**RISK ASSESSMENT**

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| **Company:** | **Inspire Partnership Multi Academy Trust**  **Addendums for Towngate Primary Academy Addendums in green as of 17th November, 2020 Addendums in red as of 14th December, 2020** | **Date of Assessment:** | **14.12.2020**  **Version 7** |
| **Schools:** | Gawthorpe Community Academy, Towngate Primary Academy, Half Acres Primary Academy, Ackton Pastures Primary Academy, Girnhill Infant School, Fitzwilliam Primary School, South Hiendley Primary School, Ash Grove Primary Academy | | |
| **Description of work activity / process being assessed:** | Prepare for the Return of all pupils in September 2020 following the previous year’s Lockdown and Partial School Closure as a result of Covid-19  Applies to all pupils and staff | | |

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| **Persons exposed:** | | **Type of assessment:** | |
| **Employees**  **Pupils** |  | **Initial** |  |
| **Contractors** |  | **Change in Government Guidance following Covid 19 Outbreak** |  |
| **Visitors / Members of the public** |  | **Operational review** |  |

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| COVID – 19 (Corona Virus)  COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.  Symptoms of COVID-19 appears usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. |

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| **Hazards:** | **Control measures already in place:** | **Additional control measures required to reduce the risk:** | **Who will complete?** | **By when:** | **Date completed:** |
| **RE-OPENING SCHOOLS TO ALL PUPILS** | | | | | |
| Increasing the risk of direct and indirect transmission and spread of Covid 19 | Govt will reopen schools to all pupils from 1 Sept 2020 and schools must comply with the System of Controls identified in the Guidance for full opening |  | All school staff | 1 Sept 20 |  |
| H&S compliance checks have been undertaken |  | EH&SO  External comp  Premises Teams and AS  Classroom staff inc T and TA.  KB, AB, NB, AB  Catering staff | 1.9.20 |  |
| A deep clean has taken place prior to opening including the use of the fogging cleaning regime |  |  |
| Cleaning hours/requirements have been reviewed to perform intermittent cleans | Additional cleaning measures are taking place in every classroom at playtime, before lunch and after lunch by a member of the classroom team; a cleaning regime tick sheet is located in each classroom as of 09.11.20 to document the cleans being undertaken.  COVID19 cleaning protocol check lists are in place and staff designated to certain areas of school to complete cleaning.  Checklist in the Office as of 17.11.2020 to ensure all areas in office bases are cleaned by cleaning staff. |  |
| Ensure catering contractors adhere to stringent cleaning protocols in their areas | Dolce risk assessment is in place – this is being reviewed in line with site. Catering staff are aware of school risk assessment. |  |
|  | Engage with the NHS Test and Trace Process And Local Public Health England health protection team. | Regular contact with Local Health Protection team is in place – any suspected cases or confirmed cases of COVID19 are reported.  Office has a track and trace book set up to take contact details of any school visitors. | HT  DHT | 1 Sept 20 |  |
| **EFFECTIVE INFECTION PROTECTION AND CONTROL** | | | | | |
| **Hazards:** | **Control measures already in place:** | **Additional control measures required to reduce the risk:** | **Who will complete?** | **By when:** | **Date completed:** |
| Direct & indirect transmission of the virus | Procedures are in place to ensure that those who have coronavirus symptoms, or who have someone in their household who does, **do not attend school** | School have communicate expectations clearly with parents and staff through letters and newsletters remind parents of the procedures in place, these are sent weekly. | Headteacher | 4 Sept 20 |  |
| Any pupils or staff that have tested positive in the last 10 days must not attend school | Communicate expectations clearly with parents and staff | Headteacher | 4 Sept 20 |  |
| Anyone developing coronavirus symptoms during the school day will be sent home.  They will be asked to self isolate and arrange a test. | Anyone who becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or a change in, their normal sense of taste or smell must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID 19) infection, which sets out that they must self isolate for at least 10 days and should arrange to have a test. 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.  Any children/adults developing symptoms are logged with Health Protection Team. | ALL | Ongoing |  |
| Cleaning hands thoroughly more often than usual | Upon entrance to the school, hands must be washed or hand sanitiser applied. Staggered start and end times are in place to allow for children to filter into the school to wash/sanitise on entry.  Additional signage displayed in all areas of the school including toilet areas, corridors and communal areas.  Wash hands thoroughly for 20 seconds with running water & soap and dry them thoroughly or use hand sanitiser ensuring all parts of the hand are covered.  Hand Sanitiser stations have been installed in classrooms at points of entry in the cloakroom, at classroom doors, outside the staff room/hall and toilet facilities and on communal corridors. Signage is located around the site to remind children and staff to regularly sanitise. | All staff and pupils | Ongoing |  |
| Ensuring good respiratory hygiene – promote the ‘catch it, bin it, kill it’ approach | Tissues/bins are in all classrooms and are emptied throughout the day if high levels of waste.  Pupils have been educated and are regularly reminded to use tissues or sneeze into elbow area of arm.  All classes and communal areas now have foot pedal lidded bins for safe disposal of tissues. | Premises & Classroom based staff | Ongoing |  |
| Cleaning surfaces which are touched often using appropriate detergents | Cleaning routines reviewed and classroom based staff clean surfaces including tables, chairs, door handles and drawer units at playtime, before lunchtime and after lunchtime. These are to be logged in each classroom on the cleaning regime logbooks in classes.  Zoono products to be used by premises teams which are shown to provide additional protection or as a minimum standard detergent/bleach based products | Premises & Classroom based staff  Office staff clean the handles/keypads of communal areas twice daily – 9.30am and 2.30pm. | Playtime  Before Lunch  After lunch in addition to twice daily cleaning by premises team. |  |
| Minimising contact and mixing by altering the environment/daily routines from 1 Sept 20 | Classroom layouts in place where desks are facing the front with pupils seated side by side. Seating plans are being used and shared with SLT. Line up order is dictated by the seating plan.  All pupils have their own equipment in their drawers which is kept in plastic wallets. | Premises & Classroom based staff | Ongoing |  |
| Children displaying **any** signs of illness will not be allowed into school | Parents will be asked to keep children home if unwell for any reason | ALL School Staff  SLT  Headteacher  Deputy HT  All classes  PM  Cleaning Staff  TH  Classroom staff after every use.  Classroom Staff  Subject Leaders to check  KS Leader  PE Lead  KS Lead  Senior LTS  Class teachers  1:1 TAs  PM regularly replace when worn.  All staff.  Class teachers/Tas  Catering  SBO  Office  HT  Office  HT  HT/DHT  Pastoral Staff  KS leaders  Classroom staff  ALL  PMc  Cleaning Team  ALL  Premises  PMc  Cleaning staff  Teachers/TAs in all classes  All staff  All staff  All classroom staff  Office Staff  HT  SBO  HT/DHT  All 1:1 TAs  1:1 staff member  HT  HT  HT  Premises  Class teachers  HT  DHT  SLT  1:1 staff  HT  DHT  PMc  SLT  SLT  Offices text service  SLT  Key Stage Leaders  HK, SLo, AA  Office Administrator  Office Administrator | From 1st Sept 20 onwards  Flowchart in place from 09.11.2020  Daily tick sheets |  |
| Children remain in their bubbles at every moment in the school day to eliminate crossing of bubbles, mixing of staff/children. | Staggered start and end times of the school day in place:  F1: 8.35am  F2: 8.50am  Y1: 8.40am  Y2: 8.50am  Y3: 8.40am  Y3/4: 8.50am  Y4: 8.50am  Y5: 8.40am  Y5/6: 8.50am  Y6: 8.40am  Doors are open at given time and children filter into school to sanitise or clean their hands on entry. Parents are asked to arrive at the time allocated and leave promptly after drop off. Parents have been advised to follow the latest time if have siblings in school. Regular reminders and notices are displayed on newsletter and additional signage has been put on the external site. |  |
| If a child has an accident and requires first aid, staff members must wear appropriate PPE to administer first aid and parents may be asked to collect their child from school |  |  |
| The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same during the day and on subsequent days | Contingency plan is in place and bubbles are set as phases to allow for cover as a last resort if both staff members per class are absent from school.  Face coverings are worn by staff where social distancing cannot be maintained; signage is situated across school to remind staff members and a flowchart for when it is appropriate to wear face coverings has been shared 09.11.2020 |  |
| The same classroom/area per bubble is used throughout the day with a thorough clean at the end of the day by the premises team. | COVID19 cleaning sheets are in place to ensure that cleaning staff are aware of all areas requiring cleaning. This is initialled when complete. |  |
| Decide which lessons/activities can be delivered and adhere to physical distancing wherever possible | Music is not taught in full initially as there may be an additional risk of infection where individuals are singing, playing wind or brass instruments. Social distancing measures are being observed, where possible. School have amended the curriculum maps to ensure that any instruments are not being used by multiple bubbles at any time. A structure provided by Music Lead has been shared and will focus on appraisal, notation and listening skills.  PE – contact sports are being avoided. Outdoor sports will be prioritised. Pupils should wear their PE kit to school on their allocated day to avoid the need to change. PE only takes place in class bubbles and equipment used is signed out and cleaned fully after use by the classroom staff. The curriculum map has been altered to ensure that equipment is split and used by one bubble at a time.  Science equipment is signed out and cleaned thoroughly after use by the classroom staff.  Cleaning sheets are in place as of 9.11.20 in the PE store, Science cupboard and Music cupboard when items are cleaned and replaced after 48hour period. | From 1st Sept 20 onwards  From 1.9.20  09.11.20  01.09.20  01.09.20  01.09.20  01/09/20  01/09/20  01/09/20  Signage 07.10.20  01.09.20  7.10.20  01/09/20  01/09/20  01/09/20  01/09/20  28.9.20  17.11.20  28.9.20  01/09/20  01/09/20  17.11.20  01/09/20  09.11.20  From 01.09  19/11/20  From 01.09.20 weekly  Reviewed fortnightly  01.09.20  03.09.20  03.09.20  01/09/20 |  |
| Plan for some lessons/activities to take place outdoors. | Outdoor learning leader shared a progression grid and intent statements during INSET day to provide staff with a wealth of activities which can be completed outdoors. |  |
| Areas/zones of the playground are allocated to each bubble | Each bubble to have their own playground equipment.  Playground is split into two parts and staggered play and lunches in place to limit contact between bubbles.  Additional staffing are outdoors to monitor play and remind children of expectation to give each other space. |  |
| Reduce movement around the school wherever possible | Only children who enter the corridors are the children who are late to school or those with SEN and work with a 1:1; they follow the one-way system in place around the setting. All children enter school through external doors and straight into their classrooms / cloakrooms.  Staff are working within bubbles and have designated staff room areas to maintain the bubbles in place.  Staff now have designated entrances, exits and toilets in the school. This is in addition to the staff rooms that have been allocated to bubbles. |  |
| All classes have a ‘teacher zone’ where staff can socially distance or avoid contact –  **Contact is defined as:**   * Face to face contact at 1 metre or within * Contact face to face for 1 minute or longer * Being coughed on * Skin to skin contact * Being within 2 metres for a period of 15 minutes or more | Marked with bright tape to ensure this is seen by all staff and children.  Where contact can not be avoided, staff to wear face coverings where classrooms do not allow for a full 2m distance.  Teachers deliver lessons from standing position to eliminate face to face contact.  Toilets are designated to certain bubbles. |  |
| Stagger break and lunch times, all classes eat in their classrooms and move only to the playground after/before eating as per staggered lunch arrangements. | Grab Bag options available to all pupils – this provision will be regularly reviewed.  Grab Bags are now distributed by the three kitchen staff at designated drop zones:  EY outside F2; KS1 top of stairwell; LKS2 blue table; UKS2 outside Y6. |  |
| Stagger drop off and collection times and plan parents’ drop off and pick up protocols that minimise adult to adult contact (only one parent/carer should attend) | Communicate protocols clearly with parents and identify which entrance/exit points each group will be using on the newsletter.  Arrangements are visible on the academy website.  Signage is displayed across the outdoor area to remind parents/carers of protocol. |  |
| Parents/carers cannot enter the site and/or gather at school gates and doors – to be managed at school level | All conversations with parents will be by telephone or email.  Parent consultation evening taking place via phone call.  Signage across the external of the site to remind parents/carers of procedures.  Reminders of procedures on the school newsletter. |  |
| From week commencing 21.9.20 all parents/carers are asked to wear face coverings when entering the school site for drop off and collection. | Additional signage displayed on 7.10.20 following monitoring of drop off/collection |  |
| Home visits undertaken by staff should only be conducted if absolutely necessary, these are to be conducted on the doorstep or via an open window | Lone working procedures must be adhered to at all times when undertaking home visits  Risk assessment to be completed prior to visit; to be undertaken in pairs in two separate cars or one car, one passenger in back seat behind the driver – face coverings must be worn and windows open. |  |
| Stagger/remove assembly times from daily routines | Deliver virtual assemblies or an assembly per bubble |  |
| Remove unnecessary items from the classrooms and other learning environments where there is space to store it elsewhere | Classrooms have been cleared of unnecessary equipment to allow for easy access when conducting additional cleaning. |  |
| All soft furnishings, soft toys and toys that are hard to clean have been removed. | In shared staff room spaces, these are limited to capacity. Chairs have been removed/taped over to limit the staff able to use. Fabric backed chairs in the staff room have been replaced with plastic chairs for the bubble using this space. |  |
| Implement a one way system / place a divider down the middle of the corridor to keep groups apart as they move through the school | Staff follow one way systems at all time of the school day.  As of 17.11.20, one way systems have been altered to suit the movement of bubbles amid travel to staff toilets. |  |
| Use of staff rooms should be minimised | Follow social distancing guidance and ensure surfaces cleaned after use.  Staff rooms have been limited to capacity – this is displayed in the staff rooms and on staff room doors. Chairs have been removed/taped over to prevent additional adults gathering.  Staff have been allocated to staff rooms as per their bubble arrangements:  Bubble 1: EY kitchen  Bubble 2: Y2 classroom  Bubble 3: Hall  Bubble 4: Computer Suite  Bubble 5: UKS2 Corridor |  |
| All classrooms are entered externally by pupils and staff within the bubble. | Staff are wearing face coverings on entrance and when moving to their designated bubble in school.  Signing in sheets are now present in every classroom to sign in and out on entry/exit from the bubble. These are brought outdoors by the Teaching Assistant / Support staff member per class in the event of a fire. |  |
| Doors are propped open (exc fire doors) rooms are well ventilated with windows open :-  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) | Windows are opened every morning by PM from 7.00-7.30am in each classroom, the hallway outside EYFS, staff room, LE and AB room. These windows remain open, weather permitting and are closed at the end of the day by PMc from 5.30 during full school lockup/closure.  **During colder weather**  The heating system is on first thing in a morning to heat the school initially (underfloor heating KS1 and EY) which is then turned off due to convection heater risk of spreading germs.  During the school day when pupils arrive in colder weather, windows are narrowed during winter/colder days – all windows are still open to allow circulation of air. At playtime / lunchtime when classrooms are clear of adults and children, windows are fully opened by the class teacher/TA not on play/lunch duty to ensure full ventilation of the space. As chn re-enter the building, windows are pulled narrower once again by the T/TA in each class. |  |
| Limit the number of children using the toilet facilities at any one time. Each bubble to consistently use the same facilities, where possible. | Toilets are being cleaned twice daily by the cleaning team during the morning (KB, PMc) and afternoon (AB, ABa, NB). and pupils are expected to clean their hands thoroughly after using the toilet using soap or hand sanitiser.  Toilets have signs to designate to certain classes, these are for the use of the bubbles allocated only.  Bubble 1: Disabled toilet  Bubble 2: Year 2  Bubble 3: Double Cubicle A  Bubble 4: Double Cubicle B  Bubble 5: Single Cubicle |  |
| Use outdoor space for outdoor education, exercise and breaks | Outdoor equipment is being cleaned between bubbles using it.  Cleaning sheet in PE store when equipment is returned requiring initials and times of cleaning taking place. |  |
| Individual and very frequently used equipment such as pens and pencils is not shared. Classroom based resources, such as books and games, are shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. | All classes have their own exercise books / reading books and equipment in the classes which has been shared out.  All children have their own equipment including pens, rulers, pencils etc. to limit the need to share.  Surfaces in the classroom including tables/desks/drawer units/chairs and handles are cleaned 3x in the school day (play, before and after lunch).  Books brought in from school are quarantined for 72 hours in a lidded box, situated in each classroom. |  |
| Resources that are shared between bubbles such as sports, art equipment are being cleaned after use between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hrs for plastics) between use by different bubbles. | Signing out process is in place for equipment.  Curriculum maps have been altered to avoid multi use by different bubbles.  Curriculum maps/plans to eliminate the need for multiple year groups using equipment at given time.  Cleaning sheet in place 9.11.20 at point of collection for PE, Music and Science equipment. |  |
| Pupils/Parents have been told to limit amount of equipment they bring into school each day, to essentials such as coats and lunch boxes. | Newsletter updated regularly to remind parents/carers of necessary items for school including PE kit worn on PE days, coats and lunchboxes. Mobile phones can be brought in by Y6 chn who walk home, these are stored in plastic bags in a central box.. |  |
| Reviews are taking place of current pupil and staff risk assessments | All EHCP pupils have a risk assessment.  All CV and CEV staff have a risk assessment in place. |  |
| Pupils who have a 1:1 support have a designated area for that support to take place. Where possible, it is recommended that the 1:1 adult sits at a separate table from the child, ensuring the child has all the equipment they need to undertake the task | 1:1 is conducted out of the classroom on separate tables. 1:1 staff wear face coverings and sit side by side with the pupil.  All pupils have their own set of equipment which limits shared resources.  All surfaces are cleaned by the 1:1 support staff member after use.  For 1:1 staff in Y5, one large table is used where distance can be achieved in place of two tables. |  |
| School’s behaviour policy has been reviewed to ensure that it covers COVID 19 related incidents (appendix to follow) | Shared with parents/carers on first letter of academic year and on website. |  |
| Review of the school’s attendance and exclusion policies has been completed (appendix to follow) | Shared with parents/carers on first letter of academic year and on website. |  |
| During an emergency, if it is unsafe to maintain social distance guidance measures, then they do not apply (ie evacuation of building following a fire alarm) | When undertaking a fire drill, social distancing is being maintained when pupils reach their safety line up point. A phased return is adhered to when leaving and re-entering back into the premises (this is organised in bubbles sharing entrances) All PEPs have been reviewed and amended to ensure those who require assistance to evacuate have support |  |
| Remove/reduce unnecessary usage of school transport for children arriving to school | Parents have been encouraged to walk to school. If this is not possible, parents have been asked to try to avoid the use of public transport and avoid car sharing where possible. Some parents/carers’ circumstances mean they have to travel in a taxi; advised to wear face coverings and open windows whilst sitting behind the driver.  Where possible, all employees should travel to work alone using their own vehicle – where this is not possible, journeys should be shared with the same individuals ensuring good ventilation and facing away from each other. Staff and parents are advised to wear face coverings. |  |
| Local authorities will not be required to uniformly apply the social distancing guidelines for public transport, on dedicated school transport. | Follow the LA risk assessment for dedicated school transport |  |
| After school club will commence from 2.11.20. Breakfast will not recommence until bubbles can remain established with staffing capacity available. | Bubbles will remain the same – phases – as in the school day; only one member of staff is also within a bubble as a 1:1 in the school day – they will be designated to the corresponding bubble in after school club. |  |
| Interventions are taking place to support pupils to catch up in their learning in designated zones in schools in accordance with the bubble arrangements. | Intervention planner is in place to ensure spaces are designated per year group, intervention planner is in place:  F2: book room  Y1: reading corner  Y2: Y2 classroom  Y3: reading corner  Y3/4: blue table outside Y34  Y4: blue table outside Y4  Y5: blue table outside Y5  Y5/6: blue table outside Y56  Y6: horseshoe outside Y6. |
| Residential visits will not be planned for 2020/21 |  |  |
| No educational visits will be planned for the autumn term (this includes swimming) | This arrangement will continue into Spring term. |  |
| No visitors, staff, children, contractors, parents can enter the buildings if they have any symptoms | A record is being kept of all visitors including contact details. The receptionist completes the sign in process for visitors, eliminating the need to have multiple people touching pens. Stickers have been created for the interim period to ensure contact on lanyards is no longer occurring resulting in lanyard quarantine. All staff are asked to bring their own pen to sign in and the surfaces are cleaned after all staff have arrived in the school office. Sign in lanyards are provided in plastic wallets and these are quarantined after use in the school office. |  |
| Schools should have discussions with key contractors about the school’s control measures and ways of working. Site guidance on physical distancing and hygiene should be explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. |  |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE) Including Face Coverings & Face Masks**  **DfE guidance states, ‘based on current evidence and the measures that schools are already putting in place, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided’.** | | | | | |
| **Hazards:** | **Control measures already in place:** | **Additional control measures required to reduce the risk:** | **Who will complete?** | **By when:** | **Date completed:** |
| Direct & indirect transmission of the virus | All classroom staff will be provided with a face shield and asked to wear this, particularly at times when social distancing cannot be adhered to. | A flowchart has been created from 9.11.20 to remind/advise staff when it is suitable to wear a face covering. This is visible in the office, above the photocopier, in classrooms. | Headteacher | 1.10.20  9.11.20 |  |
| Only children whose care routinely involves the use of PPE due to intimate care needs are continuing to receive their care in the same way.  Children who have accidents/soil themselves will not be changed and parents will be contacted to collect them. | Face masks, gloves, aprons are available for staff to use.  Risk assessments are in place for the care of children who have EHCP/medical needs. | All Staff | Ongoing |  |
| Child becoming unwell with symptoms of coronavirus and needs direct personal care until they can be collected from school | A face mask is worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact is necessary, then gloves, an apron and a face mask is worn by the supervising adult. | If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection is being worn. | All Staff | Ongoing |  |

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| **PUPILS WHO ARE CLINICALLY EXTREMELY VULNERBALE, SHIELDING OR SELF ISOLATING**  **Shielding advice for all adults and children was paused on 1 August 2020, which means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding. National restrictions came into force on 5th November and were reviewed with effect from 2.12.20 – these changes are reflected below.** | | | | | |
| **Hazards:** | **Control measures already in place:** | **Additional control measures required to reduce the risk:** | **Who will complete?** | **By when:** | **Date completed:** |
| Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness | The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2 December at all local restriction tiers unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.  The government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable in the worst affected areas, based on advice from the Chief Medical Officer. This will only apply to some areas in tier 3: very high alert, and the government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school.  Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. | Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.  Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised. |  |  |  |
| Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools must be able to offer them access to remote education | Remote learning protocol in place with a parent/child agreement. Pastoral team are liaising with class teachers to check on activity and engagement with remote learning.  Remote Learning Procedure shared with staff WC 23rd November. Staff training in place Monday with the teaching staff and Tuesday with the support staff.  All chn have been supported to log in to Microsoft Teams by the teaching staff in the event of a bubble closure. | SLT | Ongoing |  |
| Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self isolation or family isolation, the absence will not be penalised. |  | SLT | Ongoing |  |
| **SCHOOL WORKFORCE - CLINICALLY EXTREMELY VULNERBALE, SHIELDING OR SELF ISOLATING**  **Shielding advice for all adults and children was paused on 1 August 2020. Most school based roles are not ideally suited to home working and schools expect most staff to return to work in settings. National restrictions came into force on 5th November and were reviewed with effect from 2.12.20 – these changes are reflected below.** | | | | | |
| **Hazards:** | **Control measures already in place:** | **Additional control measures required to reduce the risk:** | **Who will complete?** | **By when:** | **Date completed:** |
| Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness | From 2.12.20 all staff can continue to attend school in all three local restriction tiers.  Under local restriction tier 3: very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.  In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. | Risk assessments are being reviewed for those staff who are CV or have underlying health conditions by SBO. | ALL Staff    SBO  SBO  SBO  HT  DHT | From 1st Sept 20 onwards    From 5.11.20 |  |
| Staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance and follow the system of controls implemented in this risk assessment. |  |
| People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. |  |  |
| Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in school. | A risk assessment has been conducted for any pregnant women – this is reviewed fortnightly by the SBO to ensure this manages risk appropriately. |  |
| Some people with particular characteristics (inc BAME) may be at comparatively increased risk from coronavirus – these staff can return to school. | People who live with those who have comparatively increased risk from coronavirus can attend the workplace. |  |
| Any member of staff required to stay home under the government guidance, for example due to having Covid19 symptoms or contact with a Covid19 case, must inform their headteacher following the sickness reporting procedures. If self isolating, the initial notification from Test and Trace (email or text) plus a self isolation note must be submitted to the school | Employees who are self isolating and who are fit to work will be deployed to work from home in agreement with the headteacher |  |
| The government has set a requirement for people returning from some countries to quarantine for 10 days upon their return. | Staff are needed to be available for work in school from the start of the autumn term. Staff should not knowingly book/attend holidays to destinations that require quarantine upon return. If this happens, staff will be asked to take unpaid leave upon their return for the quarantine period if it is in term time. If holidays were pre-booked before lockdown/restrictions were put in place, this situation needs be discussed with AB/LE and HR advice sought from Central. |  |
| Staff returning from travel outside the UK will be asked to take a test before returning to school/site | People who return from countries which are not on the travel corridor list should self-isolate for 10 days. |  |
| All staff have access to the Trust’s Wellbeing Service through Champion Health. This includes access to a confidential counselling service (More info available from SBOs) | Mental Health First Aider is in post – SLockett whose role is to signpost staff to appropriate agencies / support networks if needed. |  |

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| **CLASS/GROUP SIZES** | | | | | |
| **Hazards:** | **Control measures already in place:** | **Additional control measures required to reduce the risk:** | **Who will complete?** | **By when:** | **Date completed:** |
| Transmission risk is higher in larger group sizes and where groups are not kept apart (Brief, transitory contact, such as passing in a corridor, is low risk) | Contact has been reduced between people as much as possible by ensuring children only mix in a consistent bubble (typically their class or year group) and that bubbles do not mix | Staff to child ratios in EYFS continue to apply | SLT | From 1st Sept 20 onwards  Ongoing |  |
| Desks have been spaced as far apart as possible to support distancing, where possible. Pupils are seated side by side and facing forwards. | This is also the case in after school club – chn have a designated table and chair and sit side by side with pupils in their own bubble. | SLT |  |
| Not enough staff to supervise the groups | If there are shortages of teachers, TAs may be deployed to lead groups or cover lessons, working under the direction of a qualified teacher | Any redeployments should not be at the expense of supporting pupils with SEND.  Bubbles in place form a contingency plan, therefore reducing the need for any movement of bubbles without HT/DHT providing a period of no contact. | SLT |  |
| All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school curriculum as per their phase. | Bubble 5: Year 5/6 and 6  Bubble 4: Y5, Y4  Bubble 3: Y3/4, Y3  Bubble 2: Y2, Y1  Bubble 1: F2 and F1 | SV/HTs |  |
| School will continue to engage supply teachers and other supply staff where there is a requirement to do so. |  | SV/HTs |  |
| At this time, there will be no movement of staff from between schools. |  | SV/HTs |  |

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| **IF SOMEONE BECOMES UNWELL IN YOUR SCHOOL** | | | | | |
| **Hazards:** | **Control measures already in place:** | **Additional control measures required to reduce the risk:** | **Who will complete?** | **By when:** | **Date completed:** |
| If someone shows symptoms of the virus, there is a higher risk of transmission to others | If someone becomes unwell with a new and persistent cough or a high temperature they must be sent home and advised to follow the COVID 19 guidance for households with possible coronavirus infection guidance |  | SLT | Ongoing |  |
| If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door – the work room - depending on the age of the child and with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2metres away from other people | This room is not ventilated, however the heating system will not be turned on in this space. This space will be fully cleaned by the cleaning team after use and will be fogged as an additional precaution prior to being reopened. | SLT | Ongoing |  |
| If a symptomatic person needs to use a bathroom while waiting to be collected, they will be directed to use a separate bathroom. | The bathroom is being cleaned and disinfected before being used by anyone else. | NBa  SLT | Ongoing |  |
| PPE is worn by any member of staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (ie a very young child or one with complex needs) | PPE is available in the work room to allow for PPE to be worn quickly. | All Staff | Ongoing |  |
| The member of staff of staff who helped the individual does not need to go home unless they develop symptoms themselves (in which case a test is available) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace | Wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. | All Staff | Ongoing |  |
| Cleaning the affected area(s) with an approved cleaning product after someone with symptoms has left to reduce the risk of passing the infection onto others | Fogging to take place as an **additional** measure after deep clean has taken place in the affected area(s). | All Staff | Ongoing |  |
| Individual being severely ill on your premises | In an emergency call 999 if seriously ill or injured or their life is at risk. | Do not visit the GP, pharmacy, urgent care centre or a hospital | SLT/All Staff | Ongoing |  |

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| **IF THERE IS A CONFIRMED CASE OF CORONAVIRUS IN YOUR SCHOOL** | | | | | |
| **Hazards:** | **Control measures already in place:** | **Additional control measures required to reduce the risk:** | **Who will complete?** | **By when:** | **Date completed:** |
| Direct & indirect transmission of the virus | If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self isolate for 10 days and arrange a test. | Their fellow household members should self isolate for 10 days | SLT | Ongoing |  |
| In the event of a parent insisting that a child with symptoms attends school, the school can take the decision to refuse the child entry if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus. |  |  |  |  |
| All staff and pupils have access to a test if they display symptoms of coronavirus and they are encouraged to get tested in this scenario | Additional test orders have been made where the number of tests is reducing. | SLT/All Staff | Ongoing |  |
| If an individual tests negative, they can return to school and the fellow household members can end their self isolation | COVID tracker is in place for the children and families who are isolating. This is updated by the A&BO and Office administrator daily. | A&BO  Office Admin | Daily updating of spreadsheet. |  |
| If an individual tests positive, the rest of their class/group inc staff members should be sent home and told to self isolate for 10 days | The other household members of that wider class/group do not need to self isolate unless the individual they live with in that group subsequently develops symptoms | SLT/All Staff | Ongoing |  |
| As part of the national test and trace programme, if other cases are detected within the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. | In some case a larger number of children may be asked to self isolate at home as a precautionary measure. Closure of the whole setting will not generally be necessary | SLT | Ongoing |  |

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| **ENGAGE WITH THE NHS TEST AND TRACE PROCESS**  **Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team (www.gov.uk/guidance/contacts-phe-health-protection-teams)** | | | | | |
| **Hazards:** | **Control measures already in place:** | **Additional control measures required to reduce the risk:** | **Who will complete?** | **By when:** | **Date completed:** |
| Transmission risk is potentially higher if NHS Test and Trace process is not adhered to | All staff and parents/carers have been advised that they will need to be ready and willing to :   * book a test if they or their child are displaying symptoms * provide details of anyone they or their child(ren) have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test & Trace * self isolate if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus. | Communicating expectations clearly with parents and staff through the newsletter and through communication with letters from Public Health England.  Pastoral support officer / Office staff to liaise with parents / carers to support with the track and trace process. | Headteacher  A&BO | 4 Sept 20  Weekly Newsletter  Daily checking of attendance |  |
| Anyone who displays symptoms of coronavirus will be asked to get a test. |  | ALL | From 1 Sept 20 onwards |  |
| Parents and staff have been asked to inform school immediately of the results of a test and follow this guidance : | If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self isolating & other members of their household can stop self isolating.  If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus infection & 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 a cough or loss of sense of smell/taste. 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 the household should continue self isolating for the full 10 days. | ALL | From 1 Sept 20 onwards |  |
| If someone who has attended school has tested positive, schools will contact the local health protection team. | This team will also contact schools directly if they become aware that someone who has tested positive attended the school – as identified by NHS Test & Trace. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure they are asked to self isolate.  Leaders will complete the online form for Health Protection Wakefield to track suspected/confirmed cases via online portal completed by HT or A&BO. | ALL | From 1 Sept 20 onwards |  |
| If a person has tested positive, school must send home those people/children who have been in close contact with the person who has tested positive, advising them to self isolate for 10 days since they were last in close contact with that person when they were infectious.  The health protection team will provide definitive advice on who must be sent home.  They can also get a test. | A contact is a person who has been close to someone who has tested positive for COVID-19 with a PCR test.  You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.  A contact can be:   * anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 * anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:   + face-to-face contact including being coughed on or having a face-to-face conversation within one metre   + skin-to-skin physical contact for any length of time   + 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   Household members of those contacts who are sent home do not need to self isolate unless the child 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 guidance for households with possible or confirmed coronavirus infection. They should get a test, and :   * If the test is negative, they must remain is isolation for the remainder of the 10 day isolation period. * If the test is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms. Their household should self isolate for at least 10 days from when the symptomatic person first had symptoms. | Headteacher | From 1 Sept 20 onwards |  |
| Schools will not share the names or details of people with coronavirus unless essential to protect others |  | Headteacher | From 1 Sept 20 onwards |  |
| If schools have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak, and must continue to work with their local health protection team who will advise if additional action is required. | Any suspected or confirmed cases are flagged to the Health Protection team via the link below:  <https://wakefield-dash.achieveservice.com/MyServices> |  |

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| **CLEANING AND HYGIENE**  **Follow the COVID 19: cleaning of non healthcare settings guidance** | | | | | |
| **Hazards:** | **Control measures already in place:** | **Additional control measures required to reduce the risk:** | **Who will complete?** | **By when:** | **Date completed:** |
| Potential Exposure to Covid – 19 (Corona Virus):  Normal cleaning routine. | Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.  Follow UK Government guidelines in reducing the likelihood of exposure.  <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>   * Personal protective equipment (PPE)   + Disposable gloves   + Apron * Hands should be washed with soap and water for 20 seconds after all PPE has been removed. * Clean and disinfect frequently touched objects and surfaces. * Do not touch your eyes, nose or mouth if your hands are not clean. | Additional cleaning products (Zoono) introduced to bolster the impact of routing cleaning. MSDs issued to PS  Internal deep cleans  Accurate recording of routine cleaning undertaken in all areas – this is completed on cleaning regime sheets in all classrooms, PE store, music store and Science cupboard in addition to regular cleaning protocol.  Fogging machine to be used at each school at termly intervals and following any confirmed cases as an additional precaution following thorough clean of area. This is recorded on sheets  Increase availability of PPE  Increase order quantities of skin friendly hand soap  Cleaning routine to be extended to door handles and access keypads  Wash hands after cleaning task | EHSO  EHSO  Cleaners/All  PS  PS  PS  Cleaners | Ongoing |  |
| Potential Exposure to Covid – 19 (Corona virus):  Cleaning after symptomatic individual has passed through and spent minimal time. | All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:   * Objects which are visibly contaminated with body fluids. * All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.   Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:   * Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine;   or   * A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants;   or   * If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.   Avoid creating splashes and spray when cleaning.  Any cloths and mop heads used are being disposed of and are put into waste bags as outlined below.  When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.  Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.  This area is closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products. | Fog area if suspected symptomatic person has come in contact as an additional precaution following cleaning.  When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection. Training on the PPE to be given i.ee donning a mask.  Increase order quantities. EHSO to work with PS to source items difficult to find and make orders on behalf of the trust as required.  Inventory in place to track the usage and ensure replacements are repurchased in good time.  Wet wipe surfaces. Apply chosen cleaning chemical and wipe with warm wet cloth  Fogging and External cleaning specialised to be organised as additional precautions at agreed intervals | PS  EHSO/PS  PS  NB/AB/AB/KB | After any confirmed case  Weekly check as of 01.09.20 |  |
| Waste  Normal removal of waste (including disposable cloths and tissues): | Waste is put in a plastic rubbish bag and tied when full.   * Personal protective equipment (PPE)   + Disposable gloves   + Apron * Hands are washed with soap and water for 20 seconds after all PPE has been removed. * Clean and disinfect frequently touched objects and surfaces. * Eyes, nose or mouth must not be touched if your hands are not clean. | Increase availability of PPE  Increase order quantities of skin friendly hand soap | PS  PS | Ongoing  Ongoing |  |
| Waste  Waste from possible cases and cleaning of areas where possible cases have been. | Waste is put in a plastic rubbish bag and tied when full.  The plastic bag is then placed in a second bin bag and tied.  Waste is put in a suitable and secure place and marked for storage until the individual’s test results are known.  Waste is stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.  If the individual tests negative, this can be put in with the normal waste.  If an individual tests positive, then store waste for at least 72 hours and put in with the normal waste  If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. | Specific log to be kept remote from waste storing area to keep accurate inventory of suspected contaminated waste. Log to be maintained by senior leadership team.  When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection | PS  PS | Ongoing  Ongoing |  |

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| **Review period:** | **After any UK Governmental Department announcement.** |