

Burton End Primary Academy

1.11.20 Version 4



### **Schools operating safely during pandemic risk assessment**

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The Department for Education's guidance is at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. There is no evidence that children transmit the disease any more than adults, and no evidence that staff in education settings are at any greater risk of fatal outcomes than many other occupations.

Public Health England endorses a 'system of controls' that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Key to the school's risk assessment is:

- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Key measures to prevent spread of coronavirus are:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- where recommended, the use of face coverings in schools
- clean hands thoroughly more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- minimising contact between individuals and maintain social distancing wherever possible
- where necessary, wearing appropriate personal protective equipment (PPE)
- always keeping occupied spaces well ventilated
- engaging with the NHS Test and Trace process
- managing confirmed cases of coronavirus (COVID-19) amongst the school community
- containing any outbreak by following local health protection team advice

- responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

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Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. All staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation may make school buildings cooler than usual over the winter months. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing to be worn during the winter period.

When children are required to self-isolate, remote learning will be provided. Remote learning will include:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills

- enabling pupils to receive feedback on how to progress

## **Expectations in all schools**

### ***a) Prevention***

#### **i) Schools will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. Schools will ensure anyone developing those symptoms during the school day is sent home.

If anyone in the school becomes unwell with a **new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)**, they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. 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 if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Staff will all be provided with training on when PPE is needed.

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 and 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 bleach after they have left to reduce the risk of passing the infection on to other people.

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).

### **ii) Schools will ensure that staff and pupils clean their hands thoroughly more often than usual**

Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Each school is:

- checking whether it has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly
- ensuring supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them

### **iii) Schools will ensure that good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools.

### **iv) Schools will have enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach**

Each school will have a cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms / shared areas that are used by different groups

- frequently touched surfaces being cleaned more often than normal
- that toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

**v) Schools will minimise contact between individuals and maintain social distancing wherever possible**

This includes keeping where possible to children staying in the same group or 'bubble' – in primary schools as a class and in secondary schools as a year group. Where possible, staff will be part of a bubble with children or maintain distance from their pupils. In the later case, staff should stay at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space.

Groups should be kept apart. Schools will avoid large gatherings and only hold assemblies or collective worship with one group or virtually with more groups.

When timetabling, groups will be kept apart and movement around the school site will be kept to a minimum. Schools will avoid creating busy corridors, entrances and exits and consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Schools will also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised, although staff will have a break of a reasonable length during the day. School staff can wear face masks when in staff rooms.

**vi) Where necessary, staff will wear appropriate personal protective equipment (PPE)**

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:

- 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

Staff will be trained on the use of PPE should it be needed.

## ***b) Response to any infection***

### **i) Schools will engage with the NHS Test and Trace process**

Staff members and parents/carers will be briefed to understand that they 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 and 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. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

All schools have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools will ask parents and staff to inform them 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.
- if someone **tests positive**, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for **at least 10 days** from the onset of their symptoms and then return to school only if they do not have

symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

## ii) Schools will follow the guidance in managing confirmed cases of coronavirus

Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team and the trust central team. The local health protection team provides the advice that must be followed. In the event that this advice is slow and heads need to make rapid decisions, the trust central will support heads with this.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to **self-isolate for 14 days** since they were last in close contact with that person when they were infectious. Close contact means:

- 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, schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. (Schools 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.)

A template letter has been provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools will 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 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a **negative** result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

- if the test result is **positive**, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’

Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

### **iii) Schools will look to contain any outbreak by following local health protection team advice**

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and will continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other 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.

## ***c) Transport***

### **i) Dedicated school transport, including statutory provision**

Schools will arrange, and discuss with transport providers:

- the way pupils are grouped together on transport, where possible, will reflect the bubbles that are adopted within school
- use of hand sanitiser upon boarding and/or disembarking
- additional cleaning of vehicles
- organised queuing and boarding where possible
- distancing within vehicles wherever possible

- 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

## **ii) Wider public transport**

Use by pupils of public transport, particularly in peak times, will be kept to an absolute minimum. Schools will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.

Schools encourage parents, staff and pupils to walk or cycle to school if at all possible, and will consider using 'walking buses'.

should refer to the safer travel guidance for passengers.

## **d) Other issues**

### **Attendance**

School is not optional. School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure 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

### **Pupils who are shielding or self-isolating**

The majority of pupils, including those shielding earlier in the year, will be able to return to school.

- 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. 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.
- 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.
- 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.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools will look immediately to offer them access to remote education.

### **Staff who are clinically vulnerable or extremely clinically vulnerable**

The Government expects all staff, including those who are extremely clinically vulnerable and clinically vulnerable, to return to the workplace. Those in the most at risk categories should take particular care.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.

### **Staff who may otherwise be at increased risk from coronavirus (COVID-19)**

If people with significant risk factors are concerned, school leaders will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

### **Educational visits**

Overnight and overseas educational visits will not be taking place.

Schools may resume non-overnight domestic educational visits. As normal, schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will consider what control measures need to be used and will consult the trust health and safety officer when considering visits.

### **School uniform**

Schools will have their usual uniform policies in the autumn term. 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. Schools will be mindful and considerate in relation to parents who may be experiencing financial pressures.

### **Specific curriculum provision and extra-curricular provision**

The school has restarted breakfast and after-school provision from September. Schools will look to keep children within their year groups or bubbles where possible but if this is not possible, will use small, consistent groups. As with physical activity during the school day, contact sports will not take place.

When pupils are playing instruments or singing in small groups such as in music lessons, schools will use physical distancing and play outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Wind and brass playing will not take place. Singing can now take place in-line with government guidance.

Pupils will be kept in consistent groups for physical activity, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will not take place.

### **Contingency planning for outbreaks**

#### ***Process in the event of local outbreaks***

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and schools will follow advice provided.

#### ***Contingency plans for outbreaks***

Schools will have in place remote education plans for individuals or groups of self-isolating pupils. These will:

- 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
- use the online tools that are consistently used across the school in order to allow interaction, assessment and feedback (staff will be 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 schools will work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, schools will:

- 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

All staff will be instructed on the nature of COVID-19 and its transmission. They will confirm they understand the reason for the control measures that are required. All staff will confirm that they are confident in applying the control measures identified in school risk assessments. Staff will receive appropriate instructions in relation to the specific measures that have been put in place by the school setting. Staff will be involved in the practical implementation of the school risk assessments.

a) Premises/ Health and Safety

	Risk	Countermeasure	By whom?	By when?
1	Insufficient toilets to enable social distancing	<ul style="list-style-type: none"> <li>• Each class has an LSA who is to monitor use of toilets to prevent mixing between year groups &amp; ensure social distancing</li> <li>• Toilet blocks &amp; sinks for hand washing to be allocated to classes</li> <li>• Additional soap dispensers and hand sanitisers in place</li> </ul>	KS, CW	2.9.20
2	Pupil or teaching group leader is sent home with symptoms of COVID	<ul style="list-style-type: none"> <li>• Providing PPE for staff member supervising pupil. Designated suspected COVID isolation room (ventilated) is near reception area. Deep clean of isolation room and areas staff member or pupil has had contact with following use</li> <li>• Every class has own supply of PPE &amp; cleaning materials</li> <li>• Guidance shared with parents 2.9.20 on track and trace procedures and school protocols Contact details to be checked to ensure children are collected rapidly</li> <li>• LSA and /or SLT to cover class until alternative cover in place or home learning is organised</li> </ul>	KS, CW	<p>Communications over summer term and Trust letter sent to parents 2.9.20</p> <p>Regular reminders to be sent through newsletters and Class Dojo</p> <p>Autumn 2 – Emergency cover plans in place for all year groups. Home learning organised in case of class closure</p>
3	Parents do not have confidence in the school being safe	<ul style="list-style-type: none"> <li>• Frequent communication via Parent Mail and Class Dojo</li> </ul>	KS, CW	Communications over summer term and PD days

		<ul style="list-style-type: none"> <li>• Clear expectations on arrangements and procedures if a child shows symptoms</li> <li>• Opportunity for parents to share concerns</li> <li>• Coordinated message across local schools</li> <li>• Information on procedures in schools sent out prior to the start of term</li> <li>• Explain measure being taken to adapt the school's operations</li> <li>• Meetings with parents of vulnerable children to discuss possible adjustments</li> </ul>		<p>Regular updates via Class Dojo and ParentMail</p> <p>Autumn 2 2020 – vulnerable families to be contacted by SLT</p>
4	Congestion at start and end of day	<ul style="list-style-type: none"> <li>• Stagger drop offs and pick-ups. Different routes to be used to ease congestion (revised for Autumn 2)</li> <li>• Provision for families with overlapping times</li> <li>• One parent max allowed onto playground, facemasks to be worn</li> <li>• Limiting contact between parents and staff. Social distance to be observed, lengthy communication to be maintained via email or phone</li> <li>• Alternative arrangements to be offered to vulnerable families</li> <li>• Posters on display promoting social distancing</li> </ul>	KS/CW	<p>Communications sent out to parents 28.8.20 and i.9.20</p> <p>Videos showing routes uploaded 2.9.20</p> <p>Routines revised from Autumn 2 to reduce wait for families</p>

		<ul style="list-style-type: none"> <li>• SLT present to identify and address issues</li> </ul>		
5	Repeated touching of door handles increases risk of spreading infection	<ul style="list-style-type: none"> <li>• Internal Classroom doors to be kept open &amp; weather permitting, external doors when possible</li> <li>• Touch points to be cleaned throughout the day</li> <li>• Repeated hand washing/sanitising to prevent spread of infection</li> </ul>	KS/CW	1.9.20
6	Maintaining avoiding contact between groups in the event of emergency evacuation	<ul style="list-style-type: none"> <li>• Fire drill routine reconsidered and shared with all, then practised as soon as is practicable</li> <li>•</li> </ul>	KS	Autumn 1 2020 - unplanned drill showed effective procedures in place
7	Insufficient cleaning	<ul style="list-style-type: none"> <li>• Additional cleaning hours in place to ensure cleaning in the middle of the day.</li> <li>• Additional cleaner appointed.</li> <li>• Weekly revision of processes</li> </ul>	KS	
8	Cross contamination in shared spaces such as toilets	<ul style="list-style-type: none"> <li>• Toilets allocated to classes and cleaned during the day as well as end of day.</li> <li>• Protocol for children on hand washing an ongoing priority</li> <li>• Hall to be cleaned between uses</li> </ul>	KS/CW	Plans updated 2.9.10
9	Parents send children who are unwell to school	<ul style="list-style-type: none"> <li>• Clear guidance for parents on indicators and actions if child unwell and reporting to school to allow monitoring of those presenting with symptoms.</li> </ul>	KS	<p>Latest guidance sent out 2.9.20</p> <p>Regular reminders via Class Dojo</p>

				Autumn 2 – Update guidance
10	Parents not aware of testing protocols	<ul style="list-style-type: none"> <li>• Communication planning and protocols regularly.</li> </ul>	KS	Regular reminders shared
11	Safety around facemasks	<ul style="list-style-type: none"> <li>• Refer to DfE guidance that makes clear face masks are not recommended in schools, should be removed if worn whilst travelling to school and waste areas for disposal of used face masks</li> <li>• Staff can wear masks in shared areas such as staff rooms when in contact with other adults</li> <li>• Vulnerable staff or staff moving being bubbles to be give the option to wear visors</li> <li>• Visors to be worn on playground at the start and end of day</li> </ul>	KS	2.9.20 – updated 18.9.20
12	Classrooms have resource that does not need to be present with adjusted curriculum, but gets handled by pupils	<ul style="list-style-type: none"> <li>• Pupil to have own stationery sets</li> <li>• Resources to be kept in class bubble</li> <li>• If resources to be moved to another class, need to be cleaned and stored for 72 hours before used</li> <li>• Nursery, Reception, Year 1 – <b>shared</b> play items across classes to be sterilised on a daily basis when appropriate</li> <li>• Computers in shared area to be cleaned before and after use. Hand</li> </ul>	All Staff	2.9.20 Updates 18.9.20

		<p>sanitiser to be used before and after use</p> <ul style="list-style-type: none"> <li>• Children's water bottles are to be kept on their desk/tray, drawstring bag/holdalls to prevent possible contamination</li> </ul>		
	Children arrive by bus / minibus/taxi	<ul style="list-style-type: none"> <li>• Transport only to be used by SEND unit pupils</li> <li>• Use hand sanitiser upon boarding and/or disembarking</li> <li>• Additional cleaning of vehicles</li> <li>• Pupils to sanitise hands when arriving in reception, before going to class</li> <li>•</li> </ul>	KS/JAG	From 14.9.20
14	Unable to maintain social distancing whilst carrying out first aid.	<ul style="list-style-type: none"> <li>• Appropriate CPD and PPE provided for all staff – staff carrying out first aid remain in their bubble to reduce exposure where possible</li> <li>•</li> </ul>	CW	1.9.20
15	Providing school meals pupils safely	<ul style="list-style-type: none"> <li>• Kitchens are fully open to provide food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</li> <li>• School kitchens will comply with the guidance for food businesses on coronavirus (COVID-19)</li> </ul>	SLT/ D Willson	4.9.20 Updates 18.9.20

		<ul style="list-style-type: none"> <li>• Staggered lunchtimes to support movement of food to classrooms</li> <li>• EYFS &amp; Explorers class to have lunch in hall, lunches delivered to all other classes</li> <li>• When self-isolating, linked to Covid, vouchers to be provided to children entitled to free school meals (does not apply to universal free school meals)</li> </ul>		
16	Necessary checks before opening	<ul style="list-style-type: none"> <li>• School leaders have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, site security and legionella reviews as normally undertaken at the end of the summer period and ongoing throughout the school year</li> </ul>	KS & MR	2.9.20
17	Congestion using bike racks	<ul style="list-style-type: none"> <li>• Pupils are advised to use the racks one at a time if necessary supervised by staff</li> </ul>	SLT - LW	3.9.20
18	Travel	<ul style="list-style-type: none"> <li>• Parents are encouraged to only travel with members of the same class or year group 'bubble'</li> </ul>	KS	2.9.20

**b) Staffing/HR and capacity**

	<b>Risk</b>	<b>Countermeasure</b>	<b>By whom?</b>	<b>By when?</b>
1	Unable to provide sufficient staffing	<ul style="list-style-type: none"> <li>Contingency plans communicated to parents similar to 'snow days'</li> <li>Known supply teachers who have had limited contact with other schools to be used only when necessary. Alternatively, bubbles may need to close temporarily</li> <li>Additional HLTA appointed</li> <li>Technology in place to support teaching from home</li> <li>Remote learning arrangements in place</li> </ul>	KS/DW	2.9.20 Updates 18.9.20  Remote learning offer on website and shared with parents Autumn 1
2	Unable to staff provision of breaks/lunch for teaching group leaders	<ul style="list-style-type: none"> <li>Maintain bubbles for pupils outside but with supervision maintain social distance using wider staff</li> <li>All schools to have arrangements for wet play ensuring a break for staff and pupils but maintaining minimal contact</li> <li>SLT to provide additional capacity</li> <li>Additional lunchtime staff employed</li> </ul>	SLT	2.9.20 Updated 18.9.20
3	Staff not confident they will be safe – particularly in nursery settings	<ul style="list-style-type: none"> <li>Clear guidance and training for staff on appropriate use of PPE with sufficient PPE in stock to ensure compliance</li> <li>Specific training for site staff on infection control.</li> <li>Trust bank of risk assessments to support these decisions</li> </ul>	KS	3.9.20  Updated following second lockdown

		<ul style="list-style-type: none"> <li>• Individual risk assessments in place for clinically vulnerable and Clinically Extremely Vulnerable staff. CEV working from home.</li> <li>• Risk assessment shared, including updates &amp; changed government guidance</li> <li>• FAQs from trust for staff</li> </ul>		
4	Infection enters the school site	<ul style="list-style-type: none"> <li>• Engage with the NHS Test and Trace process</li> <li>• Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>• Contain any outbreak by following local health protection team advice</li> <li>• Protocols for deliveries to school – signage at the entrance to the school/car park to explain process</li> <li>• Deliveries to be stored for 72 hours before being handled</li> <li>• Visitors by appointment only, to wear masks when moving through building and then to follow social distancing guidance</li> </ul>	SLT & Admin	2.9.20 Updated 18.9.20
5	Staff not aware of testing protocols	<ul style="list-style-type: none"> <li>• Communication planning</li> <li>• Reinforce support available for staff and their families</li> <li>• Remind staff of self-referral testing process and employer testing referral process</li> </ul>	KS	3.9.20

		<ul style="list-style-type: none"> <li>• Testing results to be communicated to school leadership</li> </ul>		
6	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> <li>• Clear protocols for staff breaks / times / rooms / refreshments / toilets</li> <li>• Each bubble given allocated space for break times, staff encouraged to use outdoor spaces where practical, weather permitting</li> <li>• Refreshments and catering equipment provided for each staff break room</li> </ul>	KS/CW	1.9.20
7	Staff sharing equipment (part time)	<ul style="list-style-type: none"> <li>• No shared equipment for staff where possible.</li> <li>• Rigorous cleaning of shared equipment</li> <li>• Protocols around usage of shared equipment such as photocopying – wash hands before use, wipe down regularly</li> <li>• Regular cleaning of equipment between home and school such as laptops</li> <li>• Resources to be kept in class bubbles as much as possible</li> </ul>	CW	3.9.20
8	Staff PPA increases risk and reduces the impact of social distancing	<ul style="list-style-type: none"> <li>• New PPA timetable in place, reducing movement of staff across school</li> <li>• Staff moving between bubbles need to observe strict social distancing and to wear visors</li> <li>• Staff to be offered PPA at home</li> </ul>	KS/CW	2.9.20 Updates 18.9.20

9	Reduced capacity due to a member of senior / middle leadership contracting Covid-19	<ul style="list-style-type: none"> <li>• Short-term: Re-allocate key duties during period of illness</li> <li>• Medium-term: ask for support from USP to provide additional leadership capacity</li> <li>• Identification of staff who are able to 'step-up' if required</li> <li>• SLT to be based in different areas of the school to minimise contact</li> </ul>	KS	1.9.20
10	Impact on school development priorities / capacity to achieve priorities	<ul style="list-style-type: none"> <li>• Adjust current priorities to focus on re-establishing the school's core business</li> <li>• Adjust priorities termly</li> <li>• Seek support from the Trust for identified areas of concern/ weakness</li> <li>• Recovery Curriculum delivered over first fortnight, full curriculum now being delivered</li> </ul>	SLT	17.7.20
11	Induction for staff	<ul style="list-style-type: none"> <li>• Induction for new staff on all policies and procedures</li> <li>• Induction in new protocols for all staff who haven't been working during the closure period.</li> <li>•</li> </ul>	SLT, HJ	<b>1.9.20</b>
12	Some traditional events in the school calendar are unlikely to be practicable	<ul style="list-style-type: none"> <li>• Work through calendar of events and make decisions on practicalities</li> </ul>	SLT	1.9.20
13	Unable to support intimate care for nursery/reception pupils in a safe manner (PPE / CPD?)	<ul style="list-style-type: none"> <li>• CPD with effective PPE provided as per guidelines.</li> <li>• Revised Intimate Care Policy in place</li> </ul>	CW	3.9.20

14	Staffing for breakfast and after school clubs	<ul style="list-style-type: none"> <li>• Staffing in place to run 2 bubbles before and after school</li> <li>• Staff to maintain distance from children</li> </ul>	LW. LC	To resume from 7.9.20
15	Unable to provide lunch supervision particularly for 1-1 pupils	<ul style="list-style-type: none"> <li>• Maintain bubbles outside but supervise using alternative staff maintain social distance</li> <li>• Risk assessment for each child in this category to review provision and level of need</li> <li>• Additional staff employed</li> <li>• Behaviour plans to be reviewed within first fortnight of autumn term</li> <li>• SLT to provide additional capacity</li> </ul>	CW/MF	Ongoing
16	Staff unable to return to work due to lack of childcare for their own children	<ul style="list-style-type: none"> <li>• Trust standard letter, expect employees to make arrangements with their child's school as keyworkers. Last resort is employee requests unpaid leave.</li> <li>• Consider rota patterns, flexible work requests and temporary alterations to contracts.</li> </ul>	N/A at this stage	2.9.20
17	Ensuring that staff who are in work but have extremely vulnerable household members are able to maintain stringent social distancing.	<ul style="list-style-type: none"> <li>• Staff risk assessments to be revisited</li> <li>• Workplace risk assessments are in place and regularly monitored/reviewed.</li> <li>• Follow COVID 19 guidance for all educational settings</li> </ul>	CW/ KS	3.9.20  To be revised Autumn 2
18	Anxious staff	<ul style="list-style-type: none"> <li>• Induction on new protocols to reassure on how risks are being managed to protect staff.</li> </ul>	KS	2.9.20

		<ul style="list-style-type: none"> <li>• Constant reminder of trust wellbeing scheme and other support available including occupational health.</li> <li>• Regular communications with staff who continue to work from home.</li> <li>• Discuss opportunity of unpaid leave with staff who do not want to return to work and do not come under a vulnerable category.</li> </ul>		
19	Staff transport into work	<ul style="list-style-type: none"> <li>• All staff to minimise the use of public transport and use alternative methods of getting into work if possible.</li> <li>• School leaders to communicate clearly that any staff concerns around transport need to be raised ASAP.</li> </ul>	N/A	2.9.20
20	Pregnant members of staff	<ul style="list-style-type: none"> <li>• Should attend school</li> </ul>	KS HJ	2.9.20
21	Use of outdoor equipment spreads infection	<ul style="list-style-type: none"> <li>• Each class to have own outdoor equipment</li> <li>• Climbing frames not to be used</li> </ul>	CW	4.9.20

c) Curriculum

	Risk	Countermeasure	By whom?	By when?
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1	School equipment spreads infection for one each	<ul style="list-style-type: none"> <li>• Staff and pupils have their own items that are not shared (Years 2-6)</li> <li>• Classroom based resources, such as books and games, can now be used and shared within the class bubble; they will be cleaned regularly, along with all frequently touched surfaces</li> <li>• Resources that are shared between classes or bubbles, such as sports, IT, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>• Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Small draw string bags are allowed. Rucksacks not to be used</li> <li>• Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this</li> </ul>	SLT	2.9.20
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		<p>does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p> <ul style="list-style-type: none"> <li>Books can be taken from the library but need to be stored for 72 hours before being returned to shelves</li> </ul>		
2	Children not in school miss out on education	<ul style="list-style-type: none"> <li>Regular contact with Educational Welfare Officer</li> <li>Attendance reviewed on a daily basis</li> <li>Trust approach to support this</li> </ul>	CW EB	2.9.20
3	Unable to deliver the full curriculum	<ul style="list-style-type: none"> <li>Expectation that full curriculum will be covered</li> </ul>		1.9.20
4	Significant gaps in learning in all classes as they return	<ul style="list-style-type: none"> <li>Use SfA/PIXL to close gaps in English</li> <li>Use updated Maths Mastery plans that accommodate lost learning</li> <li>Subject leaders analyse lost learning and potential impact on cyclical curriculum</li> <li>Adjust wider curriculum plans to accommodate lost areas of learning</li> </ul>	SLT	Sept 2020
5	Lack of assessment for learning	<ul style="list-style-type: none"> <li>Maximise use of all PIXL assessments</li> <li>Use MM pre/post assessment tools to provide gap analysis</li> <li>Use Core Team meetings across school to monitor children's progress</li> </ul>	SLT  See above. Assessment timetable in place	Sept 2020

6	Insufficient attention to children's emotional needs on return	<ul style="list-style-type: none"> <li>Schools will support: <ul style="list-style-type: none"> <li>- the rebuilding of friendships and social engagement</li> <li>- address and equip pupils to respond to issues linked to coronavirus</li> <li>- support pupils with approaches to improving their physical and mental wellbeing</li> </ul> </li> <li>All staff to be trauma trained</li> </ul>	MF HB  New pastoral area in school, additional ELSA time	September 2020
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**d) Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion**

	Risk	Countermeasure	By whom?	By when?
1	Unable to provide staggered break and lunch times for pupils	<ul style="list-style-type: none"> <li>Monitor, through Core Team Meetings, level of need across school and deploy staff accordingly</li> <li>Maintain breaks and lunches through bubbles if necessary, supervising from distance</li> </ul>	CW	4.9.20
2	Children aren't clear on school routines	<ul style="list-style-type: none"> <li>Induction/practical training for staff/parents/children –</li> <li>Clear system for any accepted movement around the building</li> <li>Communication with new teachers via Class Dojo</li> </ul>	SLT	2.9.20
3	Children don't follow hygiene rules	<ul style="list-style-type: none"> <li>Schools have regular and repeating notices/training/ assemblies (in small group) using technology where possible for staff (one pre-recorded video to be used when needed?),</li> </ul>	SLT	3.9.20

		children and parents on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment		
4	Unable to safely use play equipment	<ul style="list-style-type: none"> <li>• Play equipment out of use</li> </ul>	KS	1.9.20
5	Children require additional support to follow these measures	<ul style="list-style-type: none"> <li>• Work with parents</li> <li>• Use of technology to model (video)</li> </ul>	SLT/teaching staff	1.9.20
6	Effect of insufficient transition activities during the summer term	<ul style="list-style-type: none"> <li>• July Return and Refresh sessions offered to all children who had not been in school</li> <li>• Class teachers communicated with new class via Class Dojo</li> <li>• Teacher profiles included in end of year school reports</li> <li>• Enhanced transitions offered</li> </ul>	SLT	9.7.20
7	Behaviours for learning takes time to establish and are challenged by some pupils	<ul style="list-style-type: none"> <li>• Refresh Behaviour Policy</li> <li>• Run a whole-school project for children and teachers to 're-connect' – SFA unit 'Learning Together' unit to be delivered first full week <ul style="list-style-type: none"> <li>• Virtual assemblies to revisit expectations and set class challenges/missions</li> <li>• Re-establish expectations and the principles of learning that the school has already in place</li> <li>• Additional pastoral support in place to support pupils struggling</li> </ul> </li> </ul>	SLT	1.9.20

8	Attendance is poor	<ul style="list-style-type: none"> <li>Remind and work with parents/ carers to quickly re-establish good attendance habits especially.</li> <li>Inform parents/ carers that the school has been deep cleaned to reduce fears of C-19 infection</li> <li>Identify vulnerable families during summer term and maintain contact during summer</li> </ul>	KS CW EB	1.9.20
9	Returning to an unfamiliar setting causes anxiety for pupils – particularly EYFS/reception	<ul style="list-style-type: none"> <li>Send out photos, books, social stories in advance</li> <li>Class Dojo page has been established for some time – videos, teacher profiles etc have been used</li> <li>Transition visits planned to allow small groups to visit before starting full time</li> </ul>	MF	1.9.20  Virtual school tour in place for Reception 2021
10	High risk pupils with challenging behaviour require restraint posing additional risk to themselves and staff	<ul style="list-style-type: none"> <li>Staff allocated according to relationships thereby reducing potential for risk</li> <li>Clear expectations on need for social distancing – work with families and trust if pupil unable to comply <ul style="list-style-type: none"> <li>Behaviour plans and risk assessments to be revisited</li> </ul> </li> </ul>	SLT	1.9.20
11	Higher than usual numbers of safeguarding disclosures	<ul style="list-style-type: none"> <li>Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them</li> </ul>	SLT HB HJ	1.9.20

		<ul style="list-style-type: none"> <li>• The trust has revised the recommended child protection policy to reflect the return of more pupils</li> <li>• Designated safeguarding leads (and deputies) will be provided with sufficient time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate</li> <li>• Attention is paid to communication with school nurses</li> </ul>		
12	Pupils return having been traumatised by their experience of the COVID-19 restrictions	<ul style="list-style-type: none"> <li>• Ensure staff are aware of sources of help and resources available</li> <li>• Trauma training delivered PD Days</li> </ul>	SLT HB	2.9.20

e) Vulnerable children (SEND/LAC)

	Risk	Countermeasure	By whom?	By when?
1	Children with SEND do not have needs met	<ul style="list-style-type: none"> <li>• Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and</li> </ul>	KS	1.9.20

		<p>preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories</p> <ul style="list-style-type: none"> <li>• Enhanced transitions to meet new teacher and be prepared for changes</li> <li>• New provision maps to be written once baseline assessments completed</li> <li>• EHCP review planned and delivered</li> </ul>		
2	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	<ul style="list-style-type: none"> <li>• All staff to complete trauma training</li> <li>• Counsellor to be employed one day a week</li> <li>• Additional pastoral support in place</li> </ul>		1.9.20
3	Children will now have access to external agencies	<ul style="list-style-type: none"> <li>• SALT, CISS, Social Services and other external agencies can still come into school to support children, with the permission of the Headteacher</li> <li>• Visitors are to scan QR code on arrival and sign into school Inventory system</li> <li>• Visitors are to use hand sanitiser on arrival and departure</li> </ul>		

		<ul style="list-style-type: none"><li>• Visitors are to wear face masks when moving through the school</li><li>• School is to provide a room with ventilation for work with pupils</li><li>• Visitors can observe pupils in class. They will need to be based near the door. All classrooms are ventilated</li></ul>		
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