



# RISK ASSESSMENT

Name of academy: Manston St James CE Primary Academy  
Assessment carried out by: Ashleigh Dunn  
Name of Chair of Trust Board: Paul Whitman

Date of assessment: 8<sup>th</sup> January 2021  
Date of last review: 07.02.21

## Activity/Task: Managing Coronavirus from January 2021

The purpose of this whole assessment is to assist in the management of Covid19 on the school premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid19 and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for a safe re-opening.

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35. Shared Resources
36. Record Keeping
37. Staff Testing



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What are the hazards?	Ref.	Control Measures	What further actions and amendments have been undertaken?	Action by who?	Action by when?	Done
<b>Section 1 – Re-opening Procedures</b>						
1. Building management / readiness:  Hazard:  Building is unsafe and unfit to enable full opening to take place.	1.1	<b>Prior to re-opening commencing check the following:</b>				
	1.1.1	Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	Daily checks	JB	13.1.21	✓
	1.1.2	Damage to the building and fixtures and fittings	Daily checks	JB	13.1.21	✓
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	Daily checks	JB	13.1.21	✓
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	Inspection treatment and report every 3 months	JB	17.12.20	✓
	1.2	<b>Operational checks (to ensure good working order) to be carried out on :</b>				
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Daily checks	JB	13.1.21	✓
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	Daily checks	JB	4.1.21	✓
	1.2.3	Emergency lighting	Monthly checks	JB	6.1.21	✓
	1.2.4	Gas supplies including science laboratories and kitchens	Annual check	Oldroyd's Maintenance	19.6.21	✓
	1.2.5	Kitchen equipment	Annual check	Leeds City Council	3.11.21	✓
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Annual check	Managed Water Systems	5.6.21	✓



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	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. <b>Where buildings are limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a></b>	Monthly check	JB	15.1.21	✓
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Daily check	JB	13.1.21	✓
	1.2.9	Windows, doors and gates including electronic gates and doors	Daily check	JB	13.1.21	
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.				
	1.2.11	Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	Daily check	JB	13.1.21	✓
	1.3	<b>Ensure Statutory Inspections are up to date for :</b>				
	1.3.1	<b>Lifts and Lifting Equipment</b> (if the scheduled inspections have not taken place in the last six months);	Stannah 12/11/20 (every 3 months) Schindler 5.1.21 (every 3 months)		12/11/20 5/1/21	✓
	1.3.2	<b>Pressure systems</b> (if the scheduled inspections have not taken place in the last 12 months);	Checked annually	Zurich insurance	25/6/20	✓
	1.3.3	<b>LEV</b> (if the scheduled inspections have not taken place in the last 14 months);	Checked annually	DGYL	29/7/20	✓
	1.3.4	<b>Gas Appliances</b> (if the scheduled inspections have not taken place in the last 12 months);	Checked annually	Leeds City Council	3/11/20	✓



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	1.3.5	<b>Fixed wiring</b> (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Checked every 5 years	JB	31/7/18	✓
	1.3.6	<b>PAT</b> (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Checked annually	JB	21/10/20	✓
	1.3.7	<b>Asbestos Management Plan</b> (if the plan has not be re-assessed in the last 12 months);	Checked annually	Inspectas	29/12/20	✓
	1.3.8	<b>Sports Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);	Checked annually	SportsSafe	1/10/10	✓
	1.3.9	<b>Fixed Outdoor Play Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);	Checked daily	JB	13.1.21	✓
	1.3.10	<b>Tree surveys</b> (if the scheduled inspections have not taken place in the last 12 months);	Checked daily	JB	13.1.21	✓
	1.3.11	<b>Fire Safety</b> : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).	Checked annually	SF Fire	28.10.20	✓
	1.4	<b>Cleaning of the premises</b>				
	1.4.1	Thorough cleaning will not be carried out if no-one has been into the premises during the Christmas break. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person will have a thorough clean of touch surfaces.	Additionally - whole school fogging every 28 days	JB	Fogging - 12.1.21	✓
	1.4.2	As the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces will be given priority for cleaning, as was the case during the partial opening.		JB		✓



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	1.5	<b>Supplies</b>				
	1.5.1	Adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of pupils and staff on site and the increased amounts of cleaning required.		JB	13.1.21	✓
	1.5.2	Adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.		JB	13.1.21	✓
	1.5.3	Audit of hand washing and hand sanitiser 'stations' available undertaken so that all pupils and staff can clean their hands regularly and action where necessary.		JB/AAD		✓
	1.5.4	Key holder list reviewed and any new key holders to be given guidance / familiarisation training		JB		✓
<p>Assessing staff and pupil numbers to assist in plans for opening.</p> <p>Hazard: Shortage of available staff impacts upon ability to full open and maintain sustainable provision.</p>	2.1	Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. Allowing time to review plans and carrying out regular review means that schools can judge how pupils and staff can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing or having to revise provision and plans several times. This is particularly important as many pupils and staff may have to adapt to revised systems.	School closure to all pupils 5.1.21 to support re-opening to key workers and vulnerable pupils from 6.1.21	AAD	5.1.21	✓
	2.2	Contact has been made with parents / carers of pupils and with staff to ascertain if there have been any changes to / new medical or SEND needs that may impact upon rotas, ratios, medical, SEN and first aid needs etc. Individual pupil risk assessments and employee risk assessments have been undertaken / updated in light of changes or newly identified needs/issues.		ECB/LB/AAD	8.1.21	✓
	2.3	Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling		LB	8.1.21	✓



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		them to address any risks identified and allowing them to jointly deliver the curriculum for the child or young person. It is recommended pupils attend only one setting to reduce potential transmission risks. Settings should work together with the pupil and parents / carers to ascertain which setting can best support the pupils needs. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.				
	2.4	Consider if it is possible to have all eligible pupils in school at all times dependant on sufficient space and staffing to maintain social distancing and adequately supervise pupils. This will include assessing whether pupils can safely be in school for full days, full weeks or consecutive days. Consider that if there is a positive case in school that staff and pupil numbers may be affected. Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety,.		AAD/ECB/ JOD	8.1.21	✓
	2.5	It is recommended schools limit the number of pupils and staff on site at any one time as far as possible in keeping with the overarching principle of minimising contacts and working from home where reasonable to do so. The number of pupils that can safely be accommodated on site at any one time will depend on a number of factors and these should form the basis of your risk assessment on safe occupancy and operation of the school : 1. The availability of staff to come into the workplace including taking into account that CEV staff and pregnant staff over 28 weeks gestation or with underlying health conditions should be working from home, and additional control measures that may be required for CV staff and staff at higher risk e.g. travelling at non peak times if on public transport, working with lower risks groups, working with smaller group sizes, wearing face shields in classrooms etc... , 2. The number of pupils who are eligible to attend (and whose	Year groups relocated to ensure the largest classrooms in school have been utilised (6.1.21 and 13.1.21).  Weekly staffing rotas to account for remote learning and still set of available staff	AAD/ECB/ JOD	6.1.21 and ongoing	✓



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	<p>parents wish them to attend) who have supervisory or support needs resulting in the need for dedicated staff as those staff are unlikely to be included in your calculations of available staff for supervising other pupils,</p> <p>3. The experience and skill sets of available staff, particularly those essential to meeting the emotional, behavioural and educational needs of pupils who may be eligible to attend,</p> <p>4. The availability of staff critical to maintaining certain safety functions e.g. SLT, administering medical procedures / medication, first aiders, site staff, cleaners ....,</p> <p>5. Availability of suitable, well ventilated and adequately sized spaces to keep bubbles of pupils and staff separate, maintaining 2m social distancing where possible, and that layouts of classrooms should be forward facing with dedicated desks where possible,</p> <p>6. The increased requirements and expectations of the remote learning offer and support for pupils at home compared to the previous lockdowns. This is likely to require dedicated staff delivering the learning and support who will not then be available to supervise and / or teach pupils attending school,</p> <p>7. The availability of staff to supervise pupils at break and lunchtimes also taking into account that staff will need breaks too,</p> <p>8. In settings carrying out mass testing / serial testing of asymptomatic staff and pupils there are likely to be school staff that are involved in administering the testing process so they will not be available to carry out their usual roles / functions in school at those times,</p> <p>9. Staff on site should be working with small groups now and staff should be limiting movement between bubbles if social distancing cannot be maintained,</p> <p>10. Building in flexibility / contingency capacity to take into account staff that may be absent at short notice e.g through illness or self-isolation,</p>				
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		11. Transport arrangements for pupils, especially those with SEND, and staff where occupancy of public and dedicated transport may be limited.				
	2.6	Staff will be supporting remote learning of pupils and additional PPA time may be needed on staffing rotas to support this or support amended learning plans. The members of staff supporting the bubbles in school do not need to be that year groups usual teachers / TAs. Where staffing allows it may be more appropriate for specific year group teaching staff to work remotely to deliver the online learning that can then be delivered in class by alternative staff e.g a teacher from a different year group with TA support. It may be possible to do this on a 2 weekly rota ending with a weekend break if bubbles contain pupils from different year groups.	Staffing rota established and reviewed at least weekly	AAD	6.1.21	✓
		<u>Ongoing</u>				
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis	Included in weekly rota	AAD	15.1.21	✓
Updating staff and pupil details.	3.1	Requests made for up-to-date medical, allergy and emergency contact details from pupils and staff prior to coming back on site.		Admin	15.1.21	✓
Hazard: Information is not up-to-date putting staff and pupils at risk	3.2	IPRAs and PSPs have been re-assessed to ensure that they are needed or whether they need to be amended given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in IPRAs / PSPs altered, where appropriate, to reflect the current situation.	Saved on school server in year group folders – information shared with key staff	SENCO	15.1.21	✓
	3.3	Staff made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers available wherever the pupil is. Staff training in the use of any devices planned.	Medical conditions/ info and IHPs have been updated and added to the year group folders	SENCO	15.1.21	✓
	3.4	Food allergies / intolerances information shared with catering staff for staff and children they may not already be aware of.	All up to date	N/A		✓





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	3.5	Staff and pupil PEEPs amended where necessary	PEEPS updated and added to the Covid Year group folders	SENCo	15.1.21	✓
	3.6	Administration of medication policy distributed to all staff allocated to work with pupil groups to remind them of the procedures to follow	Saved in Policy folder on Server	AAD/SLT	15.1.21	✓
	3.7	Administration of medication file in each room being used to enable staff working within the group to administer medication and record it according to policy.	Medicines administered by DC and SB – school office	AAD/SLT	15.1.21	✓
<p>Assess activities / lessons that can take place</p> <p>Hazard: Planned activities / lessons or use of shared resources results in spread of infection</p>	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 on the following tab - Section 2.				
	4.2	Parents / pupils informed that they must limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, water bottle, hats and coats. Pupils should not bring bags to school unless they are participating in an activity that requires them to bring additional items e.g. swimming lessons, educational visits	Parent letter	AAD	15.1.21	✓
	4.3	Timetables in place for activities using the hall or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.	Hall timetable for PE Playtime and lunchtime timetable for playground and school field	AAD	15.1.21	✓
	4.4	Soft furnishing, soft toys and toys that are hard to clean (such as those with intricate parts) removed from classrooms and learning environments. (If this is not possible due to space constraints, plastic sheets to be used to cover loose items).		Class teachers	8.1.21	✓
	4.5	Outdoor play equipment organised so that it is only used by one group of pupils. If it has to be shared between groups, cleaning takes place between uses.	Labelled crates for each bubble – rotated weekly.	PE LEAD	8.1.21	✓
	4.6	Where possible, pupils will have their own items in school which are stored in a zip plastic wallet or individual tray.	Individual desk, chair, tray and pencil case – years 1-6	CLASS TEACHER	5.1.21	✓
		<u>Ongoing</u>				



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	4.7	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	SLT monitoring Staff meeting agenda item	SLT	ongoing	✓
<p>Information to pupils, staff, parents / carers, visitors and contractors.</p> <p>Hazard: Poor communication results in control measures being compromised</p>	5.1	Clear communication with parents / carers is essential from the school and the MAT so they understand what schools can offer safely to their children. This should include informing parents / carers who are critical workers that they should keep their children at home if they can. It may also be of value to inform those parents / carers if your learning provided is the same for both pupils in and out of school to help re-inforce the message to keep their children at home if they can.	Letters and regular communication	SLT	ongoing	✓
	5.2	All persons likely to come onto the school grounds will be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self-isolating following Government Guidance for households with family members displaying symptoms.	Posters and information booklet	ADMIN	5.1.21	✓
	5.3	Communication will be in the form of newsletters, letters, emails, signs, social media posts.		SLT/ ADMIN	ongoing	✓
	5.4	Behaviour and staff policies amended to reflect the new rules and routines necessary to reduce risk and policy changes communicated to staff, pupils and parents. The behaviour policy includes steps to be taken if pupils fail to follow the new rules and routines or they deliberately put themselves or others at risk e.g. deliberately coughing or spitting on another person. Both staff and pupil policies include the steps that could be taken if government guidance on social distancing and self-isolating outside of the school is not being followed and this places other persons in the school at increased risk.		SLT	5.1.21	✓
	5.5	Signs displayed at all entrances to the academy and within classrooms / staffrooms to ensure persons coming onto the school grounds and into the building are informed they must not attend if they are displaying any symptoms of Covid-19, that they must use	Key messages reinforced by staff.	JB	ongoing	✓



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		hand sanitiser / wash hands on entry and to follow the 'catch it, bin it, kill it' guidance.				
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Section 2 – Ongoing Procedures						
Clinically extremely vulnerable and vulnerable staff and pupils  Hazard: Staff in the above categories are at increased risk should they contract Covid19	6.1	Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, BAME, males over 60 and pregnant staff.				
	6.1.1	<p><b>Staff</b> - CEV staff should now shield again and should not come into a workplace and should work from home. If employees who are CEV wish to attend the workplace, regardless of the government advice to shield, because they believe that working from home may have a serious impact on their wellbeing, then they can make a request to their manager. This request would only be approved if it is supported by their GP/specialist and all mitigation measures to reduce the likelihood of contracting Covid are identified through an individual risk assessment e.g WASP conducted by their manager and should have input from Occupational Health.</p> <p>The request to be in a workplace during the current lockdown can be withdrawn at any point by the employee or manager and there is absolutely no pressure for CEV people to be in the workplace at this time.</p> <p>All other staff should work from home where reasonably possible. If it is not reasonably possible for CV and staff at higher risk to work from home their employee risk assessment e.g WASPs must be reviewed to see if there are additional control measures that could be put in place e.g staggered start and finish times to avoid rush hour, working in lower risk roles / with lower risk year groups, additional PPE, working with smaller group sizes than full classes. <b>Pupils</b> - pupils who are classed as CEV should not come into school and should be educated remotely at home.</p> <p><b>IPRAs and employee risk assessments</b> e.g WASPs and IPRAs must be reviewed for all CV and higher risk staff and pupils before they return to ensure it is as safe as possible. OH can assist with medical advice for staff. <b>Pregnant staff and pupils</b> - More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. Pregnant staff and pupils over 28 weeks gestation and those with underlying health conditions which</p>	Email to all staff regarding advice for CEV, CV, BAME, males over 60 and pregnant staff – request for staff to make themselves known if a WASP/RA not in place.  RE/WASP updated and new RA written where required.	ECB/AAD	15.1.21	✓



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		place them at higher risk should work from home if strict social distancing cannot be adhered to or in roles where this is possible and all pregnant staff and pupils should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace				
	6.1.2	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in January (usually at their next planned clinical appointment). Any advice will be considered in an IPRA or WASP. Occupational Health to be used to assist with medical advice for staff, where necessary.		N/A		✓
	6.1.3	Government advice is that all persons should work from home unless it is unreasonable to do so. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate. All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing. Clinically Extremely Vulnerable, Clinically Vulnerable and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing where possible. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. PPE will be offered to these employees.	Staff who are able to work from home have been advised to do so.	SLT	15.1.21	✓



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	6.1.4	Staff (and children who are eligible to attend school) who live with someone who is clinically extremely vulnerable, CV or at higher risk but who are not clinically extremely vulnerable, CV or higher risk themselves, can still attend school if it is unreasonable for them to work from home or they have been advised otherwise by an individual letter from the NHS or a specialist doctor. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. They should have their COVID risk assessment reviewed to see if additional control measures such as staggered start and finish times to avoid rush hour, working in lower risk roles / with lower risk year groups, additional PPE, working with smaller group sizes than full classes, changing clothes / showering on return home could be put in place.		SLT	15.1.21	✓
Persons who are already displaying Coronavirus symptoms Hazard: Transmission of virus	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating including test and trace.	All communication streams utilised to share this information - ongoing	ALL	ongoing	✓
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace.	All communication streams utilised to share this information - ongoing	ALL	ongoing	✓
Persons developing Coronavirus symptoms who have been on site previously or persons who develop	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 10 days) and including test and trace. Staff or students on site when they develop symptoms will be sent home as soon as possible. (All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus). Settings have been provided with a small number of home testing kits	All communication streams utilised to share this information - ongoing	SLT / ALL	ongoing	✓



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<p>symptoms whilst on site</p> <p>Hazard: Transmission of virus</p>		that they can give directly to parents/carers collecting a student or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.				
	8.2	Whilst awaiting pick-up persons will be isolated in the annex - a separate area with a closed door and an open window. Pupils will be supervised whilst this takes place.		SLT	ongoing	✓
	8.3	An IIR face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and an IIR face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.		SLT	ongoing	✓
	8.4	Where the <b>initial</b> child, young person or staff member with symptoms tests <b>negative</b> , they can return to their setting and the fellow household members can end their self-isolation. Where a <b>contact</b> traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation.		ALL	ongoing	✓
	8.5	Where a child, young person or staff member tests positive, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you can contact the DfE helpline for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert and Abbey MAT using form PCIF 01.		SLT/ALL	ongoing	✓
	8.6	If settings have 2 or more confirmed cases in connected groups within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak,		SLT	ongoing	✓



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		and must contact the PHE helpline. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice. Inform DCS Alert using form PCIF 01.				
	8.7	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.		SLT/ALL	ongoing	✓
	8.8	Core areas those staff or pupils have been in will be cleaned with standard cleaners / disinfectants.		JB	ongoing	✓
	8.9	A separate sanitary facility will be provided in the annex for individuals who display symptoms. This will be cleaned and disinfected using standard cleaning products before being used by anyone else as will any areas they were isolated in.		SLT/JB	ongoing	✓
	8.10	We will consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.		SLT	ongoing	✓





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	8.11	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) therefore this will not be undertaken within the academy.		SLT		✓
	8.12	An ongoing risk assessment of what transpired during contact (what personal contact in what space, coughing, fluids proximity, PPE or not etc) with the symptomatic person will be carried out. Any member of staff feeling they may have been exposed might expect to be able to leave site, consider self-isolation and testing with all implications for their family/domestic situation following on.		SLT	ongoing	✓
	8.13	<p>If there is reasonable evidence that a member of staff who is diagnosed with COVID19 was likely exposed because of their work this must be notified to the Trust's H&amp;S adviser (CLO) and logged in an incident report from. CLO will contact HSE if necessary.</p> <p>For example, a child who has been attending school is diagnosed as having COVID19 and then a member of staff who has been in prolonged close contact / carrying out intimate care or medical procedures with that child is diagnosed with COVID 19.</p> <p>In addition, if a member of staff dies as a result of a work related exposure to coronavirus and this is confirmed as the likely cause of death by a registered medical practitioner then you must notify the CLO as soon as is practical and within 10 days of the death. If CLO is unavailable, contact Helen Pratten.</p> <p>Notifying such instances on an incident report form does not constitute a direct causal link as exposure may have occurred outside of the school setting. If you are not sure whether you should notify an issue or not please contact CLO.</p>		SLT	ongoing	✓
		<b>Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple Abbey MAT flowchart for cases.</b>				



# RISK ASSESSMENT

<p>Controlling access into the school for staff, pupils and members of the public.</p> <p>Hazard:</p> <p>Overcrowding or poorly managed entry/exit systems result in staff, pupils and members of the public coming into close contact with each other thus increasing the potential for infection transmission.</p>	9.1	Staggered drop-off and collection times are in place to keep groups apart as they arrive and leave. Staggered start and finish times will not reduce the amount of overall teaching time.	Under review  Currently not deemed to be necessary due to reduced numbers of pupils in school	SLT	6.1.21	✓
	9.2	A one-way system will be in operation at drop off and collection times to assist with social distancing and enabling ease of access for larger numbers of pupils.	Drop off at school gate  One way system in operation for end of day collection	SLT	6.1.21	✓
	9.3	Separate access and exit points into the building will be used for different groups of pupils, where possible, and staff as close as possible to their designated classroom / work areas. Rooms / work areas will be accessed directly from outside where possible.		SLT	6.1.21	✓
	9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors will be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Only for one bubble at a time	SLT	6.1.21	✓
	9.5	Parents and carers have been advised not to congregate in the playground / outside school and to observe social distancing. Social distancing signs and markers have been used as reminders. IPRA's to be put in place should it become clear pupils are not socially distancing outside school.	Newsletter / individual letters where necessary	SLT	6.1.21	✓
	9.6	Parents and carers have been advised that where possible only one adult at a time should accompany their child to / from school.	Letter / newsletter / verbal reminders at collection times	SLT	6.1.21	✓
	9.7	Parents and carers have been informed they should only come into the school building via the office reception area and by prior arrangement where possible.	Letter / newsletter / verbal reminders at collection times	SLT	6.1.21	✓



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	9.8	Staff will access and exit through the main office for fire regulation purposed.	Regular reminders to 'fob' in and out	SLT	Ongoing (Reminder 15.1.21)	✓
	9.9	Suppliers, contractors, visitors informed as far as possible of the times the school is open and the procedures for accessing the site if these have changed.		JB/ Admin	ongoing	✓
	9.10	Building plans utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.		SLT	8.1.21	✓
	9.11	Staff working in the reception area / office are protected from face to face contact via the glass screen. Were it is necessary to open the screen office staff should wear visors.		Admin	ongoing	✓
	9.12	Parents have been advised that they must arrive on time to drop-off and collect their child.  If a pupil arrives late, their parent / carer must take them to the office to gain admittance.	Newsletter and regular reminders	SLT	Ongoing Reminder 8.1.21	✓
Hygiene practices: Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	10.1	Hand sanitiser at entrance points to the building and staff, visitors and pupils asked to use them on entry.		All staff	ongoing	✓
	10.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands. Hand sanitiser will be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.		All	ongoing	✓



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Hazard: Ineffective handwashing results in cross-contamination	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser will be provided.	Sinks available in all classrooms. Sanitiser also provided.	All staff	ongoing	✓
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.		All staff	ongoing	✓
	10.5	Tissues will be available in all group areas and will be single use only and binned after use.		JB / all	ongoing	✓
	10.6	Any waste products used by staff or pupils that start to show symptoms whilst in school will be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.		JB	ongoing	✓
	10.7	In addition, staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.		All staff	ongoing	✓
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.		All staff Especially EYFS	ongoing	✓
	10.9	Sanitising products should be non-alcohol based in areas where there may be sparks or naked flames e.g science labs, kitchens and some D&T rooms.		JB	ongoing	✓
	10.1	Children are encouraged not to touch their mouth, eyes and nose		All staff	ongoing	✓
	10.2	Adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')		All	ongoing	✓
	10.3	Posters regarding hand washing and hygiene practises are displayed in classrooms / areas of use.		JB	ongoing	✓
	10.4	Use of games, songs and repetition to encourage young children to learn and practise these habits		All staff	ongoing	✓
Cleaning	11.1	<b>General Cleaning</b>				



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Hazard: Lack of a sanitisation / cleaning programme and regular cleaning of high touch areas leads to transmission of infection	11.1.1	Cleaning will be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>		JB	ongoing	✓
	11.1.2	Dedicated provision of cleaning products (in a box so it can be moved to where required) in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues. <i>NB these should be stored out of reach of pupils.</i> Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room		JB	ongoing	✓
	11.1.3	Cleaning prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products, they should not use them or they could use non latex gloves (for contact allergies).		JB and all staff	ongoing	✓
	11.1.4	Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.		JB and all staff	ongoing	✓
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Given the current rates of infection it is recommended malleable materials are taken out of use at the present time unless they are single user. The malleable material for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, daily,		Reception staff	Ongoing and 8.1.21	✓



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		and children wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.				
	11.1.6	Cleaning staff wear disposable gloves and change these after cleaning each separate area. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely (donning and doffing PPE)		JB	ongoing	✓
	11.1.7	Thorough daily cleaning of all areas used takes place.		JB	ongoing	✓
	11.1.8	Increased focus on touch points (redirect from vacuuming etc, if needed).		JB	ongoing	✓
	11.1.9	COSHH inventory to be updated with additional cleaning products used on site. COSHH assessments to be carried out for each additional cleaning product.		JB	ongoing	✓
	11.1.10	Sanitisation programme in place to enable cleaning to be recorded.		JB	ongoing	✓
	11.1.11	Further information for safe cleaning to be given directly to cleaning staff through site management team		JB	ongoing	✓
	11.1.12	Disposable glove checks to be conducted weekly to ensure that there is always an adequate supply. PPE to be checked weekly.		JB	ongoing	✓
	11.2	<b>Rooms used for Isolating persons displaying symptoms</b>				
	11.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.		JB	ongoing	✓
	11.3	<b>Clothing</b>				
	11.3.1	At this present time, it is recommended that, where possible, pupils and staff attend in clean top layers daily. There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. Students (and parents/carers) will be	Parent information letter	SLT	15.1.21	✓



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		advised to consider rotating top layers every 3 days, where possible, if they cannot be cleaned in between uses.				
	11.4	<b>Hygiene Suites / Intimate Care Facilities</b>				
	11.4.1	Rooms used for intimate care will be cleaned after each use.		JB/EYFS Staff	ongoing	✓
<p>✓ It is recommended schools follow the overarching principle of reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') in smaller groups than normal and through maintaining distance between individuals. Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small. For children old enough, they should also be supported to maintain distance and not touch staff where possible. 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.</p> <p>These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate.</p> <p>We recognise that maintaining distance could be particularly difficult in special settings and primary schools, and it is likely that for younger children the emphasis will be on separating groups and minimising group sizes, and for older children it will be on distancing.</p> <p>Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>It is recommended schools limit the number of pupils and staff on site at any one time as far as possible in keeping with the overarching principle of minimising contacts and working from home where reasonable to do so. The number of pupils that can safely be accommodated on site at any one time will depend on a number of factors and these should form the basis of our risk assessment on safe occupancy and operation of the school as detailed in 2.5 in Section 1 of this risk assessment.</p> <p><b>It is strongly recommended staff and visitors in settings teaching Year 6 and under wear face coverings in communal areas. Face shields offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government.</b></p> <p><b>Outside of classroom areas staff should wear face masks or other appropriate face coverings instead of, or in addition to, face shields, unless there is a medical reason why a face shield is more appropriate. This is with the exception of staff responsible for supervising and teaching children outdoors where, for communication reasons, a face shield should be worn.</b></p>						
Contact and mixing of groups of children and adults	12.1	<b>Corridors and Circulation Spaces</b>				
	12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.		JB	ongoing	✓
	12.1.2	A system for movement around school, into / out of classrooms, use of toilets has been devised to avoid paths crossing: use of one way		SLT/all teachers	15.1.21	✓





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<p>Hazard:</p> <p>Groups of pupils mix together thus increasing the risk of infection.</p> <p>Staff do not adhere to social distancing measures with other adults thus increasing the risk of infection.</p>		systems, 2m queues and controlled access / exit. Staggering break times and lunchtimes will help minimise corridor occupancy.				
	12.2	<b>Bubble sizes and Classrooms / Learning Areas</b>				✓
	12.2.1	School will assess their circumstances and look to implement 'bubbles' of a small size, to achieve the greatest reduction in contact and mixing. As detailed above it is recommended schools limit the number of pupils and staff on site at any one time as far as possible. Pupils of different year groups can be mixed in a 'bubble' but bubbles and staffing should be kept consistent.		SLT	6.1.21	✓
	12.2.2	Bubbles will be kept apart from other groups (bubbles).		SLT	6.1.21	✓
	12.2.3	Classrooms desks will be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side wherever possible and pupils will be allocated designated desks / spaces given the increase in transmission rates at present. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. it is acceptable not to arrange all desks in a forward facing manner as long as it is done to improve the quality of teaching and learning for the children.		SLT	5.1.21	✓
	12.2.4	Resources may be rotated to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.		SLT	ongoing	✓
	12.2.5	The use of social stories / pastoral support will be used with any pupils who need supporting in understanding the rules.		SENCo	15.1.21 and ongoing	✓
	12.2.6	If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible or use other mitigations such as PPE, Perspex screens and observe good hand hygiene. Administration of emergency first aid is an exception to this. For classroom support, lesson observations,		SLT / all staff	4.1.21	✓





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		informative, supervisory or supportive reasons other staff may need to enter work areas. If they do so they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.				
	12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.)	Where pupils need to 'desk share' across the week desks and chairs will be cleaned thoroughly between use.	SLT / all staff	4.1.21	✓
	12.2.8	As far as possible, we will ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need for some staff to move between bubbles e.g for subject specific teaching, targeted work etc.. Staff should ensure social distancing is observed as far as possible with pupils or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.		SLT	4.1.21	✓
	12.2.9	Pupils will use the same classroom or area of the setting throughout the day, with a thorough cleaning of the rooms at the end of the day.		SLT	4.1.21	✓
	12.2.10	All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. support staff, will need to move around different areas and bubbles in the school. Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.		SLT	4.1.21	✓
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.		SLT	4.1.21	✓
	12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.		SLT	4.1.21	✓



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	12.2.13	PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g. not working across multiple different bubbles every day unless they can maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.		SLT	4.1.21	✓
	12.4	Outdoor Areas				
	12.4.1	Pupils will remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.		SLT	4.1.21	✓
	12.5	Breaks and Lunchtimes				
	12.5.1	Breaks and lunchtimes will be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.		SLT	4.1.21	✓
	12.5.2	Lunch will be served in the areas the groups are based in and not all together in the dining hall. Reception and Year 1 will use the hall for lunch. Lunchtimes will be staggered. 'Bubbles' should not mix in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.		SLT	4.1.21	✓
	12.6	Toilets				
	12.6.1	As far as possible different groups will be allocated their own toilet blocks if the site allows for it. Toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their classroom or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.		SLT / all staff	4.1.21	✓



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	12.6.2	Limit the number of children or young people who use the toilet facilities at one time.		SLT / all staff	4.1.21	✓
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).		SLT / all staff	4.1.21	✓
	12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.		SLT / all staff	4.1.21	✓
	12.6.5	For staff toilets it is good practice for staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle.		SLT / all staff	4.1.21	✓
	12.6.6	Signage to the backs of toilet doors and above sinks will be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.		SLT/ JB / all staff	4.1.21	✓
	12.7	<b>Assemblies / Collective Worship</b>				
	12.7.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' will be avoided. Collective worship will, on occasion, be virtual via video recordings or live streamed into classrooms. When this is not the case, class worship will be delivered.		SLT	4.1.21	✓
	12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.		SLT	4.1.21	✓
	12.8	<b>Staff areas</b>				



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	12.8.1	Office areas rearranged to have 2m gaps between seating and work stations. It is recommended schools work out the square metred area available for staff seating and divide this by 4 to give a maximum occupancy rate. The actual number may need to be lower to take into account pinch points such as hot and cold food / drinks stations. Provide signage on the door / in the room to remind staff to socially distance, wear face coverings and maximum occupancy.		SLT	25.1.21	✓
	12.8.2	Staff rooms have been re-arranged to have 2m gaps between seating and work stations and staggered breaks / lunchtime rotas are in place and limits on staff numbers using the area at any one time have been implemented. Staff should observe social distancing in these areas.		SLT	4.1.21	✓
	12.8.3	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the "If You Use It – Wipe It" principle with anti-viral wipes.		SLT	4.1.21	✓
	12.8.4	The use of shared resources such as fridges, milk, tea, coffee etc is no longer in place to minimise touch points. Staff have been advised to bring their own provisions in (in a cool bag if food needs to be kept cold).		SLT	4.1.21	✓
	12.9	<b>Communication</b>				
	12.9.1	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.	Email used where this is not possible.	SLT	4.1.21	✓
	12.9.2	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.		SLT	4.1.21	✓



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	12.10					
	12.10.1	Staff to wear visors when in communal areas of the academy, in corridors, in social spaces (e.g. staffroom and playground) where social distancing cannot be maintained and in classrooms.		SLT	4.1.21	✓
	12.10.2	<p>Staff to be advised how to correctly use face coverings (particularly when using face masks), including:</p> <ul style="list-style-type: none"> <li>wearing them over the nose and mouth and securely around the face</li> <li>not swapping or sharing them</li> <li>safe donning and doffing</li> <li>safe storage</li> <li>when and where to use a face covering</li> </ul> <p>This advice will be given in the form of verbal communication and printed guidance.</p>		SLT	11.1.21	✓
	12.10.3	<p>Staff will be asked to wash or sanitise their hands before putting on a face covering and after removing one or if they touch their face covering (masks only) while wearing it.</p> <p>Face masks should be stored in a sealed plastic bag when removed and kept in a safe place when not being worn.</p>		SLT	11.1.21	✓
	12.10.4	Face masks should not be worn if they are wet as a wet face covering can make it difficult to breathe. Staff will be advised of this and the academy will have a stock of face coverings that can be distributed as replacements in the event that a face covering is soiled or unsafe.		SLT	11.1.21	✓
	12.10.5	Exemptions to the measures on wearing face coverings include those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if a person is speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.		SLT	11.1.21	✓



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		Staff asked to inform the academy if they are exempt from wearing face coverings.				
	12.11					
	12.11	Due to current local restrictions, car sharing outside the household group should not be undertaken unless the person is part of the same household bubble.		SLT	11.1.21	✓
First Aid Hazard: First aid provision is not in-line with ratios thus putting staff and pupils at risk.  First aiders do not follow guidelines thus increasing the risk of infection transmission	13.1	Adequate first aid provision for the numbers of staff and pupils on site will be in place and regularly monitored. Paediatric first aiders will be available at all times that children up to the age of 5 are on site or on educational visits.		Provisions – SB First Aid staff - SLT	Ongoing Checked by 15.1.21	✓
	13.2	Regular checking of first aid provision takes place to ensure adequate resources for the numbers of staff and pupils on site.		Provisions – SB First Aid staff - SLT	Ongoing Checked by 15.1.21	✓
	13.3	Relevant PPE will be used when administering first aid e.g. mask, disposable gloves, apron.  PPE will be removed safely and disposal will be through double bagging and removing from the premises as soon as possible.  Staff trained in donning and doffing PPE.		SLT / First Aiders	ongoing	✓
	13.4	First aider will wash hands thoroughly for 20 seconds after removal of PPE.		SLT / First Aiders	ongoing	✓
Biometrics / electronic signing-in / out systems and IT equipment  Hazard:	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non-contact system where possible e.g. library systems	n/a			
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	n/a			
	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g using hand sanitisers or ant-viral wipes.	Adults to control lifts. Only to be used by those who require it.	ALL	ongoing	✓



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Biometrics, touch control or IT equipment are not cleaned between users increasing the risk of infection transmission.	14.4	Multi user Electronic signing in / out systems will not be used at this current time. Signing in will be carried by office staff.	Electronic sign in for visitors replaced by paper record completed by office staff.	Admin	ongoing	✓
	14.5	IT equipment will be cleaned between users if it cannot be kept for the sole use of an individual.	Teacher laptops and iPads – sole use. Cleaning routine for pupil iPads and laptops	All staff	ongoing	✓
General controls  Hazard: Increased risk of infection transmission	15.1	<b>Ventilation</b>				
	15.1.1	It is important to ensure the school is well ventilated and a comfortable teaching environment is maintained. Where possible, to aid ventilation, doors should be kept open. External opening doors may also be used (as long as they are not fire doors and where safe to do so) Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Advice provided regarding which doors should not be kept open due to fire.	ALL/SLT	Ongoing	✓
	15.1.2	Where possible windows to classrooms, offices, staff rooms will be opened. 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.	AS per guidance from Trust Facilities and Estates Manager	ALL/SLT	Ongoing	✓
	15.1.3	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational.  Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should	Library AC can be used although this is not a room which is routinely in use by a bubble.	ALL	ongoing	✓



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		be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.  Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> .				
	15.1.4	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: opening high level windows in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (e.g. 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, Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools no extra financial pressure should be placed on parents.	Reviewed according to outside temperature	SLT/ALL	Ongoing	✓
	15.1.5	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	As above	SLT	Ongoing	✓
	15.2	<b>Learning Outside</b>				
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines.		All teachers	Ongoing	✓
	15.3	<b>Medical Needs</b>				
	15.3.1	Staff should be made aware of any medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the child is. Staff will be trained in the use of any devices.	Medical conditions/ info and IHPs have been updated and added to the year group folders	SENCO	15.1.21	✓
	15.3.2	Food allergies / intolerances information will be shared with catering staff for staff and children they may not already be aware of.	All up to date	N/A		





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	15.4	Water fountains				
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	n/a			
	15.4.2	Water bottles will be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after will take place.	Reminder to bring filled water bottles to school	Class teachers	ongoing	✓
Educational visits Hazard: Appropriate controls are not in place thus increasing risk of infection or	16.1	Given the new lockdown and restrictions on activities for all persons, all off site educational visits should cease until the lockdown has been removed / altered.	Pre-booked visits cancelled	SLT/Admin	8.1.21	✓
	16.2	When visits can recommence they should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Exeant and relevant risk assessments will be altered to reflect this.		SLT/Class teachers	When visits recommence	✓
	16.3	At this current time and with new lockdown restrictions, settings should only make use of outdoor spaces in the local area to fulfil any essential requirements stated in an individual's existing EHCP and if there is limited outdoor space available onsite. In such situations, pupils should be able to safely adhere to social distancing from staff and members of the public.	Using school grounds only	SLT	6.1.21	✓
	16.4	From 8 August, face coverings will be required by law to be worn in a greater number of public indoor settings including: museums, galleries, cinemas, places of worship, and public libraries. Face coverings do not need to be used by children under the age of 11 or those who may find it difficult to manage them correctly. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings</a>		ALL	4.1.21	✓
Personal Protective Equipment (PPE)	17.1	Staff must wear a face covering when in communal areas e.g. corridors, staffroom, on the playground and are advised to wear a shield/visor when teaching / working with individuals or groups of children.	Communicated via email, briefing and staff meetings	SLT/ALL	8.1.21	✓



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Hazard: Staff fail to follow the guidance on PPE putting themselves and others at risk		<p>It is strongly recommended staff and visitors in settings teaching Year 6 and under wear face coverings in communal areas. Face shields offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government.</p> <p>Outside of classroom areas staff should wear face masks or other appropriate face coverings instead of, or in addition to, face shields, unless there is a medical reason why a face shield is more appropriate. This is with the exception of staff responsible for supervising and teaching children outdoors where, for communication reasons, a face shield should be worn.</p> <p>Visitors must wear face coverings in school where social distancing cannot be maintained.</p>				
	17.2	FFP2 / 3 masks are not generally necessary in a school setting.		SLT	8.1.21	✓
	17.3	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities will wear disposable gloves and aprons and may need IIR masks and eye protection. This will be assessed on a case by case basis.		SLT/ALL	8.1.21	✓
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this will be provided by the school.		SLT/LB	8.1.21	✓
	17.5	Reusable eye protection / face coverings will be thoroughly cleaned between each individual person being assisted.		ALL	8.1.21	✓
	17.6	Staff who may get bodily fluids, including spit, on their clothes from pupils have been advised to bring a change of clothes to work.		ALL	8.1.21	✓
	17.7	Stocks of PPE will be maintained and replenished as necessary.		JB/LB/SLT	8.1.21	✓
Staff wellbeing  Hazard:	18.1	Staff have received copies of the academy's re-opening plans and risk assessments and feedback has been encouraged. Staff and 1:1 meetings have taken place to discuss concerns.		SLT	1.9.20 4.1.21 ongoing	✓



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Staff are not consulted with resulting in anxiety about the controls in place to mitigate risk	18.2	Familiarisation time, training time and practice time has been built in for staff before opening the school to pupils.		SLT	8.9.20 Ongoing - briefings	✓
	18.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>		SLT	ongoing	✓
	18.4	Employee risk assessments have been amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Abbey MAT Arena (wellbeing).		SLT	8.1.21	✓
	18.5	Regular staff meetings (via Microsoft Teams or following social distancing rules) are undertaken with staff on site and regular telephone communication is held with staff who are not present to maintain contact and assist wellbeing. It is advised that meetings be held remotely and where this is not possible on-site meetings must not exceed more than 5 people in physical attendance. The room being used for the meeting must be adequate in size and well-ventilated and those in physical attendance should wear visors or face coverings. Staff must be reminded to follow social distancing rules.		SLT	8.1.21	✓
	18.6	Mental Health First Aiders are in place and all staff are aware of who they are.		JOD	4.1.21	✓
	18.7	Staff are aware that guidance and support can be sought through leadership and / or Human Resources.		SLT	8.1.21	✓
	18.8	Staff should wear a face covering when in communal areas e.g. corridors, staffroom, on the playground and are advised to wear a shield/visor when teaching / working with individuals or groups of children.		SLT/ALL	8.1.21	✓



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	18.9	An employee risk assessment will be put in place for staff who use public transport to attend the workplace, to identify risks to themselves or to others in the workplace.				
Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g to carry out statutory testing, repair work or building works. Where visits can happen outside of school hours, they should.		JB	8.1.21	✓
Hazard: Contractors fail to follow school controls and government guidance thus compromising the integrity of the school's control measures.	19.2	Contractors asked to provide their risk assessments and discuss additional needs with the school prior to visiting.		JB	8.1.21	✓
	19.3	Contractors asked to adhere to social distancing guidelines and wear face masks or appropriate face coverings whilst on site.		JB	8.1.21	✓
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.		JB	8.1.21	✓
	19.5	If contractors need supervising this will be done following social distancing guidelines.		JB	8.1.21	✓
	19.6	Contractors to follow Government guidelines on self-isolating if they or their family members display any symptoms.		JB	8.1.21	✓
	19.7	If contractors display any symptoms whilst onsite they will be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.		JB	8.1.21	✓
	19.8	If contractors are on site for long periods of time a separate toilet facility may be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle.		JB	8.1.21	✓
	19.9	School will still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school hours, they should. A record will be kept of all visitors for at least 14 days.		JB	8.1.21	✓



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	19.10	Signage displayed on main entrance doors and gates requesting unexpected visitors to not enter and to phone or email school office.		JB	8.1.21	✓
	19.11	Limit of number of visitors on site at any one time.		JB	8.1.21	✓
	19.12	Procedures to be put in place for accepting deliveries.		JB/Admin	8.1.21	✓
<p>Letting, meetings and visitors</p> <p>Hazard:</p> <p>Visitors fail to follow school controls and government guidance thus compromising the integrity of the school's control measures.</p>	20.1	There will be occasions when visits to the setting are necessary, but these will be limited to essential visits only to avoid visitors entering the premises, wherever possible use remote means. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site. Lettings should only continue if the activities are in line with those permitted under the lockdown. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene, face coverings and control measures are explained to visitors on or before arrival. Face masks or appropriate face coverings should be worn by visitors whilst on site		SLT	8.1.21	✓
	20.2	In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. They should also participate in schools' rapid testing programmes where these have been established.		SLT	8.1.21	✓
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If		SLT	8.1.21	✓



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		You Use It – Wipe It" principle. There is a legal requirement to provided hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.				
	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school hours, they should. A record should be kept of all visitors for at least 14 days. .		Admin	8.1.21	✓
	20.5	Sports lettings are currently restricted under the new lockdown requirements and can only take place if for elite sportspeople (and their coaches if necessary, or parents/guardians if they are under 18) - or those on an official elite sports pathway - to compete and train. They must provide their own risk assessment and follow the guidelines laid down by their National Governing Body that have to be submitted and approved by the Government. Players should arrive changed and shower at home. If changing rooms and showers are closed exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, a child needs a change of clothing etc.. Guidance and a list of NGB whose rules have been approved can be found at : <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</a>		SLT	8.1.21	✓
Pupil wellbeing  Hazard:  Pupils are anxious about the return to school and the measures in	21.1	The curriculum will include an increased focus on PSHE (personal, social and health education) to enable staff to reintegrate pupils back into school and provide opportunities to talk through their experiences during the period of partial closure. We will enable pupils to ask questions and we will support them to understand the changes that they are experiencing in their time at school and to understand the safety measures we have put in place. Although home learning has been set by school staff and undertaken by many pupils, we recognise that this is not the same as the learning that takes place in the classroom. We will therefore revisit basic skills and expectations		SLT	8.1.21	✓



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place to keep them safe.		and will implement a recovery curriculum that will allow consolidation of prior learning. We will spend some time identifying any gaps in individual curriculum knowledge and ensure that pupils are supported so that they access all the skills, knowledge and experiences within the curriculum for their year group. We will endeavour to ensure that pupils are stretched and challenged at the appropriate level.				
Fire safety  Hazard:  Staff and pupils at risk if procedures are not reviewed and communicated	22.1	Fire evacuation route checked and amended, where necessary, to take into account the changed use of the site.		SLT/JB	8.1.21	✓
	22.2	Muster points / practices amended so staff and pupils bubbles are not mixed.		SLT/JB	8.1.21	✓
	22.3	Fire marshal roles reallocated where necessary.		SLT/JB	8.1.21	✓
	22.4	Staff informed how to use fire extinguishers, where call points are etc		SLT/JB	8.1.21	✓
	22.5	Fire drill to take place as soon as possible after reopening to enable new procedures to be practised as soon as possible after opening and carry out emergency drills as normal (following social distancing as appropriate). Adjustments should be made to fire drills to allow for social distancing where possible.		SLT/JB	8.1.21	✓
	22.6	Staff and pupil PEEPs amended where necessary.		SLT/LB	8.1.21	✓
	22.7	If changes are made to the current Fire Evacuation Management Plan and staff re-trained this will be added to the Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19".		SLT/JB	8.1.21	✓
Lunchtime supervision  Hazard:  Control measures not	23.1	Lunchtime staff allocated to ensure supervisors stay with a consistent group of pupils and have adequate breaks.		SLT	8.1.21	✓





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in place this compromising integrity of risk assessment						
Catering  Hazard:  Systems are not robust thus compromising controls.	24.1	Catering staff informed of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc. Copy of risk assessment to be given to catering staff. Catering have been informed they must inform the school if there are any positive cases amongst staff on site and these should be reported using the MAT PCIF01 form.		SLT	8.1.21	✓
	24.2	Discussions have taken place with catering staff in relation to alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points e.g. limiting meal choices (taking into account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.		SLT	8.1.21	✓
	24.3	Consideration has been given to whether meals can be served in the hall or they need to be delivered to classrooms; this has been discussed with catering staff. LCC catering will provide hot and cold grab bags which can be served to pupils in their classrooms.	Review w/b/13.1.21 to include hot meals served in the hall for R/ KS1 and Y3  Due to lower numbers this can be safely undertaken	SLT	13.1.21	✓
	24.4	Catering staff will remain in the kitchen / serving hall as much as possible and use an entrance / exit as close to the kitchen as possible.		SLT	8.1.21	✓
	24.5	Tables / seating set out by catering staff will be cleaned before pupils and staff use them and in between each group of staff and pupils.		SLT	8.1.21	✓
	24.6	Catering staff will be reminded to observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene. Catering staff are allowed to use alcohol based hand sanitisers.		SLT	8.1.21	✓





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	24.7	Kitchen will have a sanitisation programme in place	In addition to fogging every 28 days	SLT	8.1.21	✓
Staff training Hazard: Staff are unfamiliar with the controls and new working practices.	25.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. <b>See also 2.1.</b>		SLT	8.1.21	✓
Drop off of Essential Items Forgotten by Pupils Hazard: Risk of cross contamination if items are not quarantined and wiped before distribution.	26.1	A system is in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupil's base. Staff doing this should thoroughly wash hands before and after handling the items.		SLT/Admin	8.1.21	✓
Transport (not public transport) Hazard:	27.1	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.	Any pupils using public transport are accompanied by the adult who brings them to school/collects them from school. Reminders in newsletter about social distancing.	SLT	8.1.21	✓



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Sufficient controls are not in place when transport is being used increasing the risk of transmission	27.1.1	<p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider:</p> <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate - for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul>		n/a	n/a	n/a
<p>Sharing with other users</p> <p>Hazard:</p> <p>Other users do not follow the controls in the RA thus compromising the integrity of the controls in place</p>	28.1	Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc. are discussed / information provided to users who share the school site.	Information shared with JB/Office staff	SLT/JB/Ad min	8.1.21	✓
<p>Marking / handling school work</p> <p>Hazard:</p>	29.1	Staff can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively, resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped		SLT	8.1.21	✓



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Cross contamination occurs if controls are not adhered to		down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).				
Agency staff and volunteers Hazard:	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.		SLT	8.1.21	✓
Agency staff and volunteers do not follow the controls in the RA thus compromising the integrity of the controls in place	30.2	The academy can continue to engage supply teachers and other supply staff during this period. We will limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This would also apply to other temporary staff working in schools such as peripatetic teachers, sports coaches, and before and after school clubs staff although their attendance on site should be limited where possible.		SLT	8.1.21	✓
Before and after school clubs Hazard:	31.1	Before and after school activities (including wraparound care) should only take place for children eligible to attend the setting e.g only vulnerable children and children of critical workers. Currently, supervised activities, training and education for children can continue for pupils eligible to attend the school setting.	Outside provider 'Garforth Kids' RA applies to Before and After School Club.	SLT	8.1.21	✓
Before and after school clubs do have procedures in place to minimise risk	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble - schools and external providers may need to group children with others from outside their school day bubble or from a different school, where	Outside provider 'Garforth Kids' RA applies to Before and After School Club.	SLT	8.1.21	✓



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		children from multiple schools are attending provision. If schools or external providers need to do this, they should seek to keep children in small, consistent groups with the same children each time, as far as this is possible. Smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g the hall. If necessary, it would be appropriate for one staff member to supervise up to two small groups, provided that any relevant ratio requirements are met.				
	31.3	Parents / carers have been made aware that government guidance is that they limit the number of different wraparound providers they access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Outside provider 'Garforth Kids' RA applies to Before and After School Club.	SLT	8.1.21	✓
	31.4	At this current time school should not open up or hire out the premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities unless they are for permitted activities e.g early years provision, childcare for pupils eligible to attend <b>i.e children who are vulnerable or children of critical workers. This includes for February half term for children of critical workers and/or vulnerable children. In doing so, schools should ensure they work with providers to consider how they can operate within their wider protective measures..</b>	Outside provider 'Garforth Kids' RA applies to Before and After School Club.	SLT	8.1.21	✓
Music and performing arts  Hazard: Potential for additional risk of infection when people are singing,	32.1	Schools should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation		SLT	13.1.21	✓



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chanting or playing wind or brass instruments.		and consideration, singing, wind and brass teaching can still take place. Schools must not host performances with an audience. Government has also published advice on safer singing <a href="https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing">https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</a> .				
	32.2	Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.		SLT	13.1.21	✓
	32.3	Playing instruments and singing in the smaller groups permitted should take place outdoors wherever possible. If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Mitigating factors include : Pupils and staff being positioned back-to-back or side-to-side when playing or singing (rather than face-to-face, positioning wind and brass players so that the air from their instrument does not blow into another player, use of microphones where possible or encouraging singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly. Keep the activity time involved as short as possible and it is recommended individuals are seated rather than standing to help maintain social distancing.		SLT	13.1.21	✓



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	32.4	<p>Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.</p> <p>If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) <b>Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand.</b></p> <p>Instruments should be cleaned by the pupils playing them, wherever possible.</p> <p>Schools that offer specialist, elite provision in music, dance and drama should also consider the DCMS guidance on the performing arts. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></p>		SLT	13.1.21	✓
<p>PE including dance</p> <p>Hazard:</p> <p>Close contact between individuals or lack of adherence to RA controls increase risk of cross contamination.</p>	33.1	<p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Pupils should be kept in consistent groups and outdoor sports should be prioritised where possible. Inside large indoor spaces should be used maximising distancing between pupils. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately a rota will be used so it</p>	<p>Outdoor PE space allocated. Indoor PE, in the school hall, (dance, gymnastics and due to unsuitable weather conditions – rain, snow, ice, strong wind, extreme heat) will be consistent with RA.</p>	SLT	8.1.21	✓



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		is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.				
	33.2	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. The ability for schools to offer team sports is likely to be limited. Where schools are considering team sports schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a>. Competition between different schools should not take place.</p>		SLT	8.1.21	✓
	33.3	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. Competition between different schools should not take place, in line with the wider restrictions on grassroots</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></p>		SLT	8.1.21	✓
	33.4	<p>PE, sport and physical activity provided by school to academy pupils can continue under the academy systems of control. This includes sports clubs or activities before or after school, in addition to regular PE lessons for those pupils eligible to attend school. <b>Schools are able to work with external coaches, clubs and organisations for curricular</b></p>		SLT	8.1.21	✓





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		and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.				
	33.5	We will work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will ask providers to provide us with their own Covid19 control measures and follow any school based controls.		SLT	8.1.21	✓
	33.6	To minimise close contact in changing rooms we may ask students to wear PE kits on the days they are doing PE or come to school / go home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, we will ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.		SLT	8.1.21	✓
Science and DT Hazard: Risk of transmission of infection	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid19 controls (which is being updated at present) <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a>		N/A	N/A	✓
Use of shared resources Hazard: Risk of transmission of infection	35.1	<b>General</b> - Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.		SLT/ALL	8.1.21	✓
	35.2	<b>General</b> – We have minimised, or removed altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils will be cleaned at the end of the day, but kept to a minimum. We will make an assessment of the cleanability of equipment used in the delivery of therapies (for		SLT/ALL	8.1.21	✓





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		example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.				
	35.3	<b>Staff Rooms</b> – The use of shared resources such as fridges, milk, tea, coffee etc. is no longer in place to minimise touch points. Staff have been advised to bring their own provisions in (in a cool bag if food needs to be kept cold).		SLT/ALL	8.1.21	✓
	35.4	<b>Play equipment</b> - Indoor and outdoor play equipment will be more frequently cleaned. This applies to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times we will allocate specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.		SLT/ALL	8.1.21	✓
	35.5	<b>Classroom resources</b> - For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. We will reduce the use of shared resources e.g. stationary, books etc. and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of		SLT/ALL	8.1.21	✓



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		equipment they bring into the setting each day, to essentials such as lunch boxes, water bottles, hats and coats. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.				
	35.6	<b>Early Years</b> - Shared materials and surfaces should be cleaned and disinfected more frequently. Given the current rates of infection it is recommended malleable materials are taken out of use at the present time unless they are single user. The malleable material for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, daily, and children wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group. Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.		SLT/ALL	8.1.21	✓
	35.7	Pupils can take resources e.g library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned.		SLT/ALL	8.1.21	✓
Record keeping	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.		SLT/Admin	8.1.21	✓
Hazard: Records of close contact are not kept and therefore it	36.2	Records will be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc. and who they have been working with will also be kept. In order to keep this proportionate, we will utilise existing recording practices e.g. class registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. We will not ask		SLT/Admin	8.1.21	✓



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is not possible to identify where possible infection may have occurred.		pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.				
	36.3	We will use a simple record system to log pupils, staff and others who are working together e.g small group intervention work, PPA cover		SLT/Admin	8.1.21	✓
	36.4	We will record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs will be used for this for pupils and Arena for staff.		SLT/Admin	8.1.21	✓
	36.5	A record will be kept of which staff have assisted pupils or staff who are displaying symptoms. This will be via first aid incident records or via CPOMs.		SLT/Admin	8.1.21	✓
Use of transport  Hazard: Ineffective controls increase transmission of infection.	37.1	The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting, b) additional cleaning of vehicles, c) organised queuing and boarding where possible and distancing within vehicles wherever possible, d) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), d) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, e) boarding the transport 'first in last out' and allocating specific seats where possible, f) maximising the ventilation of fresh air particularly through opening windows and vents, g) avoiding the use of face to face seating on home to school transport wherever possible and h) the use of face coverings for children 11 and over. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.		SLT/ALL	8.1.21	✓



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	37.2	If the use of private vehicles or car sharing is unavoidable / necessary the following should be considered : a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, e) considering seating arrangements to maximise distance between people in the vehicle, f) cleaning the car between journeys using standard cleaning products especially making sure door handles and other areas that people may touch are cleaned, and g) drivers and passengers wearing face coverings.		SLT/ALL	8.1.21	✓
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