Ongoing	<input checked="" type="checkbox"/>	Low
High	If a student/adult becomes unwell with symptoms of coronavirus while in school and needs direct personal care until he/she can return home, a fluid-resistant surgical face mask and full PPE should be worn by the supervising adult if social distancing cannot be maintained. Staff cleaning the area must also wear PPE – at a minimum this should be gloves and an apron. Staff must wash their hands as outlined after PPE has been removed. If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The Meeting Room will be used as an isolation room. PPE in the room.	Staff	Ongoing	<input checked="" type="checkbox"/>	Low
High	Staff member moving across year group bubbles no longer need to be tested before moving This activity will be limited in the first half term	Staff	Ongoing	<input checked="" type="checkbox"/>	Low

	HT/DHT/SENCO will need to move across year groups but social distancing will be maintained				
	Child with COVID-19 treated as 'off-sick' and needs no access to education until recovered	Staff	Ongoing	<input checked="" type="checkbox"/>	
	If a person presents with symptoms of COVID-19/has COVID-19, staff to be told, in order to act in accordance to government guidance.	Staff	Ongoing	<input checked="" type="checkbox"/>	
	Outdoor First Aid area created on each playground so that social distancing can be maintained in school Seats to be wiped between use	DHT/Office/ MDS	7/9/20	<input checked="" type="checkbox"/>	
	<u>Accident reporting COVID-19 incidents</u> The Health & Safety Executive has recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the COVID-19 virus as a result of, or in connection with, a work activity	Caretaker	As needed	<input checked="" type="checkbox"/>	
	<u>Face Coverings/Masks/Visors</u> Used following PPE requirements Not promoted with staff or parents – following government guidelines in educational setting Students or staff wearing protection will be reminded of appropriate use/ told not to bring it in to school if unable to keep others safe Parents encouraged to wear face coverings in the playground should they feel concerned and must wear them in the Reception area. School has a very limited supply of face coverings should anyone forget his/hers or that it is soiled. No one should be excluded from education on the grounds that a covering is not being worn. Exemptions Some individuals are exempt from wearing <u>face coverings</u> . This applies to those who: <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate We expect staff to be sensitive to those needs.	Staff	Ongoing	<input checked="" type="checkbox"/>	
	<u>Home Testing Kits'</u> Ten kits for use when there is no access to local testing. (Due to arrive 3/9/20)	Office	Ongoing	<input checked="" type="checkbox"/>	

Focus	10. PLATFORM ONE				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	DFE Guidance If it is not possible or practical to maintain the same bubbles being used during the school day (for example, if the number of bubbles in place during the school day prove impractical to adopt within the wraparound provision) then providers should maintain small, consistent groups.	P1 Manager	7/9/20	<input checked="" type="checkbox"/>	
	Assess how many of the children who are returning have requested before and after school care and then decide on the mini bubbles	P1 Manager/ Office Manager	4/9/20	<input checked="" type="checkbox"/>	
	Bubbles of P1 children to be sent over to school with a member of staff at the time that their school bubble comes into school. The reverse is done at the end of the day.	P1 Manager	Ongoing	<input checked="" type="checkbox"/>	

Wraparound provision and extra-curricular activity

Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Schools should also work closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.

If it is not possible or practical to maintain the same bubbles being used during the school day (for example, if the number of bubbles in place during the school day prove impractical to adopt within the wraparound provision) then providers should maintain small, consistent groups. We recognise that schools may need to respond flexibly and build this provision up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.

Schools can consult the guidance produced for [providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children](#), as much of this will be useful in planning extra-curricular provision. This includes schools advising parents to limit the number of different out-of-school settings providers they access, as far as possible. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE has also issued [guidance for parents and carers](#), which schools may want to circulate. Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on [working safely during coronavirus \(COVID-19\) for providers of grassroots sport and gym or leisure facilities](#).

Focus	11. Staffing -Number of staff available is lower than that required to teach classes -Testing is not used effectively to help manage staffing levels and support staff well-being -Infection transmission within school due to staff/student (or members of their households) displaying symptoms -Staff, students and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 -Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school -Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	ALL STAFF				
	All members of staff within the Clinically extremely vulnerable group , with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated Followed HR Flowchart for Schools – regularly updated and sent to kitchen, site and office managers as well as finance manager. Schools are not currently considered high risk settings when compared to other workplace environments. 14/9/20 RA to be conducted for staff member returning to work	HT	4/6/20	<input checked="" type="checkbox"/>	
	Staff who are identified/self-identify as needing an individual RA have one BAME staff identified and risk assessments completed and shared RA completed for <ul style="list-style-type: none"> • diabetic staff • BAME (Black, Asian, minority ethnic) • pregnant member of staff Asthmatic staff – staff need to provide own medical guidance/ evidence so that risk assessments can be made Brown inhaler dose – 500mg+ /day Those who are clinically extremely vulnerable can return to school in the autumn term provided the school has implemented the system of controls, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace. Clinically vulnerable - This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.	HT/DHT	4/6/20	<input checked="" type="checkbox"/>	
	Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable .	Office	w.b. 01/06		
	Planned for the same adults to work with the bubbles – part-time staff must ensure social distancing when working with other bubbles	DHT	17/7/20	<input checked="" type="checkbox"/>	
	Staff model social distancing consistently	All staff	Ongoing	<input checked="" type="checkbox"/>	
	Flexible and responsive use of teaching assistants to supervise classes in place	DHT	Ongoing	<input checked="" type="checkbox"/>	
	Full use is made of testing to inform staff deployment	HT/DHT	Ongoing	<input checked="" type="checkbox"/>	
	New LA Guidance on Testing for Frontline Staff will be referred to if and when necessary	HT	Ongoing	<input checked="" type="checkbox"/>	

	Guidance on being tested has been published to staff and parents	HT	4/9/20	<input checked="" type="checkbox"/>	
	Staff consult guidance regarding students returning from holiday and possible actions	Attendance	Ongoing	<input checked="" type="checkbox"/>	
	Management letter to be issued to staff who consistently break guidance/risk assessment rules – at school Management letter to be issued to staff who cannot work due to isolating, after deciding to holiday in identified or soon-to-be identified risk areas of the world/country Disciplinary action may follow Click here to find latest government advice	HT	Ongoing	<input checked="" type="checkbox"/>	
	Procedure in place to deal with staff or child displaying symptoms Testing accessible for anyone via https://www.nhs.uk/conditions/coronavirus-covid-19/ Employers testing portal is accessible via https://coronavirus-invite-testing.service.gov.uk/ (Logins – Office Manager and Head)	HT	Ongoing	<input checked="" type="checkbox"/>	
	Staff and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school	HT	Ongoing	<input checked="" type="checkbox"/>	
	Staff who have symptoms must not come into work but be tested if at all possible the same day	Staff	Ongoing	<input checked="" type="checkbox"/>	
	Cover teacher possibly available to work or class will be supervised by year group team and teaching assistant	DHT	Ongoing	<input checked="" type="checkbox"/>	
	Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders	HT	Ongoing	<input checked="" type="checkbox"/>	
	Agreed to meet to review procedures <ul style="list-style-type: none"> • Whole staff - Friday 4th September • Year groups teams – regularly • Any concerns to be reported to Line Manager/Head/ Deputyhead/ Caretaker 	HT/DHT	Ongoing	<input checked="" type="checkbox"/>	
	Using a staff buddy system so that colleagues support each other to maintain social distancing, new protocols ...	Staff	Ongoing	<input checked="" type="checkbox"/>	
	Wellbeing check done through discussion at the review meetings and informally	Staff/SLT	Ongoing	<input checked="" type="checkbox"/>	
	Staff informed and encouraged re. how to raise a concern via buddy system Whistleblowing Policy may also be used	HT	June 20	<input checked="" type="checkbox"/>	
	Updates in protocols will be communicated through the quickest/most effective means and logged as necessary	HT/DHT	Ongoing	<input checked="" type="checkbox"/>	
	We have reduced the movement of TAs across a Team Bubble in order to limit the risk of them having to self-isolate should a bubble close.				
	During the second lockdown, a member of staff was required to shield.	HT	Nov-Dec	<input checked="" type="checkbox"/>	
	ADMIN STAFF				
	Social distancing point in reception area clearly set out Non-essential deliveries/visitors to school are minimised No staff, personal deliveries to be sent to school Deliveries to school are managed effectively in a timely manner adhering to social distancing	Caretaker/ Office	June 20	<input checked="" type="checkbox"/>	
	Guidance on being tested has been published to staff and parents. Trust registered with employer portal.	HT	June 2020	<input checked="" type="checkbox"/>	
	PPE				
	Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way	All staff	Ongoing	<input checked="" type="checkbox"/>	
	Re-usable PPE should be thoroughly cleaned after use and not shared between staff.	All staff	Ongoing	<input checked="" type="checkbox"/>	
	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	All staff	Ongoing	<input checked="" type="checkbox"/>	
	After our first confirmed case in school, all staff were made aware that we had enough visors for them to have one each. Two members of staff requested a personal visor.	HT	Mid Nov	<input checked="" type="checkbox"/>	

Focus	12. Cleaning & Hygiene - Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required -Inadequate supplies of soap mean that students and staff do not wash their hands with sufficient frequency -Students forget to wash their hands regularly and frequently				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	CLEANING				
	Whole school cleaned thoroughly wb 31/8/20	Site Team	31/8/20	<input checked="" type="checkbox"/>	
	An enhanced cleaning plan is agreed and implemented (for example, how often, when/if an additional clean is necessary) and how to ensure sufficiency of supplies.	HT/Caretaker	4/9/20	<input checked="" type="checkbox"/>	
	Cleaner on site during the day/full or part time. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> • Taps and washing facilities, • Toilet flush and seats, • Door handles and push plates, • Handrails on staircases and corridors, • All areas used for eating must be thoroughly cleaned at the end of each break, including chairs and door handles • Telephone equipment • Keyboards, photocopiers and other office equipment, classroom desks and chairs • Lift and hoist controls 	Site Team	4/6/20	<input checked="" type="checkbox"/>	
	Cleaning materials accessible in each year group, office, by photocopier and staffroom	Caretaker	Ongoing	<input checked="" type="checkbox"/>	
	If informed that someone has tested positive with Covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. 15/9/2 We have produced a Positive Case Checklist (with accurate details of which number to call) so that key staff are aware of the process and their role within it	Caretaker	As needed	<input checked="" type="checkbox"/>	
	Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.	Caretaker	June 20	<input checked="" type="checkbox"/>	
	Identify any outdoor play equipment to be used/restricted and establish cleaning and management procedures as necessary – issue guidance	PE Lead/ DHT	June 20	<input checked="" type="checkbox"/>	
	Increase hours of cleaning staff so that there is someone on site as much as possible, and with a remit of ongoing cleaning of touch plates, toilets etc.	HT/ Caretaker	4.9.20	<input checked="" type="checkbox"/>	
	Review rota of cleaners. Additional 10 hrs of cleaning required to ensure high touch areas are cleaned during the day. Two members of the site team to share these hours	HT/ Caretaker	4.9.20	<input checked="" type="checkbox"/>	
	Spring term – shared areas to be made a priority for regular cleaning by cleaning staff and any other member of staff using the space (Train Station, The Nest, The Hub, The Octagon, Library, KS1/FS Shared area)	Caretaker/ staff			
	HYGIENE				
	Ensure school has a suitable supply of soap and access to warm water for washing hands, notices displayed.	Caretaker	June 20	<input checked="" type="checkbox"/>	
	Appropriate controls in place to ensure the suitable sanitisation of student's hands following breaks, before meals and following the use of toilets	Caretaker /staff	June 20	<input checked="" type="checkbox"/>	
	All staff and students to wash hands after entering the building Students wash their hands: <ul style="list-style-type: none"> - On arrival at school - Return from break/lunch - When they change rooms 	Staff	June 20	<input checked="" type="checkbox"/>	

	<p>- Before and after eating (Government guidance) Additionally, ... before the students leave for home – to help protect families</p>				
	Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	All staff and pupils	On-going	<input checked="" type="checkbox"/>	
	<p>Current government advice is that face coverings should not be worn by pupils at primary school. Face coverings must not be removed by touching the front Hands must be washed after removal. Children arriving at school wearing a face covering should be shown the correct way to remove and dispense of it before entering school and washing/sanitising their hands immediately. Children wearing re-usable face coverings to school should remove them appropriately and place them in a re-sealable plastic bag for storage prior to entering school and wash/sanitise their hands immediately.</p>	HT to all parents	7/9/20	<input checked="" type="checkbox"/>	
	<p>Children encouraged to access the toilet during class/throughout the day to help avoid queues The toilets are cleaned frequently Monitoring ensures a constant supply of soap and paper towels Children are reminded regularly on how to wash their hands and use hand sanitiser</p>	Teachers	June 20	<input checked="" type="checkbox"/>	
	Routines for accessing toilets have been agreed, ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time	Teachers	17/7/20	<input checked="" type="checkbox"/>	
	Water fountains closed	Caretaker	June 20	<input checked="" type="checkbox"/>	
	Hand dryers shut off	Caretaker	June 20	<input checked="" type="checkbox"/>	
	Phones in office for use by the office staff at that station. Sanitised before use by someone else.	Staff	Ongoing	<input checked="" type="checkbox"/>	
	Phone in PPA Room area must be cleaned prior to and after use by other staff	Staff	Ongoing	<input checked="" type="checkbox"/>	
	School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis	SLT	Ongoing	<input checked="" type="checkbox"/>	
	Soft furnishings bagged up and stored	Staff	Ongoing	<input checked="" type="checkbox"/>	
	Each child to use identified IT equipment Hands must be washed prior to use and cleaned after use	Teachers	Ongoing	<input checked="" type="checkbox"/>	
	Children to have their own toolkits for the entire time	Teachers	Ongoing	<input checked="" type="checkbox"/>	
	Children and staff receive regular reminders	HT/DHT	Ongoing	<input checked="" type="checkbox"/>	
	Appropriate signage placed around the school	SLT	4/9/20	<input checked="" type="checkbox"/>	
	<p>Spring Term</p> <ul style="list-style-type: none"> natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 	Staff	4.1.2021 - ongoing		

Focus	13. Building & Site (incl Compliance / Waste / Contractors / H&S / Fire Safety) -All systems may not be operational -Statutory compliance has not been completed due to the availability of contractors during lockdown -Waste disposal endangers health of staff and students -Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	Building & Site				
	One-way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.	Caretaker	June 20	<input checked="" type="checkbox"/>	
	Mark out Foyer (2 people at a time)	Caretaker	June 20	<input checked="" type="checkbox"/>	
	Where possible, prop open doors to reduce the need for touch (fire protection measures must be adhered to).	Staff	June 20	<input checked="" type="checkbox"/>	
	Increase cleaning of handles and touch plates.	Site Team	Ongoing	<input checked="" type="checkbox"/>	
	Review school arrival arrangement to reduce congestion and update parents	HT/DHT	1/9/20	<input checked="" type="checkbox"/>	
	School has not closed to staff throughout the period Daily and weekly checks have been maintained Critical systems have been maintained	Caretaker	June 20	<input checked="" type="checkbox"/>	
	Compliance				
	School has not closed to staff throughout the period since March Daily and weekly checks have been maintained Critical systems have been maintained	Caretaker	June 20	<input checked="" type="checkbox"/>	
	Waste Management				
	Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely	Caretaker	June 20	<input checked="" type="checkbox"/>	
	Bins should be emptied daily.	Site Team	Ongoing	<input checked="" type="checkbox"/>	
	Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	Site Team	Ongoing	<input checked="" type="checkbox"/>	
	Temporary face coverings must be disposed of in a 'black bag' waste bin (not recycling bin). A reusable face covering must be placed in a plastic bag, so it can be taken home. Hands must be washed after removal.	Site Team	Ongoing	<input checked="" type="checkbox"/>	
	Contractors				
	All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.	Caretaker /Office	As needed	<input checked="" type="checkbox"/>	
	All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	Caretaker /Office	As needed	<input checked="" type="checkbox"/>	
	Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue	Caretaker /Office	As needed	<input checked="" type="checkbox"/>	
	Assurances will be sought (no contractors booked) from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times	Caretaker /Office	As needed	<input checked="" type="checkbox"/>	
	Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/children are kept apart	Caretaker /Office	As needed	<input checked="" type="checkbox"/>	
	H & S				
	The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. Seek legal advice if a case arises that may be directly linked to work. HT attended legal webinar in case a situation arises.	Caretaker /Office	As needed	<input checked="" type="checkbox"/>	

	Fire Safety				
	All doors kept fully operational and to be kept clear	Staff	Ongoing	<input checked="" type="checkbox"/>	
	Reminder given to staff that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point One-way system irrelevant – exit through nearest door Registers to be brought out to staff Bubbles to line up where classes would stand	HT	4/9/20	<input checked="" type="checkbox"/>	
	Children informed of new arrangements on first day	Teachers	Wb 7/9/20	<input checked="" type="checkbox"/>	
	Procedures reviewed regularly New fire safety and lockdown policy issued First fire drill to take place on 15/9/20 – the day after the new FS children start The building was evacuated within 2 minutes and everyone accounted for in less than 3 minutes. Staff and children were told the date and time of the drill. The next drill will be on 1/10/20 Additional changes have been made to the signing in and out procedures for staff and visitors so that it will be quicker to check that everyone has evacuated the building	SLT/Office	Weekly		
	We continue with monthly fire drills. These have moved from: staff and pupils aware > staff aware> staff unaware and a staff member and a pupil hidden to test whether the procedures would flag this regular practice. In the practice on 1/12/20, the building was evacuated in 90 seconds, all children were accounted for in 120 seconds and all staff in 180 seconds.	HT/DHT	Monthly	<input checked="" type="checkbox"/>	

Focus	14. Attendance of Students within the Shielded / BAME Group -Students with underlying health issues or those who were shielding are not identified and so measures have not been put in place to protect them				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	Identified students within the Clinically extremely vulnerable group are welcomed back to school in September. Individual risk assessments written on a case by case basis as necessary	DHT/Office	7/9/20	<input checked="" type="checkbox"/>	
	Communication with parent confirming medical view	DHT/Office	7/9/20	<input checked="" type="checkbox"/>	
	Parent decide whether attendance is in the best interests of the child. Communicated that they will not be prosecuted by the LA.	DHT/Office	7/9/20	<input checked="" type="checkbox"/>	
	Situation reviewed regularly	DHT/Office	Ongoing	<input checked="" type="checkbox"/>	
	BAME students identified and risk assessments completed and shared with relevant teachers	DHT	Ongoing	<input checked="" type="checkbox"/>	
	Two pupils has commenced Elective Home Education	HT	1/12/20	<input checked="" type="checkbox"/>	
	Spring term - Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.	DHT/Office	Ongoing		

Focus	15. Finance -The costs of additional measures and enhanced services to address COVID-19 when reopening places, the school in financial difficulties				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	Additional cost pressures due to COVID-19 identified and budgeted for Cost of additional cleaning hrs to be added at first review of budget	HT/OM	Ongoing	<input checked="" type="checkbox"/>	
	The school's projected financial position has been shared with Trustees	HT/CFO	August 20	<input checked="" type="checkbox"/>	
	Work being done towards ensuring a balanced budget	HT/CFO	Ongoing	<input checked="" type="checkbox"/>	
	Additional sources of income are under exploration	HT	Ongoing	<input checked="" type="checkbox"/>	

Focus	16. Staff Review -Standards of hygiene, safety and welfare need to be maintained throughout and protocols adjusted as necessary				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	Agreed to meet to review procedures	HT/DHT	4/9/20	<input checked="" type="checkbox"/>	
	Using a staff buddy system so that colleagues support each other to maintain social distancing, new protocols ...	HT/DHT	June 20	<input checked="" type="checkbox"/>	
	Wellbeing check done through discussion at the review meetings and informally	Leaders	Ongoing	<input checked="" type="checkbox"/>	
	Staff informed and encouraged re. how to raise a concern via buddy system Whistleblowing Policy may also be used	HT/DHT	4/9/20	<input checked="" type="checkbox"/>	
	Updates in protocols will be communicated through the quickest/most effective means and logged as necessary	Leaders	Ongoing	<input checked="" type="checkbox"/>	

Focus	17. Trustees and Governors -Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	The Trustees/governing body continues to meet regularly via online platforms or in person, socially distancing	Governance	Ongoing	<input checked="" type="checkbox"/>	
	The Trustees/governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation	CEO/Governance	Ongoing	<input checked="" type="checkbox"/>	
	The Head Teacher's report to Trustees/includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19	HT	Ongoing	<input checked="" type="checkbox"/>	
	Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place	HT/CoG	Ongoing	<input checked="" type="checkbox"/>	
	Minutes of Trustees/governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	CEO/Governance	Ongoing	<input checked="" type="checkbox"/>	

Focus	18. Lateral Flow Testing Staff and pupils may become infected with COVID-19 if a staff member is positive with COVID-19 but has not been instructed and trained adequately in the process.				
Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
	Lateral Flow tests webinar 18/1/21 attended by SE & CM	Teams	18/1/21	<input checked="" type="checkbox"/>	
	Recording Webinar on 19/1/21 to be attended by CM	SE & CM	18/1/21	<input checked="" type="checkbox"/>	
	Lateral flow tests delivered to school in the WB 18/1/21 – enough tests for each member of staff to be given 7 tests (enough for three weeks with the possibility of having to complete one test twice if the test is void.)	SE & CM	18/1/21	<input checked="" type="checkbox"/>	
	SE to take on the role of COVID Coordinator, CM to be Registration Assistant (roles required by the DFE)	SE & CM	18/1/21	<input checked="" type="checkbox"/>	
	SE/CM to communicate the Lateral Flow test information to all staff in order to address concerns regarding poor uptake, non-reporting, communication issues. This information includes: <ul style="list-style-type: none"> • How To Guide Version 1.3.2 • Instructions for Use Handbook • Link to NHS Instructions Video - https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYlVg7lwH5uxAD9UrSzGJ&index=1 	SE & CM	18/1/21	<input checked="" type="checkbox"/>	
	All staff to be invited to take part in the process and to sign an agreement (data protection and privacy notice info shared). Register to be kept of these agreements.	SE & CM	18/1/21	<input checked="" type="checkbox"/>	
	SE to timetable when tests will be given out to staff to avoid overcrowding.	SE & CM	18/1/21	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> • Upon arrival of the test kits, record lot number(s) of the test kits delivered. SE Office to be the storage area for tests <ul style="list-style-type: none"> • Test kits should not be stored outside. Temperature for storage of test kits should be between 2 and 30 degrees. • Allow for enough space to ensure social distancing is adhered to 	SE & CM	18/1/21	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> • Registration Assistant should set up a Register and must record which staff were undertaking the testing: • The Register must include the following: <ul style="list-style-type: none"> ➢ Name of School ➢ Name of person issuing the test ➢ Date of issue ➢ Lot number of test kit ➢ Name of person using the kit 	SE & CM	18/1/21	<input checked="" type="checkbox"/>	
	SE/CM to ensure that staff take the correct instructions with them and know to discard the instructions that are in the test box (Version 1.3.2 is the CORRECT version)	SE & CM	18/1/21	<input checked="" type="checkbox"/>	
	Tests to be signed for and LOT number recorded. (Staff provided with one box which contains 7 tests)	SE & CM	On going	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> • Staff to complete testing twice a week with 3 to 4 days apart. • The test MUST only be completed by the person it is assigned to. • Test to be carried out the evening before attending school. • Test to be completed and the results should show after 30 minutes. Please note that the results are invalid after 30 minutes. • If a negative test is identified, you can continue to attend your workplace. • If a positive test is identified, you must isolate immediately and book a PCR Test. 	SE & CM	On going	<input checked="" type="checkbox"/>	

	<ul style="list-style-type: none"> ●If a void result is identified, take another Lateral Flow Test (LFT). If a second void is identified, a PCR test should be booked. ●All incidents must be reported to school to the COVID Co-ordinator via the Google Form. <p>Staff will be instructed to complete the two tests, one on Saturday MORNING (by 11 am) and the second on Tuesday EVENING (between 5pm and 7.30 pm).</p> <p>PLEASE NOTE: IT TAKES 15 MINUTES TO COMPLETE THE TEST AND 30 MINUTES FOR THE RESULTS TO SHOW. ALLOW 45 MINUTES.</p> <p>YOU ONLY NEED TO TAKE A LFT IF YOU HAVE BEEN IN SCHOOL IN THE PREVIOUS 48 HRS i.e. IF YOU WERE NOT IN SCHOOL ON THURSDAY OR FRIDAY, YOU DO NOT NEED TO DO THE TEST ON SATURDAY. IF YOU HAVE NOT BEEN IN SCHOOL ON MONDAY OR TUESDAY, YOU DO NOT NEED TO DO THE TEST ON TUESDAY EVENING.</p>				
	<ul style="list-style-type: none"> ●All results MUST be relayed back to the school whether the results are void, negative or positive via the Google Form. ●If the result is positive the staff member should send a photograph to the COVID Coordinator- Simon Eardley. ●The Google Form will record all results in our online system. ●The COVID coordinator should ensure that staff are reminded of their test days, how to collect a test kit and that all test results should be reported. 	SE & CM	On going	<input checked="" type="checkbox"/>	
	If the test is Void, staff will need to repeat it with a new test. Two Void results will mean that they need to schedule a PCR test in the normal way.	SE & CM	On going	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ●If a member of staff testing at home has any clinical issue from taking a test, they should raise a Yellow Card. This can be done by reporting the issue at: https://coronavirusyellowcard.mhra.gov.uk ●Member of staff should inform school as soon as possible. ●For medical attention, the member of staff should follow usual procedures: ●Call their GP for advice/medical support ●Call 111 for advice/medical support ●Call 999 for urgent medical help 	SE & CM	On going	<input checked="" type="checkbox"/>	
	●Repeated incidents/issues- such as multiple repeat void tests, unclear results, leaking/damaged tubes- should be communicated by staff to the school. The school should then report these issues to the DfE Helpline on 088 046 8687	SE & CM	On going	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ●Any staff member with a positive result must stay at home and self-isolate immediately. ●They must then take a PCR test and follow public health guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <ul style="list-style-type: none"> ● If the PCR test comes back negative, the member of staff can return to school. 	SE & CM	On going	<input checked="" type="checkbox"/>	
	A negative result does NOT negate the need to follow the Social Distancing guidelines.	SE & CM	On going	<input checked="" type="checkbox"/>	
	Staff who are self-isolating must continue to complete their isolation period, even if their home test shows a negative result after a previous positive result.	SE & CM	On going	<input checked="" type="checkbox"/>	
	The DfE helpline number for schools is 0800 046 8687	SE & CM	On going	<input checked="" type="checkbox"/>	
	SE/CM to be responsible for ensuring that we have enough tests in stock.	SE & CM	On going	<input checked="" type="checkbox"/>	
	Staff who have had COVID, confirmed by a swab test, are exempt from LFT for 90 days from their positive result.	SE & CM	On going	<input checked="" type="checkbox"/>	

Useful Guidance

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
COVID-19: guidance on supporting students' mental health and wellbeing can be found [here](#)
Handwashing techniques advice can be found [here](#)

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of , or change in, their normal sense of taste or smell ((anosmia)in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

What happens if there is a confirmed case of coronavirus in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 10 days. All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their Bubble should be sent home and advised to self-isolate for 10 days and encouraged to take a test. If a test is taken and it is negative, they cannot return to the setting as they still need to remain isolating for the 14 day period as they are regarded as 'close contact'.

The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Engage with the NHS Test and Trace process.

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

- book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they 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 self-isolate (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-homeguidance-for-households-with-possible-coronavirus-covid-19-infection>) 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)

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

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10- day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full

Details for the Test Kits

Important information about registering your test kits:

You must register each test kit after the sample has been collected, and before it is given to the courier, at <https://test-for-coronavirus.service.gov.uk>

You will need:

- The barcode number of the test kit you are registering

- The email address and mobile phone number to which the test results should be sent

Who to contact in an emergency

If at any stage someone at your care home cannot cope with the symptoms, their condition significantly worsens, or if their symptoms do not improve after 7 days, use

the <https://111.nhs.uk/COVID-19> service. If you do not have internet access, dial NHS 111. In a medical emergency, dial 999.

Tiers of restrictions

Tier 1

The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as 'tier 1'. There are no changes to childcare, and the only difference in education settings is that 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 be maintained.

All nurseries, childminders, schools, colleges and other educational establishments should remain open and continue to allow all their children and young people to attend, on site, with no other restrictions in place.

Tier 2

Early years settings, primary schools and alternative provision (AP) providers, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time. Further education (FE) providers should adopt similar principles with discretion to decide on a model that limits numbers on site but works for each individual setting.

In all areas of national government intervention, education 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 be maintained.

Tier 3

Childcare, nurseries, primary schools, AP, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools, FE colleges and other educational establishments would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils.

In all areas of national government intervention, education 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 be maintained.

Tier 4

All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. AP, special schools and other specialist settings will allow for full-time on-site attendance of all pupils. Remote education to be provided for all other pupils.

In all areas of national government intervention, education 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 be maintained.