

RISK ASSESSMENT

Company:	Inspire Partnership Multi Academy Trust Addendums for Towngate Primary Academy Addendums in red as of 24th February, 2021.	Date of Assessment:	24.2.2021 Version 12
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, Grove Lea Primary School		
Description of work activity / process being assessed:	Revised to comply with changes from 8 March 2021 – “Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021”. From 8th March all pupils should attend school. Applies to all pupils and staff		

Persons exposed:	Type of assessment:
Employees <input checked="" type="checkbox"/>	Initial <input type="checkbox"/>
Pupils <input checked="" type="checkbox"/>	Change in Government Guidance following Covid 19 Outbreak <input type="checkbox"/>
Contractors <input checked="" type="checkbox"/>	Operational review <input checked="" type="checkbox"/>
Visitors / Members of the public <input checked="" type="checkbox"/>	

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.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
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OPENING SCHOOLS TO VULNERABLE CHILDREN OR CHILDREN OF KEY WORKERS

Increasing the risk of direct and indirect transmission and spread of Covid 19	Schools will be open to all children excluding clinically extremely vulnerable from 8 th March 2021. CEV children will learn remotely until further notice.	organisation and wearing face coverings.	ALL Schools	8 Mar 2021	
	Ensure all H&S compliance checks have been undertaken		Premises Teams and AS	1 Sept 20	
	Ensure each school has a deep clean prior to opening including the use of the fogging cleaning regime				
	Review cleaning hours/requirements to perform intermittent cleans				
	Ensure catering contractors adhere to stringent cleaning protocols in their areas		ALL Schools	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	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school	Schools must communicate expectations clearly with parents and staff through letters and newsletters to 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.	ALL	Ongoing	

	<p>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.</p> <p>Any children/adults developing symptoms are logged with Health Protection Team.</p>			
	<p>Cleaning hands thoroughly more often than usual</p> <p>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.</p> <p>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.</p> <p>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.</p>	All staff and pupils	Ongoing	
	<p>Ensuring good respiratory hygiene – promote the 'catch it, bin it, kill it' approach</p> <p>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.</p> <p>All classes and communal areas now have foot pedal lidded bins for safe disposal of tissues.</p>	Premises & Classroom based staff	Ongoing	

	<p>Cleaning surfaces which are touched often using appropriate detergents</p>	<p>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.</p> <p>Zoono products to be used by premises teams which are shown to provide additional protection or as a minimum standard detergent/bleach based products</p>	<p>Premises & Classroom based staff Office staff clean the handles/keys/pads of communal areas twice daily – 9.30am and 2.30pm.</p>	<p>Playtime Before Lunch After lunch in addition to twice daily cleaning by premises team.</p>	
	<p>Maintaining a distance between people while inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other and from children. The guidance recognises that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in smaller groups</p>	<p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in smaller groups.</p>			
	<p>Minimising contact and mixing by altering the environment/daily routines from 1 Sept 20</p>	<p>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.</p> <p>All pupils have their own equipment in their drawers which is kept in plastic wallets.</p>	<p>Premises & Classroom based staff</p>	<p>Ongoing</p>	

	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	From 1 st Sept 20 onwards	
	Children remain in their bubbles at every moment in the school day to eliminate crossing of bubbles, mixing of staff/children.	<p>Staggered start and end times of the school day in place:</p> <p>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</p> <p>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.</p>	SLT	Timings shared with parents 26.2.21	
	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		Headteacher Deputy HT	Flowchart in place from 09.11.2020	
	Ensure that 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	All classes PM Cleaning Staff	Daily tick sheets	
	Ensure where possible the same classroom/area per bubble is used throughout the day with a thorough clean at the end of the day	COVID19 cleaning sheets are in place to ensure that cleaning staff are aware of all areas requiring cleaning. This is initialled when complete.		From 1 st Sept 20 onwards	5
	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.			

	<p>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.</p> <p>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.</p> <p>Science equipment is signed out and cleaned thoroughly after use by the classroom staff.</p> <p>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.</p>	<p>TH</p> <p>Classroom staff after every use.</p> <p>Classroom Staff Subject Leaders to check</p> <p>KS Leader</p> <p>PE Lead KS Lead Senior LTS</p>	<p>From 1.9.20</p> <p>09.11.20</p> <p>01.09.20</p> <p>01.09.20</p>	
	Consider which lessons or classroom activities could 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.		
	Where possible, allocate designated areas of the playground to each bubble	<p>Each bubble to have their own playground equipment.</p> <p>Playground is split into two parts and staggered play and lunches in place to limit contact between bubbles.</p> <p>Additional staffing are outdoors to monitor play and remind children of expectation to give each other space.</p>		
	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		

		<p>system in place around the setting. All children enter school through external doors and straight into their classrooms / cloakrooms.</p> <p>Staff are working within bubbles and have designated staff room areas to maintain the bubbles in place.</p> <p>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.</p>	Class teachers 1:1 TAs	01.09.20	
All classes have a 'teacher zone' where staff can socially distance or avoid contact.		<p>Marked with bright tape to ensure this is seen by all staff and children.</p> <p>Where contact can not be avoided, staff to wear face coverings where classrooms do not allow for a full 2m distance.</p> <p>Teachers deliver lessons from standing position to eliminate face to face contact.</p> <p>Toilets are designated to certain bubbles.</p>		01/09/20	
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.		<p>Grab Bag options available to all pupils – this provision will be regularly reviewed.</p> <p>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.</p>	Class teachers/Tas	01/09/20	
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)		<p>Communicate protocols clearly with parents and identify which entrance/exit points each group will be using on the newsletter.</p> <p>Arrangements are visible on the academy website.</p> <p>Signage is displayed across the outdoor area to remind parents/carers of protocol.</p>	Office HT	01/09/20 Signage 07.10.20 Updated letter 26.2.21	
Parents/carers cannot enter the site and/or gather at school gates and doors – to be managed at school level		<p>All conversations with parents will be by telephone or email.</p> <p>Parent consultation evening taking place via Microsoft Teams.</p> <p>Signage across the external of the site to remind parents/carers of procedures.</p> <p>Reminders of procedures on the school newsletter.</p>	Office HT	01.09.20	

	<p>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.</p> <p>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</p> <p>Stagger/remove assembly times from daily routines</p> <p>Remove unnecessary items from the classrooms and other learning environments where there is space to store it elsewhere</p> <p>All soft furnishings, soft toys and toys that are hard to clean have been removed.</p> <p>Implement a one way system / place a divider down the middle of the corridor to keep groups apart as they move through the school</p> <p>Use of staff rooms should be minimised</p>	<p>Additional signage displayed on 7.10.20 following monitoring of drop off/collection</p> <p>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.</p> <p>Deliver virtual assemblies or an assembly per bubble</p> <p>Classrooms have been cleared of unnecessary equipment to allow for easy access when conducting additional cleaning.</p> <p>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.</p> <p>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.</p> <p>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 F1/F2: EY kitchen Bubble 2 Y1/Y2: Y2 classroom Bubble 3 Y3/Y34: staff room Bubble 4 Y4/Y5: Library Bubble 5 Y5/6 & Y6: UKS2 Corridor All areas used for staff rooms must be wiped down by staff using these after each break.</p>	<p>HT/DHT Pastoral Staff KS leaders Classroom staff ALL PMc Cleaning Team ALL Premises All staff</p> <p>7.10.20 01/09/20 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</p>	
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	<p>All classrooms are entered externally by pupils and staff within the bubble.</p>	<p>Staff are wearing face coverings on entrance and when moving to their designated bubble in school.</p> <p>Signing in: staff complete signing in sheets daily. These to be taken out by class TA in case of fire. EM to collect every Friday and replenish for the following week.</p>	Cleaning staff EM	17.11.20 03.03.21	
	<p>Doors are propped open (exc fire doors) rooms are well ventilated with windows open :-</p> <p>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.</p> <p>Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p>	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. • rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>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.</p> <p><u>During colder weather</u></p> <p>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.</p> <p>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,</p>	All staff All staff All classroom staff Office Staff HT SBO HT/DHT All 1:1 TAs	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	

		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.		03.09.20	
	Ensure toilets do not become overcrowded by limiting the number of children using the 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	1:1 staff member HT HT	01/09/20	
	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.	HT Premises Class teachers		
	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.	HT DHT		
	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	Signing out process is in place for equipment. Curriculum maps have been altered to avoid multi use by different bubbles.			10

	hours (72 hrs for plastics) between 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.	SLT 1:1 staff	
	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..	HT DHT	
	Reviews are taking place of current pupil and staff risk assessments	All EHCP pupils have a risk assessment. RA in place for staff who require these.	PMc SLT	
	Where possible, pupils who have a 1:1 support should 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.	SLT Offices text service	
	School's behaviour policy has been reviewed to ensure that it covers COVID 19 related incidents (appendix to follow)		SLT Offices text service	
	Review of the school's attendance and exclusion policies has been completed (appendix to follow)		SLT Offices text service	
	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	SLT Offices text service	
	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;	SLT Offices text service	

		<p>advised to wear face coverings and open windows whilst sitting behind the driver.</p> <p>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.</p>	Key Stage Leaders HK, SLo, AA	
	<p>Local authorities will not be required to uniformly apply the social distancing guidelines for public transport, on dedicated school transport.</p> <p>Breakfast Club will be reopened from 8 March where staffing is viable and there is a demand. In the case of clubs that cannot be restarted immediately the Trust will work to resume this provision as soon as it is viable to do so – after school club is aiming to be open after Easter holidays.</p> <p>After school PE Clubs, where viable, will restart after the Easter holidays.</p>	<p>Follow the LA risk assessment for dedicated school transport</p>	Office Administrator	
		<p>If it is not possible or practical to maintain the same bubbles being used during the school day, then providers should maintain small, consistent groups.</p> <p>.</p>	Office Administrator	
	<p>Interventions are taking place to support pupils to catch up in their learning in designated zones in schools in accordance with the bubble arrangements.</p>	<p>Intervention planner is in place to ensure spaces are designated per year group, intervention planner is in place:</p> <p>F2: book room</p> <p>Y1: reading corner</p> <p>Y2: Y2 classroom</p> <p>Y3: reading corner</p> <p>Y3/4: blue table outside Y34</p> <p>Y4: blue table outside Y4</p> <p>Y5: blue table outside Y5</p> <p>Y5/6: blue table outside Y56</p> <p>Y6: horseshoe outside Y6.</p>	Office Administrator	
	<p>Residential visits will not be planned for 2020/21</p> <p>No educational visits will be planned for the autumn term (this includes swimming) in the spring term</p>			
	<p>No visitors, staff, children, contractors, parents can enter the buildings if they have any symptoms</p>			
	<p>Schools should have discussions with key contractors about the school's control measures</p>	<p>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</p>		

	<p>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:</p>	<p>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.</p>			
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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	<p>All classroom staff will be provided with a face covering shield and be expected asked to wear this, particularly at times when social distancing cannot be adhered to.</p> <p>The guidance recommends that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Face visors or shields should not be worn as an alternative to face coverings.</p> <p>Children in primary school do not need to wear a face covering.</p> <p>These measures will be in place until Easter.</p> <p>Some individuals are exempt from wearing face coverings. Please check the DfE guidance.</p>	<p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>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.</p>	Headteacher	1.10.20 9.11.20	

	<p>Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings must be worn. in these circumstances.</p>	<p>Face masks, gloves, aprons are available for staff to use.</p> <p>Risk assessments are in place for the care of children who have EHCP/medical needs.</p>	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	

PUPILS WHO ARE CLINICALLY EXTREMELY VULNERBALE, SHIELDING OR SELF ISOLATING

National restrictions came into force on 5th January 2021 – 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 have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend school.	You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.			
	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 Pastoral Team	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

Under the national lockdown, the expectation is that everybody should work from home where possible. School leaders are best placed to determine the workforce that is required in school, taking into account the updated guidance of which the 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:
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Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	<p>Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the work place. CEV individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance.</p>	<p>All other staff can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>All clinically vulnerable staff should have an individual risk assessment.</p>	ALL Staff SBO	From 1 st Sept 20 onwards	
	<p>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.</p>			From 5.11.20	
	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</p>		SBO		
	<p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in school.</p> <p>Employers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19).</p>	<p>A risk assessment should be conducted for pregnant women.</p> <p>Individual discussions should be held with the member of staff to determine support measures to minimise risk. Working from home is an appropriate adjustment from the 28 week point.</p>	HT DHT		

	This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).			
	Some people with particular characteristics (inc BAME) may be at comparatively increased risk from coronavirus – these staff can attend school and should follow the system of controls implemented in this risk assessment.	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.		

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 Where schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small.	SLT	From 1 st 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.	Any additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people.	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. ITT trainees can continue to be hosted in school during the lockdown period.		SV/HTs		
	At this time, there will be no movement of staff from between schools.		SV/HTs		

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)		All Staff	Ongoing	
	Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) 	Wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	All Staff	Ongoing	

	<ul style="list-style-type: none"> they have tested positive from a LFD test as part of a community or worker programme 				
	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	

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	

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	<p>From 18 Jan 21, staff in primary schools will be supplied with Lateral Flow Device (LFD) test kits to self swab. Staff will be asked to take their kits home and carry out the test twice a week (at home). Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home kit. Staff also need to inform their Headteacher of a positive result ASAP.</p> <p>Testing is not mandatory and staff do not need to provide proof of a negative test to attend school.</p> <p>Staff with a negative LFD test result can continue to attend school.</p> <p>Staff with a positive LFD test result will need to self isolate and arrange a polymerase chain reaction (PCR) test to confirm the result. If the PCR test result is negative this result overrides the LFD test result and there is no requirement to self isolate.</p> <p>If the PCR test is positive, the individual and close contacts will be required to self isolate.</p> <p>Anyone who has tested positive for COVID should not take part in the LFD testing process for 90 days after a positive test result. They should only have another test if they start developing symptoms again.</p>	<p>Staff will be asked to test on a Sunday afternoon/evening (at a time which allows a clear 48hr window (ie after 5pm) from last being in school and in contact with colleagues and pupils). If a staff member has a positive LFD test result, they must self isolate until a PCR test is undertaken and a result determined. The colleagues/pupils in the associated bubble will not be required to self isolate given the 48 hr window from last contact.</p> <p>Staff will be asked to take a 2nd test on a Wednesday evening (at home). If a staff member has a positive LFD test result, they must self isolate until a PCR test is undertaken and a result determined. The colleagues/pupils in the associated bubble will be required to self isolate. If the PCR test result is negative then the individual and members of the isolating bubble will be able to return to school. If the PCR test is positive, the individual and close contacts will be required to self isolate.</p>	Headteacher A&BO	4 Sept 20 Weekly Newsletter Daily checking of attendance	

	<p>Anyone who displays symptoms of coronavirus will be asked to get a test.</p>		ALL	From 1 Sept 20 onwards	
	<p>Parents and staff have been asked to inform school immediately of the results of a test and follow this guidance :</p>	<p>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.</p> <p>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.</p>	ALL	From 1 Sept 20 onwards	
	<p>If someone who has attended school has tested positive, schools will contact the local health protection team.</p>	<p>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.</p> <p>Leaders will complete the online form for Health Protection Wakefield to track suspected/confirmed cases via online portal completed by HT or A&BO.</p>	ALL	From 1 Sept 20 onwards	
	<p>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.</p>	<p>A contact is a person who has been close to someone who has tested positive for COVID-19 with a PCR test.</p>	Headteacher	From 1 Sept 20 onwards	

	<p>The health protection team will provide definitive advice on who must be sent home.</p> <p>They can also get a test.</p>	<p>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.</p> <p>A contact can be:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 <p>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</p> <p>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</p>		
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		<p>with possible or confirmed coronavirus infection. They should get a test, and :</p> <ul style="list-style-type: none"> • If the test is negative, they must remain in 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. 		
	<p>Schools will not share the names or details of people with coronavirus unless essential to protect others</p> <p>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.</p>		Headteacher	From 1 Sept 20 onwards
		<p>Any suspected or confirmed cases are flagged to the Health Protection team via the link below:</p> <p>https://wakefield-dash.achieveservice.com/MyServices</p>		

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.	<p>Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.</p> <p>Follow UK Government guidelines in reducing the likelihood of exposure. https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</p> <ul style="list-style-type: none"> • Personal protective equipment (PPE) <ul style="list-style-type: none"> • 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. 	<p>Additional cleaning products (Zoono) introduced to bolster the impact of routine cleaning. MSDs issued to PS</p> <p>Internal deep cleans</p> <p>Accurate recording of routine cleaning undertaken in all areas - ALL</p> <p>Fogging machine to be used at each school at termly intervals and following any confirmed cases</p> <p>Increase availability of PPE</p> <p>Increase order quantities of skin friendly hand soap</p> <p>Cleaning routine to be extended to door handles and access keypads</p> <p>Wash hands after cleaning task</p>	<p>EHSO</p> <p>EHSO</p> <p>Cleaners/All</p> <p>PS</p> <p>PS</p> <p>PS</p> <p>Cleaners</p>	Ongoing	
Potential Exposure to Covid – 19 (Corona virus): Cleaning after symptomatic individual has passed through and spent minimal time.	<p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • 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. 	<p>Fog area if suspected symptomatic person has come in contact as an additional precaution following cleaning.</p> <p>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.</p>	<p>PS</p> <p>EHSO/PS</p>	After any confirmed case	

	<p>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:</p> <ul style="list-style-type: none"> • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; <p>or</p> <ul style="list-style-type: none"> • 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; <p>or</p> <ul style="list-style-type: none"> • If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. <p>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.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of.</p> <p>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.</p>	<p>Increase order quantities. EHSO to work with PS to source items difficult to find and make orders on behalf of the trust as required.</p> <p>Inventory in place to track the usage and ensure replacements are repurchased in good time.</p> <p>Wet wipe surfaces. Apply chosen cleaning chemical and wipe with warm wet cloth</p> <p>Fogging and External cleaning specialised to be organised as additional precautions at agreed intervals</p>	PS NB/AB/AB/KB	Weekly check as of 01.09.20	
Waste Normal removal of waste (including	<p>Waste is put in a plastic rubbish bag and tied when full.</p> <ul style="list-style-type: none"> • Personal protective equipment (PPE) 	Increase availability of PPE	PS	Ongoing	27

disposable cloths and tissues):	<ul style="list-style-type: none"> • 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 order quantities of skin friendly hand soap	PS	Ongoing	
Waste Waste from possible cases and cleaning of areas where possible cases have been.	<p>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.</p> <p>Waste is put in a suitable and secure place and marked for storage until the individual's test results are known.</p> <p>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.</p> <p>If the individual tests negative, this can be put in with the normal waste.</p> <p>If an individual tests positive, then store waste for at least 72 hours and put in with the normal waste</p> <p>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.</p>	<p>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.</p> <p>When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection</p>	PS PS	Ongoing Ongoing	

Review period:	After any UK Governmental Department announcement.
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