

Woodhouse Primary Academy - COVID-19: January 2021

Whole School Risk Assessment

V4 Completed by Oliver Wilson: 13.7.2020.

V5 updated 1.10.20 (changes to policy for adults wearing face coverings in school, clarification of procedures and reading books to go home each week.)

V6: Updated 8.10.20 (SEND professionals guidance added.)

V7.2: Updated 4.1.21 (Significant strengthening of control measures throughout in light of new Covid19 variant in circulation with increased risk of infection. Identified highlighted in **yellow**.)

V8: Updated 6.1.21 (Addition of January National Lockdown RA (at start, green box))

| HAZARD | RISK GROUP | RISK | CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place) | Residual Risk Rating HIGH MED LOW | Are Existing Controls Adequate? | |
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| | | | | | Yes | No* |
| Additional risks related to national lockdown | Children Staff Parents Wider community | Spread of infection | <ul style="list-style-type: none"> School open to Key worker and vulnerable children only. Pupil population reduced to the minimum possible. Staffing on-site only those who are required to deliver core provision for KWV and those at home, or who cannot work from home. Where possible, staff will work from home. Key worker children Vulnerable children, including those with EHCP are all able to attend full time if this required. Bubble size of 10-12, maximum 15 in any one day. Arrangements continue as for full school. Nursery open to all children from 12.1.21, parental choice about attendance. Usual provision provided for non key work and vulnerable children 9am-3pm each day (with usual Wednesday swap over). Changes to arrival and departure to streamline this. Arrival 8:30 at main gate, exit by usual gate at 3:15. BASC in operation from 7:30am to 5pm. Staff limited to 1 bubble during their rota time in school. Staffing kept to a minimum as much as possible. Clinically vulnerable staff can attend school for some of the time where they cannot work from home and they are happy to. Each CV staff member attending has an individual risk assessment which help to protect them further. | Med Challenged by number of children required to be in school during this lockdown | Yes | |
| Arriving to school and departing from school. | Children Staff Parents | Spread of Infection due | <ul style="list-style-type: none"> Inform Parents of the entrance and exit points in advance to the new term starting by letter, created page on school website notified by text in July, and also in September. Regular sent and given. Document on website with details. | Med | Yes | |

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| | Others | to close contact | <ul style="list-style-type: none"> • Both entry gates used, but for specified year groups and times staggered over 30 minutes. Y3, 4, 5 to enter through the front gate (Woodhouse road entrance). Y6 to enter via the carpark (Carpark to be locked down and vehicle gate partially closed for window surrounding arrival time. YN, YR, Y1 and Y2 to enter via the cinder path (Ridgeacre Road Entrance). RR children to enter via the rear RR gate as agreed with parents. This will be staffed on a rota. • One-way system in use at both gates, Parents do not enter site. • Signage on entrances will remind parents of: <ul style="list-style-type: none"> ○ which year group uses the entrance / exit and what times ○ that a one-way system is in place and must be adhered to ○ that 2m social distancing should be adhered to (cones and floor markings are a visual reminder of this) ○ the request to wear face coverings whilst waiting • Parents will also be encouraged to move through the one way system swiftly to avoid congestion or delay. • Parents will be reminded not to remain around entrances before or after dropping off children and encouraged to swiftly move away from the site. • 2 metre rule to be encouraged through existing and new signage, as well as staff reminders, also through communication with parents from school. • Barriers and cones will be used to enable parents to retain an appropriate distance. • Parents will not wait on school premises before or after school at any point. Where this can't be enforced a 1 metre rule to be adhered to. • Parents will not be permitted on to the school site and should leave their child at the entrance gate as above. • Staff will monitor entrance and control access. • All staff in contact or conversation with parents will wear face coverings (visors and/or masks) to protect others. • Siblings will arrive with the oldest sibling, who will support families by delivering younger children to their entrance. • Each year group will have a designated entrance into school and where possible, one per class. • Parents wishing to talk to staff will be able to use the school text number, contact email address (both manned by Learning Mentor), can leave a message with the staff member at the entrances or call the school office. If more serious, they must make an appointment to do so by phone. • In the event of poor weather, procedure established so that children can wait inside until their parent has arrived for them. | <p>Constrained by the lack of entrance options to our school site.</p> <p>Not all children will be in class bubbles at this point, but distance controls will mitigate for this.</p> | | |
| School Uniform and belongings | Children | Infection Control | <ul style="list-style-type: none"> • Children are encouraged to attend school in school uniform as these are easily cleaned (washing machine). Where necessary, some flexibility | Low | Yes | |

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| | | | <p>given due to circumstances – make use of school uniform stock and Greggs hardship fund.</p> <ul style="list-style-type: none"> • Uniforms do not require cleaning any more than usually. • Children to attend in PE kits on PE days to remove the need for PE kits to be brought separately, remove the challenge of changing, increase learning time. On PE days: trainers/pumps, dark/black tracksuit bottoms, WPA PE top as currently, school jumper. • Coats on named pegs only. No bags other than to bring lunch boxes to school. • Winter/wet weather clothing allowed as necessary. Umbrellas etc. taken home by parents after drop off. | | | |
| Dedicated School Transport | Children Driver | Risk of Infection | <ul style="list-style-type: none"> • Some EHC children are brought to and from school by SENAR provided dedicated school transport which is not used by members of the public. 1x Minibus and 1x Taxi, will arrive in school carpark and children will be admitted through a separate entrance as currently. • SENAR transport socially distanced, with guides following a range of safety measures with the children. • Organised queuing and boarding already established and supported by staff. • Hand Sanitiser to be available for use on boarding/disembarking. • Driver and guide to wear masks at all times and to follow Travel Assist Risk assessments. | Low | Yes | |
| Wider Public Transport | Children Driver Public | Risk of Infection | <ul style="list-style-type: none"> • Where possible encourage children to walk to school or use alternative transport i.e. cycle (safe use of bike shed to be considered) or walk. • Very few families use public transport, where they do support given to encourage use of masks, limiting exposure wherever possible and with meeting arrival stagger times. Flexibility given to families where this is an issue. • Children to arrive at staggered times, but will not avoid peak travel times. • Children will wash hands as soon as arrive at school, hand sanitiser available at all times for children in every bubble space. | Low | Yes | |
| Face Masks | Children Staff | Risk of Spread of Infection | <ul style="list-style-type: none"> • Staff and visitors in communal areas inside, including corridors, staff rooms etc. or where it is not possible to distance by 2 metres, to wear face coverings. • Staff responsible for providing their own face covering. • Staff outside speaking to parents will wear face coverings, clear visors provided by school for this role, although masks encouraged as well. • Masks and/or clear visors may be used when teaching by any staff member if deemed necessary. • Appropriate PPE and Face coverings used for all first aid and intimate care/changing. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> • Signs or posters in place on how children remove face masks correctly, as well as information given to parents in letter and on website prior to start of new term with regular reminders. • Removal of face masks at the school gate for Children if they arrive in them. Children/parents responsible for safe removal and storage. • Children not to wear masks in school and to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears) • If disposable masks, these must be disposed of in a closed bin. • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. • Reusable masks should be washed regularly. • If worn, masks for children to be kept in a sealable bag during the school day, or taken by parents. | | | |
| All year groups returning to school | Children Staff Parents Others | Risk of Spread of Infection due to large groups of children | <ul style="list-style-type: none"> • Wider spread mitigated against by remaining separate as much as possible. • Staggered start times for all children and families, including different entrances. • Children kept in consistent class bubbles, in consistent indoor spaces which are not used by other children. • From 5.1.21, breakout spaces not to be used to avoid children moving around school until further notice. • When appropriate: Each class to have their identified breakout space to be used if a member of staff is working with a group of children. These areas are clearly communicated to all and no other bubble will have access per half day. Set up will ensure adults can work with children whilst observing social distancing • Consistent outdoor spaces separated to allow class bubbles to remain distant. Discrete areas in each of the playgrounds allowing 2 year groups to be on a playground at the same time. • Modification to lunchtimes and break times to enable class bubbles to remain distant – including consistent supervision, entrances and exits. • Staff movement between bubbles severely limited wherever possible, e.g. longer support for 2 days, instead of 4x shorter sessions over 4 days – where this meets the educational/health needs of the child. Staff generally limited to 2 bubbles in a single day. • Strict social distancing followed by staff who move between class bubbles. • Support staff remain in one class for longer period of time to limit movement between bubbles. • Quick and efficient response to child/adult with symptoms to limit wider exposure. Procedures followed effectively, first aid staff to wear appropriate PPE to support these children/adults. | Low | | |

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| Staff receiving child from Parent | Staff | Spread of Infection due to close contact | <ul style="list-style-type: none"> • Staff receiving children to remember the 2-metre rule at all times, on the few occasions this is not possible, to remember 1 metre+. • Staff in this situation to wear face coverings. • Limit physical contact wherever possible. • Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise children) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) • All children must wash their hands on arrival to school and make use of hand sanitiser at entrances and in all learning spaces. • All classrooms have sinks which can enable regular hand washing throughout the day. | Low | Yes | |
| Children bringing equipment into school | Staff Children Others | Risk of spread of infection | <ul style="list-style-type: none"> • Children and Parents informed to keep items brought into school to a minimum, only: <ul style="list-style-type: none"> ○ Outdoor coat/clothing ○ Lunch box ○ Drink bottle permitted in school from September. ○ Reading book returned each Friday only (from October). • Procedure for mobile phones (Y5/6 children who walk home alone only) established so children no longer bring these to one location. Office team collect and distribute these once children have placed them in their named, sealable phone bag. Staff member to move tray/box, not make contact with phones, which are then stored in the office. | Low | Yes | |
| Classroom set up | Staff Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> • The classroom must be set up where possible with all desks forward facing and side to side seating. • In YN, YR and (partly) Y1, continuous provision is arranged in such a way that children work side to side, not face to face – using experience of current provision, but extending to full class provision. • No crossing of class bubbles in YR, including at outdoor times or when using the toilet wherever possible. • The teacher's desk/chair must be kept 2 metres away from the children's tables/desks. • Teacher spaces marked by taped areas to encourage distancing. • Tissues available in each classroom for children to use when coughing or sneezing and they must go into a bin after one use. • 'Catch it, bin it, kill it' to be encouraged, posters in each class to reinforce message • Cleaning station in each classroom for use as necessary. Children in 6LP use toilet sinks for handwashing, but have additional sanitiser available. • Handwashing station in each classroom for use as necessary. • Regular replenishment of soap and sanitiser. | Low | Yes | |

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| Class / Year Groups | Staff Children | Infection Control | <ul style="list-style-type: none"> Children are to be kept in their class bubbles and not to mix with any other bubble at any time. Children reminded about toilet use to limit their crossing of bubbles – to wait outside at a distance when others using the space. Signage to remind children to keep within their bubbles displayed on all toilets. Rough timetable with toilet slots agreed between year groups. | Low | Yes | |
| Classroom Lessons | Staff Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> Teaching staff must keep that safe distance at all times where possible when teaching, make use of marked out teaching area. Where children may require extra assistance a 2 metre rule must try to be enforced if not viable look at a 1 metre rule or the staff are to only teach in their allocated bubbles. Children old enough to understand will be informed not to touch staff and their peers where possible. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Avoid moving to child level if possible. Removal of any unnecessary furniture already carried out. All learning spaces to be regularly ventilated, with continual fresh air wherever possible. Make use of break times to give total change of air in the rooms using windows in all circumstances. | Low | Yes | |
| Use of school resources in individual bubbles | Staff Children | Infection Control | <ul style="list-style-type: none"> Where possible, keep the use of resources to each allocated bubble. Children should use their own individual pencils, pens and resources which will be kept in their trays. These will be labelled if appropriate. They will not share these resources. All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces. Increased cleaning of surfaces throughout the day. | Low | Yes | |
| Use of school resources shared between bubbles or classes | Staff Children | Infection Control | <ul style="list-style-type: none"> Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. PE equipment to be treated as above. | Low | Yes | |
| Taking items/resources home | Staff Children | Infection Control | <ul style="list-style-type: none"> Children: No items to go to/from school other than: <ul style="list-style-type: none"> Outdoor coat/clothing Lunch box Drink bottle Reading book (leave school on Monday, return on Friday only) Staff: Limit items to go home, and clean where possible. Complete e.g. marking on site in school wherever possible. Not to move materials between bubbles or spaces unnecessarily. | Low | Yes | |
| Assemblies | Staff Children | Spread of Infection due | <ul style="list-style-type: none"> Keep assemblies and worship separate to individual bubbles. No gathering of more than one bubble at any time in any area in school. Teams meetings used for delivery of all assemblies. | Low | Yes | |

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| Collective Worship | | to close contact | <ul style="list-style-type: none"> If delivered into a class bubble by a non-bubble staff member, remain 2 metres away where ever possible. | | | |
| Educational Visits | Staff Children | Infection Control | <ul style="list-style-type: none"> Autumn term: no external trips planned. Spring term: no external trips planned. When allowed (Summer?): Make use of outdoor spaces in local areas. Full suitable and sufficient risk assessments to be put in place for each trip. | Low | Yes | |
| SEND Children | Staff Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> Children who have complex needs or who need close contact care, will continue as normal. Detailed SEND RA carried out at a per pupil level to ensure the educational needs and responsibilities are met at all times. Risk assessment will be ensure staff who care for these children do not have any medical conditions which may put them in an at risk category. Clear communication carried out with BCC SENAR to ensure that provision is able to be met, especially for those children with EHC and Support Plans. Clear communication around SENAR funded pupil transport as above. Face coverings used for intimate care as necessary. | Med Detailed SEND RA mitigates risks as much as possible. Regular contact with parents to support this | Yes | |
| Attendance in schools | Children | Education suffering | <ul style="list-style-type: none"> Continue the positive work which so improved attendance at Woodhouse in recent years. Ensure that all parents understand that it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Remind parents of their duty to secure that their child attends regularly at school where the child is a registered child at school and they are of compulsory school age; offering appropriate support where necessary. Continue with usual school responsibilities to record attendance and follow up absence as per attendance policy. Work with families to encourage and support attendance, offering support of family support worker, SARMeetings and, if appropriate, issue sanctions, including fixed penalty notices in line with LA code of conduct. Family support worker to assist in supporting families where children find it harder to return to school. | Low | Yes | |
| Use of Supply teachers and other staff | Staff Children | Risk of Infection | <ul style="list-style-type: none"> Supply staff used from usual supplier, where possible familiar staff to the school, where possible staff booked for longer periods so not exposed to other schools in that week. Supply staff informed of the arrangements in place through a short induction process. Supply staff to cover staff in a single class bubble where this cannot be covered by existing school staff, preferably from within the class bubble, then year group bubble, then wider school. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> Where used for COVID19 catch up sessions, it is vital that movement between bubbles is limited and protected. Covid Catch up staff are consistent and not employed at other settings. Year 1 Catch up teacher to continue, based in a single classroom with a consistent bubble. Year 2 Catch up teacher will be suspended until further notice. | | | |
| Before and After school clubs | Children Staff | Infection Control | <ul style="list-style-type: none"> School to resume Before and After School Provision with appropriate adaptations. BASC takes place in dining hall, making full use of space so that all attendees can be spaced apart. Children to remain in class bubbles within BASC, with staff keeping distance wherever possible. Collection and drop off as normal, using front external gate and intercom system. Consistent staff deliver before and after care provision to reduce risk. Free breakfast provision not running until further notice, until risk is reduced and measures can decrease. | Low | Yes | |
| Music Lessons | Children Staff | Singing Playing an instrument | <ul style="list-style-type: none"> Suspended from 5.1.21 until further notice. <p>On resumption:</p> <ul style="list-style-type: none"> Good Ventilation required in each classroom. Class delivery in one single class bubble only. Small group instrumental teaching: No elective lessons at the start of term, to be reviewed in line with SFE RA and UWMAT guidance. Whole class instrumental teaching: Schools will have access to a suite of 7 x 30 minute pre-recordings which are instrument/class music specific delivered by SFE staff, who will only enter 1x bubble to teach at distance Videos delivered will sit on SFE Online learning Platform. String and Woodwind instruments will not be used in whole class settings until agreed. The teacher will be present to deliver curriculum music instead of instrumental WCIT. WCIT instruments have been cleaned through the first half term in readiness for use when appropriate. Using a selection of Milton, Chlorhexidine wipes or hot soapy water to thoroughly clean. SFE Teachers will lead a music session based on the curriculum and spend time on rhythm activity along with listening and questioning No singing in school due to increased risk of transmission. Singing in whole class sessions will be replaced with humming and a 'speaking voice' approach to aid the children's learning. On leaving the classroom/designated teaching space, the teacher will wash their hands and apply hand sanitiser. No choir rehearsals until further notice, either Y2-6 choir or Y1 choir. No assemblies for singing to take place in. | Low | Yes | Also use of SFE RA |

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| | | | <ul style="list-style-type: none"> Review delivery of music at regular intervals to enable a return to key curricular provision as a matter of urgency, but only when deemed safe to do so in consultation with UWMAT and SFE. | | | |
| PPA provision | Children Staff | Infection Control | <ul style="list-style-type: none"> PPA delivered wherever possible by bubble staff (e.g. TA/cross-over job share teacher – one bubble each week only) including use of staff meeting time where necessary to limit the time needed. Use of inset day 4.1.21 used for first week where problems with provision may be evident. From 5.1.21 until further notice, Art specialist Teacher, to deliver art and additional class support in single class bubble per week, without mixing with any other bubbles in that week. <p>Eventually,</p> <ul style="list-style-type: none"> Art specialist teacher to keep movement between bubbles to a minimum each day and to keep to a minimum movement between bubbles in a week. Sessions delivered e.g. in single class for the week, supporting and releasing staff accordingly during the week/part week. Provision planned by specialist art teacher for other staff to deliver to meet needs of Art curriculum where appropriate and necessary. In classroom, ensure that windows are open for regular ventilation. Maximise distance between children through planning and delivery. | Low | Yes | |
| Physical Activity | Children Staff | Infection Control | <ul style="list-style-type: none"> From 5.1.21 until further notice, PE Specialist Teacher to work with a single bubble in a morning or afternoon session, ensuring he remains socially distant at all times. Low respiration activities only for PE until further notice. Where able to ensure social distancing, <p>Eventually:</p> <ul style="list-style-type: none"> PE delivered in single class bubbles, without mixing of these. PE specialist Teacher to remain socially distant as much as is possible if teaching more than one bubble in a day. Make full use of bubble staff for any contact necessary. PE specialist teacher to keep movement between bubbles to a minimum each day. Provision planned by specialist teacher for all staff to deliver to meet needs of PE curriculum, whilst remaining safe. Full use of AFPE subject specific guidance to enable safe delivery of PE curriculum. Outdoor sports where possible and contact sports avoided. If using the hall, ensure that windows are open for regular ventilation. Maximise distance between children through planning and delivery. Specialist teacher to work with teachers to share strategies and planning which enables this as often as possible. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> • Equipment used must be scrupulously cleaned after each use, with use of the PE store to allow equipment to have fallow period before being cleaned. • Encourage activities such as active mile as time/space allows. Children to complete activity in class bubbles only. • Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use. | | | |
| Children requiring using the toilet in lesson times | Children Staff | Infection Control | <ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. • Year groups to use certain coloured toilets as currently, to reduce cross contamination risk. • Children to wait until the toilets are free. Use of timetable to assist this. • Toilet areas cleaned on a regular and frequent basis, all through the day. • Paper towels continue to be used. Hand dryers remain turned off. • Sanitiser available in every class, children encouraged to sanitise regularly but in particular when returning to the classroom after leaving for any reason, but specifically using the toilet. | Low | Yes | |
| Break times | Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> • Break times delivered in a staggered fashion so that children remain in class bubbles during all outdoor break times. • 5 minute gap between breaks, so that there is no accidental cross over of class bubbles. • Each class bubble has an outdoor space which is theirs alone for the break time. • Reception playground can be split into two and make use of front of EYFS unit. • Nursery have own playground. • KS1 and KS2 playgrounds can be split into 4, allowing for 2 year groups to have outdoor play at the same time (one class per section). • Each class will have a small amount of play equipment in a clearly labelled container that will only be used for their bubble. The equipment will be easily cleaned after each use. • Children informed again of the importance of social distancing whilst outside, supported with this by the staff on duty. • Staff on duty supervise children from across class bubbles from distance. • Staggered break times for individual bubbles or year groups if space is an issue. • As established, make use of Look at providing activities which can abide by the social distancing rules. • Supervising staff must keep a 2-metre distance from each other at all times where possible, but able to supervise wider area than their class bubble. | Low | Yes | |

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| Break Times – Staff Room | Staff | Spread of Infection due to close contact | <ul style="list-style-type: none"> Where moving around school without children, face coverings will be worn by adults in school, including to access the staff room. Establish use of 3 separate spaces for staff to make drinks. Each has hot drink facility, microwave and fridge. From 5.1.21, staffrooms limited to 1 member of staff at a time. Minimise the use of staff rooms in all cases where possible – staff encouraged to use outdoor space if weather allows or class intervention space if classroom not appropriate. Staggered break times and lunch times enable staff to stagger use of these spaces and limit staff to only one person at any one time. Signage to remind staff to be distant where possible. From 5.1.21, Staff must not use the staff room to eat or drink. Face coverings can be removed to eat or drink. Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. Dishwasher available to help sterilise. Staff must be able to heat food and make a warm drink using one of the spaces. Whilst waiting for food to cook/warm, face coverings should be worn. | Low | Yes | |
| Break Times Classrooms | Staff Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> Whilst children are on breaks, clean tables and door handles are to be cleaned with a disinfectant or disinfectant spray through enhanced cleaning routine by cleaning staff. Wear gloves whilst carrying out this task and wash hands after cleaning. Dispose of all cloths in a closed bin and empty on a regular basis. Toilets cleaned before and after break times especially in line with enhanced cleaning throughout the day. | Low | Yes | |
| Lunch breaks | Staff Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> At lunchtime, children are to remain in their class bubbles. Rota system in place for children to eat a hot meal/sandwiches in classrooms (Y1-6) or specific area of the dining hall (where class space is not appropriate: YN, YR and Rainbow Room). Children to handle their own lunch boxes at all times. If staff need to touch them, to use gloves provided. Lunch grab box meals provided to each eating space in appropriate warm box, which is sanitised between each use. Rota system allows delivery of food to be staggered to each classroom/eating space by kitchen team who will wear face coverings. Rota system allows children to be in their own zone of the playground without any mixing of class bubbles. Each class bubble of children using the dining hall to use a dedicated and consistent area of the dining hall. Tables and chairs to be cleaned after each lunch time. Lunchtime staff and kitchen staff to maintain social distancing where possible from children. Face coverings to be worn when moving around school, which can also be with the children. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> • Lunchtime supervision carried out by TAs/pastoral/non-class based staff where possible, supplemented by Lunchtime Supervisors. • Lunchtime supervisors can supervise multiple class bubbles outside, by retaining distancing where possible from children. • Medical issues dealt with by office as below. • Walkie-talkies to be used by LTS to alert staff indoors if they need support. • Regular updates and reminders for LTS team in relation to safe working. | | | |
| First Aid – minor treatment | Staff Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries. • Be side to side where possible. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact. | Low | Yes | |
| First Aid – Life threatening | Staff Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering and gloves when in close contact or dealing with bodily fluids. <p>ADULTS</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth. • Use of a defib if available. • Always wash hands after contact. <p>CHILDREN</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. • Use of a defib if available. • Always wash hands after contact. | Low | Yes | |
| First Aid & Medication | Staff Children Others | First Aid Procedures | <ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK). • Any dressings used to be double bagged/disposed of in infection bins. • Where any medications are administered try and encourage the children to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK). • Children to be socially distanced if need to be sat outside office. Chairs as currently set up. • Staff to try to be side to side when administering first aid to limit exposure. • Plastic bench wiped/cleaned between use. | Low | Yes | |

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| Intimate Care | Staff | Lack of Infection Control | <ul style="list-style-type: none"> When staff are carrying out any intimate care they must: (as per their usual requirements) <ul style="list-style-type: none"> Wear gloves Wear an apron Wear a mask and/or face covering Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) Soiled clothes to be double bagged and given to Parents on collection of child. Staff must wash their hands once gloves and masks are removed A poster to be displayed of instructions which must be followed. Record all intimate care carried out. | Low | Yes | |
| Children who are upset | Staff | Spread of Infection due to close contact | <ul style="list-style-type: none"> Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. Encourage child to use a tissue to wipe eyes/nose etc. Avoid contact wherever possible. If contact is required, consider short contact only. Aim for side on, rather than face to face. Wash hands after contact. | Low | Yes | |
| Children with behavioural issues | Staff | Spread of Infection due to close contact | <ul style="list-style-type: none"> Response to be led by behaviour team. Follow school behaviour policy and provide support for child. School behaviour policy is being updated July 2020. It will include an addendum that is specific to COVID-19 and children observing new (COVID-19 specific) rules and routines Where possible allow the child to vent their frustrations. Where possible allow child to be in a room away from others or preferably outside. Where possible follow social distancing when resolving issues. If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear face coverings. | Low | Yes | |
| Children who are shielding | Children | Risk of infection | <ul style="list-style-type: none"> A small number of children will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) Shielding advice for all adults and children will change depending on the tier at that point. If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). This is the case whilst in National lock down and Tier 4 measures (from 31.12.20). | Low | Yes | |

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| | | | <ul style="list-style-type: none"> Some children no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. Where a child is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below). Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. | | | |
| Staff who are clinically vulnerable or extremely clinically vulnerable. | Staff | Concerns Worry | <ul style="list-style-type: none"> from 1 August, we expect that most staff will attend school. It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Advice for those who are clinically-vulnerable, including pregnant women, is available. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield due to being in Tier 4 from 31.12.20, will do so. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Vulnerable staff can wear clear visors/masks when working with children if necessary. All vulnerable staff, including over 60s, BAME, Pregnant, CV and CEV staff have their own individual risk assessment, which is regularly reviewed and signed. | Low | Yes | |

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| Pregnant Staff | Staff | Concerns Worry | <ul style="list-style-type: none"> As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable people. Expectant mothers risk assessments must be carried out and risk control measures put in place. | Low | Yes | |
| Staff who may otherwise be at increased risk from COVID 19 | Staff | Concerns Worry COVID 19 | <ul style="list-style-type: none"> Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. | Low | Yes | |
| Families anxious returning children to school | Children | Concerns Worry | <ul style="list-style-type: none"> Schools should bear in mind the potential concerns of children, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. Arrange telephone, Teams or (if appropriate) face to face meetings (with social distancing measures in place) with Parents to support their child’s return. Provide reassurance and offer what support is appropriate. Make it clear it is compulsory school age children attend school unless a statutory reason applies. Continue to work with families to support successful return, making use of school procedures for absence as appropriate. Engage family support worker to offer guidance and support for families as needed. | Low | Yes | |
| Use of Outdoor Play Equipment (YR Play area, YN Play area, RR Play area.) | Children | Risk of Infection | <ul style="list-style-type: none"> Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to children using, as per Summer H&S inspection. To be used by separate chosen bubbles only, one at a time. Limit the number of users on the equipment at any one time. <p>Sanitise frequently touch point areas:</p> <ul style="list-style-type: none"> playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames semi enclosed playhouses or huts for small children enclosed crawl through ‘tunnels’ or tube slides exercise bars and machine handles on outdoor gym equipment entry and exit points such as gates seating areas such as benches and picnic tables refuse areas/bins | Low | Yes | |

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| | | | <p>Equipment to be sanitised between each bubble use where possible.</p> <p>Children to clean / sanitise hands prior to use and after use.</p> <ul style="list-style-type: none"> Remind children not to put hands near mouth or nose. No food or drink to be consumed when using any outdoor equipment. <p>Children with Additional Needs</p> <ul style="list-style-type: none"> May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment. Children with physical and sensory disabilities may need assistance with moving from one place to the next <p>Keeping Staff Safe</p> <ul style="list-style-type: none"> Ensure staff only supervise their child bubbles Staff to have a supply of sanitising equipment and if required PPE | | | |
| Use of Outside Gyms – Trim Trail (KS1 playground) | Children | Risk of Infection | <ul style="list-style-type: none"> Outdoor gym area: Trim trail remains out of bounds due to challenge of cleaning between use. If this changes later on then: <ul style="list-style-type: none"> Follow the same control measures as above plus: <ul style="list-style-type: none"> for outdoor gyms the introduction of a clearly marked one-way system around the fixtures/ machines, to help prevent users from coming into close contact with each other. | Low | Yes | |
| Children leaving at the end of the school day. Primary | Staff Parents Others | Spread of Infection due to close contact | <ul style="list-style-type: none"> As arrival. No parents on site. One way system in place with a staff members supervising outside to inform Parents to abide by the 2 metre social distancing rule. Staggered leaving times for each year group. Children to be with their class teachers near to the exit (eg by Y1 fence for cinder path, by rock garden for Woodhouse Road exit. For all years, as parent reaches end of path/walkway before turning in one way system their child is sent out to them. Parents to be encouraged to move swiftly through the one way system once they have collected their child, keeping their distance from staff. If parents try to give a message, redirect to phone call. Siblings to be socially distant from the non-sibling children, keep the spacing wherever possible. In event of very poor weather children released when Parent is next in queue and child will be fetched from classrooms/indoor waiting areas. Use radio communication to staff in classrooms for efficiency. Staff at gates to wear face coverings. Parents encouraged to wear face coverings wherever possible. | Med | Yes | <p>Constrained by the lack of entrance options to our school site.</p> <p>Children will not be in class bubbles at this point, but distance controls will mitigate for this.</p> |
| Children leaving at the end of the school day. | Staff Parents Others | Spread of Infection due to close contact | <ul style="list-style-type: none"> Only agreed Year 5 and Year 6 children able to do this. Children to be informed of the requirement to maintain social distancing when leaving school. Staff on duty outside to ensure children leave in a safe manner. Staggered departure times as above. | Low | Yes | |

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| Walking home alone or not being collected by Parent | | | <ul style="list-style-type: none"> • If children do not follow expectations, discussion with parents, with option to withdraw permission for child to walk home alone. | | | |
| Parent wishing to talk to staff | Staff | Spread of Infection due to close contact | <ul style="list-style-type: none"> • Staff should avoid parent conversation as much as possible, redirect to a phone call. • Parents wishing to talk to staff will be able to use the school text number, contact email address (both manned by Learning Mentor), can leave a message with the staff member at the entrances or call the school office. If more serious, they must make an appointment to do so. • Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed. • Where face to face conversation is necessary, face coverings to be worn by staff and encouraged for parents. • Parents will be discouraged in congregating around the school site, or at entrances. | Low | Yes | |
| Awareness of policies / procedures / Guidance | Staff Children Others | Inadequate information | <ul style="list-style-type: none"> • Full staff training on policies, procedures and guidance is given in regularly and following any changes, updates or alteration to procedures. • Most recent training on 4.1.21. • Particular focus on new staff to support them getting up to speed with the RA. • Regular reminders of the RA given in staff briefing. • All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. • All staff are able to access the following information on-line for up to date information on COVID-19: <ul style="list-style-type: none"> ➢ Public Health England ➢ Gov.co.uk ➢ NHS ➢ DfE ➢ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids). • All staff are made aware of the school's infection control procedures in relation to coronavirus regularly via email or staff briefings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> Parents are regularly made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Children are regularly made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. | | | |
| Poor hygiene practice | Staff Children Others | Ill Health | <ul style="list-style-type: none"> Regular reminders to all staff and children: Hands, face, space. Posters are displayed throughout the school reminding children, staff and visitors to wash their hands, e.g. before entering and leaving the school. On entry to school, all children and adults are reminded to wash their hands. Before any meal time/eating, children and adults are reminded to wash their hands. Children, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all classrooms, toilets and kitchen areas. Hand driers not currently in operation. Children may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. Children are forbidden from sharing cutlery, cups or food. Individual meal grab bags are available at lunchtime, cutlery is not allowed. Each child to have their own, named bottle to drink from. No cups in use by children in school. <i>(If used in the future: All cutlery and cups are thoroughly cleaned before and after use.)</i> Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England. | Low | Yes | |
| Track and Trace | Staff Children Others | Coronavirus Symptoms | <ul style="list-style-type: none"> If a child or member of staff or others are showing symptoms they must go home immediately to self-isolate. The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms. All children can be tested (including children under 5). Details of testing locations and how to undertake booking of a test to be shared with families – more support offered in relation to this if appropriate. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> • They should provide details of close contacts if they test positive or if asked by NHS track and Trace. • Self-isolate if they have been in close contact with someone who has tested positive for coronavirus, is awaiting a test result or shows any symptoms. | | | |
| Testing Negative | Staff Children Others | COVID 19 | <ul style="list-style-type: none"> • 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 this is a child, discussion will take place to facilitate a return to school when appropriate. | Low | Yes | |
| Testing positive | Staff Children Others | COVID 19 | <ul style="list-style-type: none"> • If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 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 10 days. | Low | Yes | |
| Manage positive cases amongst the school community | School Head Teacher | COVID 19 | <ul style="list-style-type: none"> • School must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the DFE Coronavirus support line for further guidance and follow next steps. • If necessary, school will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The DFE/health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • The DFE/health protection team will work with schools in this situation to guide them through the actions they need to take. • Based on the advice from the DFE/health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for up to 14 days, or until tested and negative, since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a | Low | Yes | |

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| | | | <p>face to face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person • The DFE/health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of children and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping children). This should be a proportionate recording process. Schools do not need to ask children to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: <ul style="list-style-type: none"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' • Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. • Further guidance is available on testing and tracing for coronavirus (COVID-19). | | | |
| Contain an outbreak | School Head Teacher | Not following advice | <ul style="list-style-type: none"> • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local PHE health protection team who will be able to advise if additional action is required. • In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and | Low | Yes | |

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| | | | therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. | | | |
| Ill health | Staff Children Others | Coronavirus Symptoms | <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any child or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. Areas are: outside in the bike shed if weather allows, or the entrance area to the office, if not. The relevant member of staff calls for emergency assistance immediately if children's symptoms worsen. The parents of unwell children are informed as soon as possible of the situation by a relevant member of staff. Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. Unwell children who are waiting to go home are kept in an area where they can be at least two metres away from others. Areas used by unwell staff and children who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. If unwell children and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Any children who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the child becomes seriously ill or their life is at risk. Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. | Low | Yes | |
| Spread of infection | Staff Children Others | Lack of infection control | <ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> • Staff and children do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed or the receipt of a negative test, in line with national guidance. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. School medical staff keep this already established list up to date. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of children who are vulnerable to infections. • Any additional provisions for children who are vulnerable to infections are put in place by the headteacher, in liaison with the child's parents where necessary. | | | |
| Poor management of infectious diseases | Staff Children Others | Lack of infection control | <ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a child or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a child's symptoms to the Headteacher or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Details of testing outcomes are shared before a child will return to school. • The school is informed by children' parents when children return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • Business manager monitors the cleaning standards of school cleaning staff and discusses any additional measures required with regards to managing the spread of coronavirus. | Low | Yes | |
| Lack of communication | Children Staff Parents Others | Infection Control | <ul style="list-style-type: none"> • School staff follow procedures for any suspected coronavirus symptoms as shared in staff training. Initial staff response is to report to the office ASAP. • Office team will remove child from class to safe location (Front office/outside) where they can be monitored. Increased cleaning in room child has come from, including any resources/materials used by that child. • The office staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. • Protocols followed in relation to contacting parents, to arrange for testing to be carried out and ensuring educational provision whilst child is not in school. • Following a positive test result, the head teacher contacts the DFE Helpline, (then possibly local PHE HPT) or follows the advice given from DFE/PHE and discusses if any further action needs to be taken, including with UWMAT. • Schools put into place any actions or precautions advised by the DFE or their local PHE HPT. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> • Schools keep staff, children and parents adequately updated about any changes to infection control procedures as necessary. • Regular reminders given to parents about the control measures in school shared through letters, newsletters, the school website and via twitter/text message. | | | |
| Cleaning while school open | Staff | Infection Control | <ul style="list-style-type: none"> • Enhanced cleaning routines continue as currently. 3x staff cleaning throughout the day, with a significant focus on: • All hard surfaces to be cleaned on a regular basis, this will include: <ul style="list-style-type: none"> ➢ All door handles and contact points around school. ➢ All tables and chairs used by staff and children when children not using these. ➢ Toilet flushes and regular cleaning of toilets, including emptying bins and replenishing hygiene supplies. • All classrooms to have cleaning supplies to include spray disinfectant, cloths, tissues, gloves and where possible disposable cloths. If disposable cloths are not available, use once and then put in wash. • Regular cleaning of surfaces encouraged for all staff as this will reduce the risk of the virus spreading in school. • Full clean of school site taking place each evening. • All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. Site manager has established protocols for COVID contaminated waste which are followed by cleaning team. • Cleaning team to wear face coverings when working inside school, communal areas or where other staff are also working/present. | Low | Yes | |
| Estates | Staff Children | Health & Safety Infection Control | <ul style="list-style-type: none"> • Site Staff to ensure school is safe and ready for opening in Autumn term including undertaking maintenance delayed by COVID19. • Scheme of works planned and carried out over the summer weeks to ensure school is ready for the full opening. • All statutory testing and in-house testing carried out. • Ensure the full stocking of cleaning and hygiene resources necessary, with reserves of these in place. • Ensure that there are plenty of wash areas for staff and children to wash hands and that these are well stocked. • Ensure Legionella risks have been managed and all appropriate testing carried out. | Low | Yes | |
| Statutory Tests and Inspections | Staff Children | Health & Safety Infection Control | <ul style="list-style-type: none"> • Where possible, these take place outside the time when most children are in school – as is currently the case. • All essential visitors to school sign wellness declaration and share contact details. • All essential visitors reminded of social distancing and hygiene measures in place. • Statutory inspections to continue but with social distancing in place at all times. | | | |

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| | | | <ul style="list-style-type: none"> In-house inspections should continue to ensure the school remains as safe as possible. Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. | | | |
| Contractors in school | Staff Children | Health & Safety Infection Control | <ul style="list-style-type: none"> From 5.1.21, Only essential planned contractors in school are for routine inspections and checks. Where possible, these take place outside the time when most children are in school – as is currently the case. All visitors to school sign wellness declaration and share contact details. All visitors reminded of social distancing and hygiene measures in place. Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMs. School to ensure no children or staff are in the area where contractors are working. Contractors will be designated a toilet they can use whilst on site. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. | Low | Yes | |
| Emergencies | Staff Children | Infection Control | <ul style="list-style-type: none"> All staff and children' emergency contact details are up-to-date, including alternative emergency contact details, where required. Children' parents are contacted as soon as practicable in the event of an emergency. Staff and children' alternative contacts are contacted where their primary emergency contact cannot be contacted. September reminders to families to update contact details. Updated BROMCOM with any new contact details. | Low | Yes | |
| Mental Health and well being | Staff | Anxiousness | <ul style="list-style-type: none"> Have regular keep in touch meetings/calls with all staff, particularly on return or after any change in circumstances, e.g. tier change. Staff have already completed a confidential response to well-being questions relating to September and full opening requirements, and completed UWMAT staff survey in October/November – to be repeated in January/February. Head Teacher made contact with staff who have been working at home to talk about any work issues and reassure about September, and following any covid related absences. Continue to talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through, including minor concerns and worries. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> Involve workers in completing risk assessments so they can help identify potential problems and identify solutions. Staff reflections feed into risk assessments as before. Regular updates and details of plans shared with all staff, so that they are updated on what is happening so they feel involved and reassured. Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours. Expectations of significant break during periods of annual leave made with all staff. Staff well-being signposting given regularly through meetings and weekly briefing. Support staff where help is needed and requested. Discuss further options with HR if further support is necessary. | | | |
| Staff taking leave | Staff | Short staffed Isolating | <ul style="list-style-type: none"> HT discussed leave arrangements throughout July with staff before the end of the summer term to inform planning for the autumn term. Staff going abroad only on pre-booked/long arranged trips e.g. honeymoon – destinations: Spain and Italy. Currently no quarantine arrangements in place for this. Other staff aware of need to take possible disruption into account. There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. | Low | Yes | |
| Volunteers in school | Children | No DBS checks | <ul style="list-style-type: none"> From 5.1.21, no volunteers in school until reduction to Tier 3 or below. <p>When safe to return,</p> <ul style="list-style-type: none"> Volunteers currently in school already hold a valid DBS check. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from children and staff wherever possible. All visitors to school sign wellness declaration and share contact details. All visitors reminded of social distancing and hygiene measures in place. Face coverings to be worn in communal areas as above. | Low | Yes | |
| Safeguarding | Children | Incidents | <ul style="list-style-type: none"> Statutory safeguarding guidance always followed. Staff regularly reminded of reporting requirements, DSL team active in gathering intelligence around vulnerable families. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals. Communication with other agencies and school nurse for children not seen in school prior to return as has currently been in operation. Continuation of weekly HT/DSL meeting. Continuation of staff reporting minor issues/concerns on a weekly basis to help retain the full picture of children in school, where contact will be lessened. Where external services need to attend school, they can do. Follow protocols for all visitors: to sign wellness declaration and share contact details; be reminded of social distancing and hygiene measures in place. | | | |
| Contingency Plans for Outbreaks; or local or national lock downs | Children Staff | School shutting | <ul style="list-style-type: none"> In the event of a local outbreak, the DFE, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. The DFE, UWMAT or local authority may move the school to contingency framework area, resulting in the partial closure of school to most children. Establish emergency care for children of key workers and vulnerable, including those with an EHC with minimal staffing on site. Discuss attendance of vulnerable groups with parents and LA authorities as appropriate, complete risk assessment for each child. Continue with BASC for key worker children only, to ensure 8-5 provision. Lunches continue as September opening. Move learning to distance model as established. High focus on google classroom but awareness of those families who are offline and who require physical learning resources. Continue with enhanced cleaning. Support staff with own childcare needs, especially those who have childcare closed/unavailable as in March. Undertake risk assessment for vulnerable staff, discuss with UWMAT HR as to individual course with these staff. If outbreak sufficiently serious, or if dictated by PHE, UWMAT, BCC then total closure. Distance learning as above. Re-open for key workers and vulnerable children as soon as possible. Undertake site preparation necessary for this. | Low | Yes | |
| Initial Teacher Trainees | IT Trainees Staff | Failure to follow school procedures | <ul style="list-style-type: none"> Student teachers in school from Autumn term onwards from University of Wolverhampton only. Risk assessment carried out before any trainees begin. Clear discussions with the University about our expectations of IT Trainees. Safeguarding checks in place through university before attendance. Clear expectations and guidance given to any trainees in school in relation to CV19 as well usual expectations and guidance. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> • ITTrainees checked for underlying health conditions in liaison with UoW staff. • RA created as necessary for their needs. • Mentors remain socially distant in any meetings and observations. • Student teachers to remain only in their class bubble, not move to any other bubbles. • Visiting staff from UoW to follow procedures for visitors to school. From 5.1.21, no UoW staff in school unless absolutely necessary. • Any external visit limited to one class bubble and trainee only. • Face coverings to be worn in communal areas as above and social distancing adhered to fully. | | | |
| Teaching assistant Trainees | TA Trainees Staff | Failure to follow school procedures | <ul style="list-style-type: none"> • TA trainees from selected colleges/HE establishments only, where relationships with school already exist. • Risk assessment carried out before any trainees begin. Clear discussions with the HE establishment about our expectations of Trainees. • Safeguarding checks in place before attendance. • Clear expectations and guidance given to any trainees in school in relation to CV19 as well usual expectations and guidance. • TA Trainees checked for underlying health conditions or risk factors in liaison with HE establishments. • RA created as necessary for their needs. • Mentors remain socially distant in any meetings and observations. • Trainees to remain only in their class bubble, not move to any other bubbles. • Face coverings to be worn in communal areas as above and social distancing adhered to fully. | Low | Yes | |
| Roots to Fruits Staff | R2F Staff Staff Children | Risk of infection | <ul style="list-style-type: none"> • Suspended from 5.1.21 until further notice. <p>On resumption:</p> <ul style="list-style-type: none"> • Forest school sessions delivered in single class bubbles, without mixing of these. • R2F staff to remain socially distant as much as is possible. • Make full use of bubble staff for any contact necessary. • R2F specialist teacher to keep movement between bubbles to a minimum each day and to keep to a minimum movement between bubbles in a week. • Outdoor space utilised at all times. • Maximise distance between children through planning and delivery. | Low | Yes | |
| Learning mentors | Staff Children | Risk of infection | <ul style="list-style-type: none"> • Suspended from 5.1.21 until further notice. | Low | Yes | |
| SEND Professionals | Staff Children | Risk of Infection | <ul style="list-style-type: none"> • SEND professionals can attend school to deliver their roles, including seeing children as necessary. | Low | Yes | |

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| | | | <ul style="list-style-type: none"> • SEND professionals are known to school and liaise with SENCO regarding visits, times and organisation. • SEND professionals to be informed of the arrangements in place through a short induction process. • SEND professionals to follow guidance on social distancing including for observations. Only to enter a single class bubble per visit. • SEND professionals to undertake as much work without attending site as possible. • SEND professionals to raise any underlying health conditions with SENCO prior to visit, additional RA created as necessary for their needs. • Meetings between staff will be socially distanced. Where multiple staff are needed, care taken not to cross bubbles. • Visiting SEND professionals to follow procedures for visitors to school. • Extra care taken about adhering to social distancing if moving around school. • Face coverings to be worn in communal areas as above. | | | |
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