

HECKINGTON ST. ANDREW'S C OF E PRIMARY SCHOOL

SEPTEMBER COVID RISK ASSESSMENT STAGE 4

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply** (S x L) = risk

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4		15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7-day absence) = 3		Possible = 3		9 - 14	Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2		4 - 8	Low Risk
Minor Injury = 1		Very Unlikely = 1		1 - 3	Very Low risk

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document.

[Schools Operational Guidance](#) updated 17th August 2021.

Brief summary of changes for schools in Step 4:

From 19th July (Step 4) school covid rules are lifted so that:

- Staggered start and finish times are no longer needed.
- Face coverings will no longer be required in classrooms and communal areas, or on dedicated transport or on public transport.

- Bubbles are no longer needed for school.
- Collective Worship can resume.
- Normal lunch times can resume.
- School will no longer be required to carry out contact tracing.

From 16th August:

- Close contacts of a confirmed case under 18 (18yrs + 4 months) will no longer be required to self-isolate. However, they will be required to engage with test and trace and take a PCR test.

Schools should continue to:

- Exercise good hand hygiene.
- Exercise good respiratory hygiene, catch it, bin it, kill it principles.
- Use 'enhanced cleaning' regimes, particularly on frequently touched surfaces (minimum twice a day is suggested).
- Maintain good ventilation in occupied parts of the school, balancing ventilation with thermal comfort.
- Use PPE where appropriate to their setting or activity ([link](#)).
- Have systems in place to encourage all who have symptoms of covid to self-isolate (including household siblings), engage with test and trace and follow PH advice.
- Engage with regular testing if attending summer school activities (pupils and staff) and 3 days prior to the start of the autumn term. (to be reviewed Sept 2021)

Schools will be required to have an Outbreak Management Plan for Covid 19 – see separate document

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Presented to Parents:	6.9.2021	Reviewed:	6.10.2021	Updated:	6.10.2021
Reviewed:	2.1.2022	Updated:	2.1.2022		
Reviewed:		Updated:			

Outbreak Management:

From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. You will continue to have a role in working with health protection teams in the case of a local outbreak. See DfE [Contingency Plan](#) Guidance updated 17th August 2021.

Schools should ask parents and staff to inform them immediately of the results of a test: [Stay at home guidance for households](#) updated 13th August 2021.

<u>Identify hazard</u>	Transmission of COVID 19 on school site.	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or if someone in their household does, do not attend school	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">Communicate so that everyone knows that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home. This will be communicated by:<ul style="list-style-type: none">❖ Staff handbook and training,❖ Parent/carer letters, COVID agreement and information on the website.Parents not to send children with symptoms to school.Any child displaying symptoms to be escorted straight to the isolation room (wave room) and be sent home.Staff to inform a member of SLT as soon as any symptoms. If the staff member is in school, telephone the office/SLT to ensure someone can be with the children (if applicable) and go arrange for them to go home. <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <ul style="list-style-type: none">All staff are taking a lateral flow device test twice a week (Wednesday/Sunday) – see separate risk assessment.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 3	RISK: 12

<u>Identify hazard</u>	People with the virus infecting others: risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Child awaiting collection - isolated	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">The isolation room is the Wave Room with use of the disabled toilet. Windows should be opened to ensure ventilation. The rooms are equipped with a first-aid kit, bottled drinking water, PPE and hand sanitiser. These items are stored in a lidded box to ensure these items to not become soiled. <p>Protocol for responding to a person(s) who has fallen ill:</p> <ul style="list-style-type: none">if any pupil or staff member is showing Covid-19 related symptoms, they must be escorted to the isolation room immediately. The staff member supervising the patient must wear PPE (mask, gloves, apron, and face visor) and must oversee the individual until they are collected from school.Ideally, the wave room door would be open, and the child supervised from a distance.With Covid-19 related incidents schools should follow their normal protocol for responding to accidents, with the additional requirement of maintaining social distancing, the use of PPE and the need to keep the individual within the isolation room until they are collected.If a pupil's condition is not considered critical, their parents should be asked to collect them as quickly as possible. If the condition of the patient is considered critical, the emergency services should be contacted via 999. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.If it is not possible to isolate them, move them to an area, which is at least 2 metres away from other people.If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom (disabled toilet) The 'Do not use' sign should be displayed, and the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. <p>Protocol for when the incident is over:</p> <ul style="list-style-type: none">In addition to the enhanced cleaning schedule, any items used by the patient prior to being taken ill must be cleaned as quickly as possible.All PPE worn by the supervising adult must be securely double bagged and retained for 72 hours before being put in the main waste and thorough hand washing must be completed before continuing with their duties.Schools must obtain an update on the individual's health, ensuring that Government guidance regarding testing and self-isolation is adhered to.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Clean hands thoroughly and more often than usual (All times)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• All pupils and staff will clean their hands regularly including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.• Handwashing: Soap and water or hand sanitisers are considered suitable (paper towels are an acceptable way to dry hands).• Handwashing must take place:<ul style="list-style-type: none">❖ upon arrival❖ after break time❖ before and after snack/lunch❖ prior to home time❖ When they change rooms❖ after coughing or sneezing into hand❖ after physical exercise❖ After toilet use• All visitors must be directed to wash their hands or to use hand sanitiser upon arrival• Each class has a designated hand washing station. Hand sanitiser 'stations' for staff are available in each class, offices & staff rooms. Sinks to be used by children.• Hand sanitiser should be kept away from the children due to risks around ingestion• Small children and pupils with complex needs should continue to be helped to clean their hands properly. All children should be taught to wash their hands correctly and the NHS song can be used to support this• Signs are erected in all classrooms/near all sinks to ensure that pupils are reminded how to wash their hands correctly• Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books• School to ensure:<ul style="list-style-type: none">❖ availability of soap/hot water in every toilet/classroom. Caretaking team to check daily at the end of school so stocks are replenished for the next day❖ location of hand sanitiser stations, for example at the school entrance, and their stock levels		
HAND DRYERS NOT TO BE USED – paper towel bins in use		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19: Lack of social distancing in the classroom resulting in direct transmission of the virus	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Minimise contact between individuals and maintain social distancing wherever possible (all times)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS		
These control measures are to encourage space between children where possible <ul style="list-style-type: none">• Set number of children in the classroom to enable social distancing (no more than 30)• Remove excess furniture and resources to increase space, if space to do so – turn around or store in unused rooms• Lots of praise for adherence and sanctions for non-compliance (see addendum to behaviour and relationships policy)• Resources and activities planned to reduce shared contact and individual learning where possible• Use of outdoor space – use designated zones, not to use outdoor hard fixings equipment• Interactions carried out where possible from a distance of 1 metre between staff and pupils where possible• If staff cannot maintain a minimum distance of 1 metre, then they will wear a mask (e.g. working in close proximity to a child or within a small group) no matter how long for.• Use of Perspex screen when working closely: 1:1 or in groups• Children to use same desk if possible• Teacher and TA are assigned to these children and stay with these children throughout the day (and on sub-sequent days). PPA teacher designated to specific year groups• Children stay in the classroom for majority of the day and not mix with other groups• Bags and coats on pegs – children supported one at a time to hang up and place lunchbox on trolley		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 2

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Ensure good respiratory hygiene by promoting a 'catch it, bin it, kill it' approach	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Staff to promote/ teach the 'catch it, bin it, kill it' approach included lidded bins in classrooms• Supplies of tissues in all spaces – administrators to ensure that stocks are replenished to ensure sufficient supplies• Lidded bins available• Signage to promote good respiratory hygiene• Individual pupil risk assessments in place where necessary• Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Introduce enhanced cleaning, including frequently touched surfaces touched surfaces often using standard products, such as detergents and bleach (All times) Enhanced cleaning schedule includes: <ul style="list-style-type: none">• more frequent cleaning of rooms / shared areas that are used by different groups• frequently touched surfaces being cleaned more often than normal	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Cleaning schedule (group settings): if only one group is using a space, cleaning must be completed once a day• Cleaning schedule (communal areas): For any areas shared but staff or different groups, at least one additional midday clean must be completed. Areas used by different groups (e.g. hall) should be cleaned in between groups.• Cleaning supplies: ensure good stock levels are maintained at all times• Any mats used should be disinfected after use (when the children are out of the classroom/hall)• High touch surfaces (door handles, toilet levers, taps, banisters, soap dispensers, telephone etc.) and toilets should be disinfected at 11am and 1pm. Cleaning rota in place. Cleaning checklist to be completed• School cleaning undertaken at 3.30• Disinfection provided by Milton, disinfectant spray and antibacterial wipes available.• All areas thoroughly cleaned at the end of each day by caretaking team - along with telephones and other areas defined in the CC arrangements agreement• All staff to use disinfectant wipes on telephones, radios and computers before use• Children and staff have their own set of resources. Unnecessary items removed. Soft furnishings/toys removed. Playdough removed. Sand and water trays removed.• Library book box to allow for books to be left for 72 hours before use		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19: lack of social distancing using toilets and poor hygiene	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Introduce enhanced cleaning, including frequently touched surfaces touched surfaces often using standard products, such as detergents and bleach (All times) different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS		
These control measures are to encourage space between children where possible <ul style="list-style-type: none">• Only one child in a class is allowed to go to toilet at a time• Hand gel used after toilet use as well as washing hands• Extra Signs in toilet re washing hands• Wedges for the toilet external toilet doors used• Extra soap ordered to ensure we do not run out		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 3	RISK: 12

<u>Identify hazard</u>	Risk to health due to COVID-19: use of resources	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Introduce enhanced cleaning, including frequently touched surfaces touched surfaces often using standard products, such as detergents and bleach (All times)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">Resources washed in antibacterial cleaner each night and left to dry if not same person using them the next dayTables, door handles and other surfaces cleaned every lunchtime and at night with antibacterial cleanerPersonalised resources on tables ready for lesson and children have restricted choice of resourcesWhenever shared resources are used, they are cleaned after use using antibacterial cleaner.Children encouraged to wash hands / use hand gel before lessons and after each lessonOutdoor resources restricted each day and outdoor area separated between classes (physical barrier so no mixing)Soft toys and furnishes including beanbags removed from the classroom before openingBooks available split into separate sets one for each different group of children and rotated after 72 hours or cleaned for de-contaminationWhere outdoor playground equipment is allocated to the group of children, this must be cleaned each day at the end of the day		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	individuals and maintain social distancing wherever possible (Properly consider & schools put in place measures that suit their circumstances) Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on: <ul style="list-style-type: none">• children's ability to distance• the lay out of the school• the feasibility of keeping distinct groups separate while offering a broad curriculum	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Each class will form a bubble and will be located in their normal classroom• Oak Class will use the toilets located in EYFS• Maple and Willow classes will use the KS1 toilets• KS2 will use the KS2 toilets• Although there may be some transitory contact between bubbles in cloakrooms, corridors and toilets, this is low risk as it will be for a minimal amount of time Measures within the classroom: <ul style="list-style-type: none">• Ideally, adults should maintain 2-metre distance from each other, and from children. Teachers will aim to set their classrooms up to facilitate this. PPA and management time can be covered by the HLTA/Teacher who may work in more than one bubble but will maintain distancing.• Adults should avoid close face-to-face contact and minimise time spent within 1 metre of anyone• This will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.<ul style="list-style-type: none">• If staff cannot maintain a minimum distance of 2 metres/1m+, then they will wear a mask (e.g. working in close proximity to a child or within a small group) no matter how long for.• Use of Perspex screen when working closely: 1:1 or in groups• For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible• All pupils from Year 2 and above should be seated side by side and facing forwards. Pupils will have a designated desk place. Those pupils that may require additional support will be seated nearer the front.• Pupils will have a pillowcase on the back of their chair which will be used to store their personal equipment (pencil, pen, ruler, rubber, glue stick, scissors etc.) in order that these commonly used resources are not shared• Unnecessary furniture will be moved out of classrooms to make more space		

New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY	LIKELIHOOD	RISK
<u>Identify hazard</u>	Risk to health due to COVID-19: lack of social distancing entering and leaving school	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY	LIKELIHOOD	RISK
Government Level Key action list	Minimise contact between individuals and maintain social distancing wherever possible (all times)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Ten-minute rolling entrance (8.40 – 8.50) with a one-way system in place – enter via playing field gate and leave via green gate (by swimming pool)• Instructions shared re social distancing between families in the morning with parents and children• Signage for parents and children displayed on the gates, playground and outside the classroom• HT (and any other staff needed) to be on duty to supervise• Staggered pick up times for different year groups to avoid all pupils leaving at the same time (see reopening plan for details)• All visitors to the school site are required to wear face coverings (unless exempt). This includes parents dropping off and collecting children.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19: lack of social distancing during playtimes and lunchtimes	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Minimise contact between individuals and maintain social distancing wherever possible (all times)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS

These control measures are to encourage space between children where possible

- Allocated play area in the first instance. Field will be split into four quadrants for KS2 and KS1 will have two areas on the playground
- Reduced playtime equipment – hard surfaces and can be easily cleaned
- Games discussed which encourage social distancing – football passing, hoola hooping (document given to staff)
- Staff supervision throughout – actively encouraging and insisting on social distancing

New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19: lack of social distancing whilst eating lunch	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Minimise contact between individuals and maintain social distancing wherever possible (all times)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS		
These control measures are to encourage space between children where possible.		
<ul style="list-style-type: none">Hot school lunches have been resumed for those children who wish to have one.Hall to be used for lunches but on a rota system: R/Y1/Y2/Y3 between 12.00 – 12.20; Y4/Y5/Y6 between 12.30 – 1.00. Tables to be cleaned in between each sitting.Lunch staff allocated to a group and stay with that groupChildren in quadrants or on the playground during lunchOne-way system in operation – entry through KS2 playground doors and exist through KS1 door		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Keeping occupied spaces well ventilated	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">School will be well ventilated whilst maintaining a comfortable teaching environment.Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). Any poorly ventilated spaces should be raised with SLT.When holding events where visitors such as parents are on site, for example, school plays, increased ventilation should be in place.The DfE CO2 monitors are in place in school to ensure adequate ventilation is in place. These are located 0.5m away from people, positioned at head height when seated and are away from windows and doors. The monitors are located in teaching spaces but are not recommended for the hall, offices etc <p>Understanding the readings:</p> <ul style="list-style-type: none">❖ A consistent value under 800ppm does not require any action (well ventilated)❖ A consistent value over 800ppm - early indicator to increase ventilation❖ A consistent value of 1500ppm - poor ventilation (a red light should also appear) - improve ventilation (you do not need to stop using the room). To ensure an accurate reading, it is recommended a 5-minute wait is taken before taking action. <ul style="list-style-type: none">School fleeces and extra layers may be worn.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Where necessary use appropriate Personal Protective Equipment (PPE) (Specific circumstances)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>PPE - when it is required:</p> <ul style="list-style-type: none">• The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:<ul style="list-style-type: none">❖ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained❖ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>PPE - what items are required: should PPE be required; the following items should be provided to staff members;</p> <ul style="list-style-type: none">❖ a fluid-resistant surgical face-mask❖ disposable gloves❖ disposable aprons <ul style="list-style-type: none">• These items are considered single-use and must be securely placed in a lidded waste bin when no longer required• In addition, protective eyewear (face shield) should be worn, and disinfected after use/disposed of, where there is a risk of droplets entering the eye• HK will order sufficient levels of these items• Staff training video circulated on correct use of PPE and Govt. guidance usage sheet is kept with all PPE supplies/first aid boxes• PPE to be located in isolation rooms, supply in each bubble and office		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Engage with the NHS Test and Trace process (Must be followed in every case where they are relevant)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

Communicate requirement that staff, and parents will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

We will issue a test to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

We will ask parents and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their selfisolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8

Parents will receive the above information via email, and it will be displayed on our website.

10 day self-isolation

Self-isolation starts*

Self-isolate

Self-isolate

Self-isolate

Self-isolate

Self-isolate

Self-isolate

Self-isolate

Self-isolate

Self-isolate

End self-isolation at 23.59 hours**

Day of isolation

0

1-5

6

7

8

9

10

Ending self-isolation early using LFD tests

Self-isolation starts*

Self-isolate

Self-isolate

Take an LFD test

LFD test is negative

Continue to self-isolate

Self-isolate

Take an LFD test 24 hours after the last one

LFD test is negative

Self isolation ends after this negative test**

LFD test is positive

Continue to self-isolate

Self-isolate

Take an LFD test 24 hours after the last one

LFD test is negative

Continue to self-isolate

Self-isolate

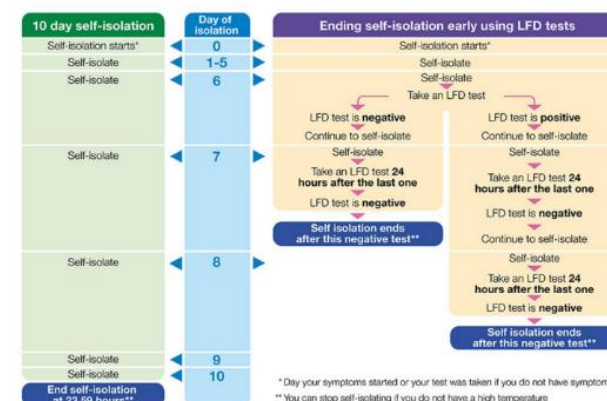
Take an LFD test 24 hours after the last one

LFD test is negative

Self isolation ends after this negative test**

* Day your symptoms started or your test was taken if you do not have symptoms

** You can stop self-isolating if you do not have a high temperature



- Health and social care workers, including those working in education settings, should follow guidance for their sector on taking LFD tests on day 8, 9 and 10 as below: If a staff member receives a positive SARS -CoV - 2 PCR test result, they must complete a period of self -isolation. The isolation period includes the day the symptoms started (or the day their PCR test was taken if they do not have symptoms), and the next 10 full days. Staff may be able to end their self -isolation period before the end of the 10 full days. They can take an LFD test from the sixth day of their isolation period, and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both LFD tests results are negative, they may end their self -isolation after the second negative LFD test result. They should not take an LFD test before the sixth day of their isolation period and should only end their self -isolation following 2 consecutive negative LFD tests which should be taken at least 24 hours apart. Staff may then return to work if they meet the following criteria:
 - ❖ the staff member should not have any COVID-19 symptoms
 - ❖ the staff member should continue to undertake daily LFD tests for the remaining days of isolation period. For example, if the first LFD test was taken on the sixth day, and the second LFD test was taken on the seventh day, they should continue to take LFD tests on day 8, 9 and 10. If the first LFD test was taken on the seventh day and the second LFD test was taken on the eighth day, they should continue to take LFD tests on day 9 and 10
 - ❖ if any of these LFD test results are positive the staff member should isolate and should wait 24 hours before taking the next LFD test
 - ❖ on days the staff member is working, the LFD test should be taken prior to beginning their shift, as close as possible to the start time
 - ❖ the staff member must continue to comply with all relevant infection control precautions and PPE must be worn properly throughout the day
 - ❖ if the staff member works with patients or residents who are especially vulnerable to COVID-19 (as determined by the organisation), a risk assessment should be undertaken, and consideration given to redeployment for the remainder of the 10 day isolation period

The likelihood of a positive LFD test in the absence of symptoms after 10 days is very low. If the staff member's LFD test result is positive on the 10th day, they should continue to take daily LFD tests, and should not return to work until a single negative LFD test result is received

New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 3	RISK: 12

Identify hazard	Risk to health due to COVID-19	
Existing level of risk	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Engage with the NHS Test and Trace process (Must be followed in every case where they are relevant)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.• As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.• Those identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.• Daily testing of close contacts applies to all contacts who are:<ul style="list-style-type: none">❖ fully vaccinated adults – people who have had 2 doses of an approved vaccine❖ all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status❖ people who are not able to get vaccinated for medical reasons❖ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine• Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.• Those testing positive on a LFD should isolate and take a PCR test.• Public health advice should be sought if a pupil or staff member is admitted to hospital with COVID-19.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 3	RISK: 12

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Use of face coverings	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Face coverings should be worn in communal areas by staff and visitors, unless they are exempt.• Used face coverings should be disposed of in the lidded bins.• Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.• Pupils do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport when appropriate.• Face coverings do not need to be worn when outdoors.• When wearing a face covering, staff, visitors and pupils should:<ul style="list-style-type: none">❖ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on❖ avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus❖ change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose❖ avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination• When removing a face covering, staff, visitors and pupils should:<ul style="list-style-type: none">❖ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing❖ only handle the straps, ties or clips❖ not give it to someone else to use❖ if single-use, dispose of it carefully in a household waste bin and do not recycle❖ once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.❖ if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric❖ wash their hands thoroughly		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Manage confirmed cases of coronavirus (COVID-19) amongst the school community (Must be followed in every case where they are relevant)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Swift action must be taken when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). Public Health Lincolnshire should be informed. <i>This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</i>• SLT will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.• Based on the advice from the local authority and public health England, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:<ul style="list-style-type: none">❖ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)❖ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual❖ travelling in a small vehicle, like a car, with an infected person• The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each bubble, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. We do not need to ask 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.• Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'• Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.• If a member of staff receives a positive lateral flow test then close contacts will be traced and the bubble will be closed pending the result of the PCR test result. Should that be negative, the bubble can reopen.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Contain any outbreak by following local health protection team advice (Must be followed in every case where they are relevant)	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.• All confirmed cases should be recorded on the COVID-19 Confirmed Case record sheet. The EHT should review the record along with the with the sickness absence weekly. The EHT will work with the Health Protection Team where the trigger is met.• 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 schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.• In consultation with the local Director of Public Health, where an outbreak in a school 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 school if necessary, in line with routine public health outbreak control practice.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Risk to health due to COVID-19	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 4	RISK: 16
Government Level Key action list	Transport	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Communication will encourage parents, staff and pupils to walk or cycle to school if at all possible. Private car use will also be an option.• Where school transport is used the risk of infection should be minimised by:<ul style="list-style-type: none">❖ how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school❖ use of hand sanitiser upon boarding and/or disembarking❖ organised queuing and boarding where possible❖ distancing within vehicles wherever possible• Staff and pupils travelling by other means: you must ensure that travel is done safely; If individuals are limited to using public transport and social distancing is not possible, precautions must be taken in line with guidance (i.e. to wear face coverings).		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 3	RISK: 12

<u>Identify hazard</u>	Pupils long term education, well-being and wider development is adversely impacted via the pandemic	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 2	LIKELIHOOD: 5	RISK: 10
Government Level Key action list	Attendance – this is mandatory from Autumn term 2020 <ul style="list-style-type: none">• parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age;• schools' responsibilities to record attendance and follow up absence• the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• The attendance expectations will be communicated to parents prior to the start of the autumn term• Registers - Online registers to be taken (see register procedure) and children will not be walking freely around school• Absence is followed up by the office staff• Weekly absence reports are issued to SLT for review• LCC contacted where a child fails to attend school regularly• Attendance Policy to be followed and appropriate letters issued• It should be noted however that:<ul style="list-style-type: none">❖ a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)❖ shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding❖ if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent (see below)❖ some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education. We will monitor engagement with this activity• Where children to attend school as parents are following clinical and/or public health advice, absence will not be penalised• The recovery curriculum will support pupils that may be anxious when returning to school (see recovery plan)• Attendance will be mandatory from 8th March 2020 unless child is shielding due to being clinically extremely vulnerable.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 2	LIKELIHOOD: 2	RISK: 4

<u>Identify hazard</u>	Risk of spreading the virus due to close contact with children – 1:1 and restraint	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY:4	LIKELIHOOD: 3	RISK: 12
Government Level Key action list	Schools should ensure that appropriate support is made available for pupils with SEND	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Seek expert guidance from special schools re support for children with behaviour difficulties that might need restraint and display spitting, biting etc. Leading to individual risk assessments.• Extra PPE ordered if needed including some visors if needed.• Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk.• PPE offered to staff for those working in close proximity with children e.g. first aid or child demonstrating symptoms of Covid-19. Please note the Government guidance states "Wearing face coverings or face masks is not recommended"		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	Emotional wellbeing of pupils and pupils suffering with mental health issues as a result of the pandemic	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 3	LIKELIHOOD: 3	RISK: 9
Government Level Key action list	Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none">• support the rebuilding of friendships and social engagement• address and equip pupils to respond to issues linked to coronavirus (COVID-19)• support pupils with approaches to improving their physical and mental wellbeing	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• 1-metre social distancing pastoral provision (CASY/ELSA/Play therapy) available for children who are distressed.• Jigsaw curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load.• Recovery curriculum to be delivered including pastoral care (see recovery plan)• Comfort given from a distance – at adult height and hand gel used after if needed.• Transition activities for children to complete over the summer and bring to school and share and discuss.• The Recovery Curriculum will be developed to support pupils' well-being.• PDMs to focus on pupil wellbeing and discussions of how to best support pupils.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 3	LIKELIHOOD: 1	RISK: 3

<u>Identify hazard</u>	Health and Safety: Premises meet all statutory requirements	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 3	LIKELIHOOD: 2	RISK: 6
Government Level Key action list	<p>Usual pre-term checks should be completed</p> <p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. In classrooms, it will be important that schools improve ventilation, (for example, by opening windows)</p>	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	<p>List your control measures required to reduce risk – add appropriate detail about the type and location of controls</p> <p>HT/Bursar/Caretaking team to ensure all statutory checks are completed before the start of term.</p> <ul style="list-style-type: none"> • Windows: where possible, windows should be opened to increase ventilation around all rooms used by staff and pupils. Staff to open windows to increase ventilation around all rooms used by staff and pupils. Windows will be open and more outdoor learning will take place so layers/coat/sunhat will be needed. Communicated to parents. • Doors: bearing in mind fire safety and safeguarding requirements, consider propping doors open to aid with ventilation and to limit handle use. Automatic fire door closers installed, and these doors should be propped open at the start of every day. your control measures required to reduce risk – add appropriate detail about the type and location of controls 	
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 1	LIKELIHOOD: 1	RISK: 1

<u>Identify hazard</u>	Lack of identity of the school through non-school uniform	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 2	LIKELIHOOD: 2	RISK: 4
Government Level Key action list	We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods, which are different from normal.	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Children are to wear usual school uniform from September 2020.• As the school is ventilated in line with the risk assessment, children should be dressed in layers to ensure that they are warm enough. Additional fleece may be worn.• To support parents that may be encountering financial pressures a considerate approach will be taken.• PE days will be communicated, and children should attend school in their PE kit on these days as opposed to keeping their PE kit in school. PE will be undertaken outdoors, and trainers are preferable to plimsolls at this time.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 1	LIKELIHOOD: 1	RISK: 1

<u>Identify hazard</u>	Health & Safety and infection risks whilst off the school site	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 3	LIKELIHOOD: 4	RISK: 12
Government Level Key action list	We continue to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings . In the autumn term, schools can resume non-overnight domestic educational visits. This should be done in line with protective measures.	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">Any visits to be considered will need to be approved by SLT in advance of making any bookings/arrangements.Protective measures will be assessed and include:<ul style="list-style-type: none">❖ keeping children within their consistent group, and destinations must have coronavirus (COVID-19) secure measures in place.❖ The use of outdoor spaces in the local area to support delivery of the curriculum will be supported. New educational visits procedures are under development and a full and thorough risk assessment in relation to all educational visits to ensure they can be done safely will be undertaken. This will include the control measures needed to be used and ensuring wider advice on visiting indoor and outdoor venues is compiled with. The health and safety guidance on educational visits will be consulted when considering visits.No residential visits will be arranged before the Spring Term and this will be reviewed depending on current government guidance.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 2	LIKELIHOOD: 2	RISK: 4

<u>Identify hazard</u>	Pupils fitness levels deteriorate	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 3	LIKELIHOOD: 3	RISK: 9
Government Level Key action list	<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. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising 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</p> <p>Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p>	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing will take place.• PE will take place in classes.• PE will take place outside wherever possible and children will need warm PE kits to support this.• Children will wear PE kits on PE days.• Sports equipment thoroughly cleaned between use by different groups.• Sports equipment rotations may be operated in line with guidance.• Contact sports will not be permitted.• Teachers/sports coaches will revise PE plans on this basis.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 1	LIKELIHOOD: 1	RISK: 1

<u>Identify hazard</u>	Increased risk of transmission from increased mixing in after school clubs	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 3	RISK: 12
Government Level Key action list	Schools should consider resuming any after-school provision, where possible, from the start of the autumn term. We recognise that schools may need to respond flexibly and build this up over time. We recognise that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils. Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• No after school clubs until at least Easter holidays• After school clubs will be class/bubble based.• Children attending a sport after school club will wear PE kit on that day.• Contact sports are not permitted.• Hygiene measures applied to PE operations will apply to afterschool clubs.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 4	LIKELIHOOD: 2	RISK: 8

<u>Identify hazard</u>	First aid practices are carried out correctly	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 1	LIKELIHOOD: 2	RISK: 2
Government Level Key action list	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). For non Covid-19 related incidents, schools should follow their normal protocol for responding to accidents. There is no requirement for PPE other than what is normally recommended. Ideally, staff within a group would be trained so that they could deal with non Covid-19 related incidents.	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• Temperature checking: non-contact, infrared forehead thermometers must be used. Temperatures should only be taken if a person is displaying Covid-19 symptoms. Schools must ensure the patient is in isolation before their temperature is taken.• All staff have First Aid training, and some have Paediatric First Aid training.• Office staff to ensure that first aid boxes are fully equipped - one per bubble.• Each bubble to have access to basic first aid kit and forms.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 1	LIKELIHOOD: 1	RISK: 1

<u>Identify hazard</u>	Risk of exclusion	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 4	LIKELIHOOD: 3	RISK: 12
Government Level Key action list	Schools should consider updating their behaviour policies with any new rules/policies and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Individual needs and should also consider how to build new expectations into their rewards system. Schools should work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• COVID behaviour policy amendments in place• COVID home school agreement in place – to revise based on new guidance• Pupils who are struggling to reengage will be identified. Individual risk assessments are in place where necessary.• Recovery Curriculum in place to support pupils return to school.• We will:<ul style="list-style-type: none">❖ proactively teach new rules to staff (email and staff briefing), pupils (Day 1) and parents (information leaflet)❖ regularly and rigorously reinforcing behaviour throughout every day❖ consistently imposing sanctions when rules are broken, in line with the policy, as well as positively reinforcing well-executed rules through encouragement and rewards• Posters will be displayed around the school remind people of good handwashing and respiratory hygiene• Staff will need to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.		
New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 1	LIKELIHOOD: 1	RISK: 1

<u>Identify hazard</u>	Lost learning due to non-attendance (medical or lockdowns)	
<u>Existing level of risk</u>	Consider current level of risk	
SEVERITY: 3	LIKELIHOOD: 4	RISK: 12
Government Level Key action list	For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.	
School Level Control Measures - Mitigation, responses and confirmation that actions have been completed.	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none">• For self-isolating pupils, and those pupils unable to attend due to COVID-19, remote education plans are in place.• In the event of a school/partial school closure, immediate remote education will commence.• Remote education plans will be fully confirmed by the end of September.• Remote education plans will:<ul style="list-style-type: none">❖ use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations❖ give access to high quality remote education resources❖ select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use❖ provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access❖ recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so we will work with families to deliver a broad and ambitious curriculum.• When teaching pupils remotely, we will:<ul style="list-style-type: none">❖ set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects❖ teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject❖ provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos❖ gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work❖ enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding❖ plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers		

- We will avoid an over-reliance on long-term projects or internet research activities.
- We will update this provision in line with updated DfE guidance.
- We will review the curriculum maps for key subjects for year groups due to be issued in July to develop the ability to switch from classroom teaching to remote provision immediately in case of local lockdowns or self-isolation.
- We will use the DfE [quality assured list of remote education resources](#) to support provision and we may use some of our catch-up funding on remote resources in line with the access to technology section of the [EEF's COVID-19 support guide for schools](#)
- We will use the Oak National Academy, including their video lessons, to support our provision.
- We will use Seesaw to support our provision.
- We have ensured those entitled and in need of to a laptop/tablet receive this support.
- We will ensure that our use of platforms is compliant with our safeguarding obligations (The National Cyber Security Centre, on [which video conference service is right for you](#) and [using video conferencing services securely](#))
- Following children's return on 8th March, pupils will be assessed so that a curriculum plan for the summer term can be put in place.

New level of risk	Consider new level of risk once measures have been put in place	
SEVERITY: 1	LIKELIHOOD: 2	RISK: 2

Coronavirus (COVID-19) specific risk assessment notes:

Everyone needs to assess and manage the risks from coronavirus (COVID-19). **This means school employers and leaders are required by law to think about the risks the staff, pupils and young people face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19).** School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment is provided by the [HSE guidance on working safely](#).

Schools should undertake a coronavirus (COVID-19) risk assessment by considering the measures in this guidance to inform their decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, and the role of others in supporting that. The risk assessment will help school leaders and employers decide whether they have done everything that they need to. **Employers have a legal duty to consult their employees on health and safety in good time. It also makes good sense to involve pupils (where applicable), young people and parents in discussions around health and safety decisions to help them understand the reasons for the measures being put in place.** Employers can do this by listening and talking to them about how the school will manage risks from coronavirus (COVID-19) and make the school COVID-secure. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. **Involving them in making decisions shows that the school takes their health and safety seriously.**

Sharing your risk assessment:

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

Monitoring and review of risk controls:

It is important that employers know how effective their risk controls are. **They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.**

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Consulting employees (general):

Leaders are encouraged to ensure that consultation on any changes to risk assessments that will be in place for the start of the autumn term commence with staff before the summer break, to ensure that those that are on term-time only contracts have adequate time to contribute.