Barnsley Metropolitan Borough Council
Risk Assessment for West Meadows Primary School

Task / Activity:	Full Opening of Schools – September 2021 (Covid-19)	Date:	13th September 2021 Reviewed – 29.11.21

This risk assessment should be produced in conjunction with the current government guidance as highlighted below:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

School:	West Meadows
Headteacher:	Rebecca Marsh
Risk Assessment Team Members:	Headteacher, Assistant Headteacher, Class teachers, Safety Reps
Overall responsibility for the risk assessment:	Rebecca Marsh
Appointed Deputy to be responsible for the risk assessment when the Headteacher is not available:	Jonathan Smith

Amendments – Infection Control and Stepping Measures Up and Down

Areas highlighted in yellow identify changes since the last review.

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus	• Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. • Fire Risk Assessment to be reviewed and the Fire log-book is up to date. • Legionella checks are to be up to date.	• HT is responsible for managing the premises. In their absence another suitable senior leader is required to be on site – AHT or SENDCO. AHT to be responsible on Fridays in absence of HT. • Daily premise inspection by HT. AHT on Fridays • Identify member of staff to be responsible for further risk	RM / JS RM – Mon to Thur JS – Fri

		• Electrical, gas and ventilation systems checks are up to date. • Increased cleaning regime.	assessments as a result of implementing adjustments and monthly review. Reviews to be completed by HT and AHT and shared with all members of staff / Trust / Governors and parents • Statutory building checks on Parago weekly • Weekly fire and security alarm checks to ensure fully operational and report on Parago • Fire Risk Assessment and Evacuation plan to be reviewed • Whole school fire drill to be scheduled for Autumn 1 • 2nd drill of year completed 8.11.21 • Check compliance paperwork to ensure legionella testing up to date • Ensure dishwasher is run through on a full cleaning cycle at least once per week • Update key holder information • Test luminaries and emergency lighting and report any issues on Parago. • Ensure identified repairs to emergency lighting and water heater have been completed • Review staff training log to ensure all fire awareness training up to date	RM / JS – monthly for 1st of each month Caretaker – AS (Mondays weekly) 7.10.21 RM Circulated to Governors 11.10.21 Most recent Fire Plan shared with staff 29.11.21 20.9.21 RM / AS RM / AS 13.9.21 Weekly – office staff (BA / KP) RM / BA by 13.9.21 RM / JS – daily check Caretaker – AS (Mondays weekly) Staff undertaken on Parago – staff reminder on

			• Fire wardens identified and Fire warden training added to Parago for BA and KP • Ensure additional cleaning, e.g. of teacher and pupil work spaces during the school day.	parago to send completed certificates to L. Johnson RM to email staff regarding cleaning down of tables, chairs and frequent touch points 30.11.21 RM / AS – 13.9.21 RM – by 16.9.21 RM – by 7.10.21 INSET day 6.9.21 Share risk assessment with all staff – 13.9.21 Weekly staff briefing reminders (RM)
Ventilation	Concentration of the virus in the air	• Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area.	• Ensure windows and internal classroom doors are open during school day and when staff present • Ensure playground perimeter gates are locked once parents	Class teachers RM / JS daily premises checks RM / CM

		• When school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained • These can be achieved by: - **mechanical ventilation systems** – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply - **natural ventilation** – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air - **natural ventilation** – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information. To balance the need for increased ventilation while maintaining a comfortable temperature, consider: • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing	have left site for security – new padlocks ordered • External classroom doors to be open to increase ventilation when children are at play and lunch • Hall skylight windows to be open all day • Ensure staff room windows are open when in use • Use CO2 monitors to identify areas of school which are poorly ventilated and identify actions to rectify – • Ensure identified areas of school without natural ventilation (ICT suite) have additional practices in place: - Hall doors to be open at both sides during dinner and assemblies - Option for staff to wear face masks in hall - Maximum one class in ICT suite - Both doors to ICT suite to remain open • Parents to be informed that pupils can wear additional clothing, e.g. fleece or hoodie if and when weather requires this • All classrooms have high level windows open	AS to order new padlock for playground gate - completed AS to contact contractor to remove handle from external door wc 8.9.21 - completed RM / AS - arrived in school and used from wc 29.11.21 RM to share will all staff – staff briefing and email wc 13.9.21 RM / JS daily checks Ongoing message to be sent via Twitter and newsletters from 29.11.21

		• rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied space.		Letter to parents – wc 27 October 21
Infection Control	Infection of coronavirus Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces	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. Track and Trace will ask anyone who has been in close contact with someone with the Omicron variant to isolate for 10 days regardless of vaccination status or age. 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. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: • they are fully vaccinated • they are below the age of 18 years and 6 months	• School to assist NHS test and trace with the identification of close contacts within setting as required • RM to conduct 1 to 1 welfare meetings with all members of staff • All members of staff who are identified as close contacts but who have received both vaccinations, must take a PCR test before returning to work • Individual Covid Risk Assessment completed for 1 member of staff. • Covid risk assessment for 1 CEV member of staff to be reviewed 30.11.21 • Pupils who come into contact with a positive case and are contacted through test and trace to be encouraged to go for PCR test. • Track and Trace will ask anyone who has been in close contact with someone with the Omicron variant to	RM informed staff 6.9.21 Regular briefing item -RM 4.10.21 September 2021 Tweet to parents 4.10.21 Letter to parents 4.10.21 Letter to parents regarding new measures 30.11.21 RM letter to parents 7.9.21

		• they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons Instead, individuals will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They 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. 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. Schools will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.	isolate for 10 days regardless of vaccination status or age. • Information letter sent home to parents reminding of current procedures and updating guidance re mask wearing • Review school events on an ongoing basis as part of Outbreak management plan • Welfare meetings with all staff on return to school, including to identify those who are fully vaccinated.	Second letter 4.10.21 From 5.10.21 RM wc 6.9.21
		• Clean hands thoroughly more often than usual. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or		AS - weekly

		hand sanitiser. 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. Regular and thorough hand cleaning is going to be needed for the foreseeable future • School to have sufficient hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly. • 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. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • 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. • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. • School to put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: ▪ more frequent cleaning of rooms/ shared areas that are used by different groups	• Ensure hand sanitiser stations in classrooms and central areas are re-filled • Ensure handwashing and sanitising routines continue within school • Hand sanitiser stations installed in communal areas and where no handwashing facilities • Communicate Clean / Use / Clean regime to staff for any shared resources • Class teachers and TAs to promote 'catch it, kill it, bin it' in class. EYFS to do additional hygiene lessons regarding handwashing • Send letter to all parents regarding Covid procedures including handwashing and 'catch it, kill it, bin it'	RM / Class teachers – ongoing Briefing 4.10.21 RM – staff meetings and briefings – weekly INSET reminder to all staff – 6.9.21 RM Letter to parents 7.9.21 - RM 4.10.21 RM Reminder letter 30.11.21

		▪ frequently touched surfaces being cleaned more often than normal *Note: 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.*	• Maintain reliable source of cleaning products, monitoring and maintaining appropriate stock levels • Maintain reliable source of hand sanitiser and tissues, monitoring and maintaining appropriate stock levels • Remind staff of their responsibility to clean and maintain level of hygiene in their workspace and any communal areas used by them. • Keep COSHH register up to date with any chemicals used in school. Restrict access to chemicals. • Bins available in all classes, central areas and on playground to be emptied daily	KP / BA RM asked office staff to check and reorder necessary cleaning products, soap and santisier 29.11.21 KP / BA RM – INSET day 6.9.21 Briefing 4.10.21 Employee guidance wc 6.9.21 All staff – ongoing AS / DM
Child/staff member becomes unwell at school with coronavirus	Transmission of coronavirus	• Ensure 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 10 days,	• As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with	

symptoms, or have someone in their household		and ensuring 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 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 (in accordance with the current government guidance) from when the symptomatic person first had symptoms. • Pupils, staff and other adults must not come into school if they are required to quarantine having recently visited countries outside of the common travel area https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive • Individuals must immediately cease to attend and not attend for at least 10 days from the day after: - the start of their symptoms - the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test • Where 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.	coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Procedures outlined with all staff for if a child or member of staff displays symptoms, including ensuring use of PPE (mask, apron, gloves) • Community Room identified as isolation room is a child starts to display symptoms while waiting to be collected • Ensure staff know that staff member with child is responsibile for cleaning of room after use • Letter to parents sent outlining new practices • Letter to parents regarding quarantining (included within new school practices). All staff sent copy of letter. • Staff guidance read and signed • Staff monthly reminder of guidance in staff briefing • 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	RM – 6.9.21 RM – 6.9.21 RM – 7.9.21 Responsibility of staff member RM – 7.9.21 Reminder letter to parents out by 30.11.21 All staff wc 6.9.21 Email of updated changes sent to all staff 30.11.21 (email as no briefing)

		• If the child needs 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). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.	normal household bleach 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. • Ensure staff know to wear PPE if remaining with a child with symptoms • Ensure staff know temperature to be taken by teacher or SLT in teacher absence. Under new NHS guidance a temperature is classed as 'feeling hot to touch on your chest or back (you do not need to measure your temperature) • Member of staff to wear PPE to take temperature • Ensure stock of PPE including face masks is maintained • 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).	RM / JS – monthly INSET day 6.9.21 RM RM reminder email to staff 30.11.21 RM – staff briefings BA / KP
Bubbles	Supress the virus	At Step 4 it is no longer recommend that it is necessary to keep children in consistent groups ('bubbles').	• Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the	

		As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and no longer need to make alternative arrangements to avoid mixing at lunch. You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.	detrimental impact they can have on the delivery of education. • Staff briefing on removal of bubbles • Welfare meetings with all members of staff • Letter to parents to explain new procedures and removal of bubbles • Pupils to sanatize hands on arrival to assemblies. • From 30.11.21 – there will be no assemblies in school. Visitor assemblies moved to January 2022 or remote / online. • Christmas concert rehearsals to take place in 3 groups in hall with good ventilation: F1/F2 Year 1, 2 and 6 Year 3, 4 and 5	INSET day – RM 6.9.21 Wc 6.9.21 RM / JS RM 7.9.21 Re-start 13th September From 30.11.21 No assemblies until Jan 2022.
Asymptomatic testing in schools	Supress the virus Asymptomatic Testing at Home	Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. • Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.	• Ensure regular supply and distribution of Lateral flow tests • Regular briefing reminders to encourage use of LFTs • All staff to read updated staff guidance	BA / KP as needed RM – staff briefings All staff wc 6.9.21

PCR Tests	Supress the virus	• Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19. • Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. • Additional information on PCR test kits for schools and further education providers is available: www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers	In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice. • Ensure parents understand guidance around symptoms and testing	Letter to parents – 7.9.21 RM New letter to parents 30.11.21 INSET 6.9.21 – RM Guidance to staff via email 30.11.21
Face Coverings	Spread of infection (coronavirus)	• Face coverings will be advised for staff and must be worn by visitors either in classrooms or in communal areas. • Face coverings must be worn on dedicated public transport as a legal requirement. • In circumstances where face coverings are recommended If you have an outbreak in your school, a	• Staff encouraged to wear masks in communal areas and when meeting external visitors / parents • Parents and visitors to wear masks inside school unless medically exempt	INSET – 6.9.21 One to one meetings with RM for all staff wc 6.9.21 New guidance on mask

	Correct and safe waring of face coverings Face visors, shields and/or transparent face coverings	director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils 6 staff and visitors, unless exempt). • School should make sure the outbreak management plans cover this possibility. In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. • Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. • Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. • The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth. • 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.	• Parents must wear a mask to attend Christmas concerts / events unless medically exempt • Encourage parents to wear a mask on the playground • Letter to inform parents • Signage on school entrance • Outbreak management plan to be created • Share outbreak management plan with Trust, governors, staff and parents	wearing shared with staff and parents 30.12.21 - RM Signage up from 30.12.21 – KP / BA Letter to parents 7.9.21 RM wc. 6.9.21 13.9.21 To Governors – 22.9.21

		• They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. • The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings. You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully.		
Personal Protective Equipment (PPE)	Spread of infection (coronavirus)	• PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type that covers your nose and mouth. • Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. • If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. During the coronavirus (COVID-19) outbreak, additional PPE is only required in a very limited number of scenarios: • if an individual child, young person or student becomes ill with coronavirus (COVID-19) symptoms	• Ensure maintain supply of PPE for specific circumstances, i.e. a pupil or member of staff begins to display symptoms while in setting • Ensure all staff understand when and how PPE should be used	BA / KP Briefing 11.10.21 Email communication of updated changes to remind staff of PPE use – RM 30.11.21

		and only then if a distance of 2 metres cannot be maintained • when performing aerosol generating procedures (AGPs)		
Remote Learning	Spread of infection	• Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. • Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19. • You should maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.	• Ensure all Google Classroom logins are updated with new class lists • Maintain use of Google Classrooms for both work in school and homework – ensure pupils maintain skills required • Supply all pupils with a home login card / ID • Review Remote Learning Policy and share with governors, staff and parents • Obtain bank of laptops from classes to be used when individual pupils have to isolate • Undertake up to date review of ICT provision for all families and identify families who would require loan of device through Forms survey	MC / class teachers 8.9.21 JS / MC / Class teachers – ongoing MC – parents' evening 24.11.21 RM wc 11.10.21 Circulated to governors – 11.10.21 – awaiting ratification MC – Nov 21
Dedicated School & Public Transport	Spread of infection	• On dedicated transport, it is a legal requirement that children and young people aged 11 and over wear a face covering. • Maximising distancing and minimising mixing, but unnecessary risks such as overcrowding should be minimised.		
Equipment				

	Spread of infection (coronavirus) via use of shared equipment	• For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. • 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. Bags are allowed. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	• Ensure all classes have maintained individual resource packs for everyday learning essentials from Year 2 upwards • Ensure all staff using clean / use / clean regime • Ensure all staff understand need to sanitize hands before and after using shared equipment • Home reading books to be changed each Friday to allow for quarantine over weekend • Shared equipment, e.g. sports equipment to be cleaned after use or rotated	RM – staff meeting 14.9.21 RM – full staff briefing wc 13.9.21 Email to staff – RM Email reminder 30.11.21 CG - ongoing
Pupils with education, health and care plans or on SEN support	Spread of infection (coronavirus)	• Pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve. • Teachers and special educational needs coordinators are to plan to meet these needs.	• SFP staff meeting led by SENDCO will be used to identify any specific needs or support • SFP Open Surgery held by SENDCO • SFP reviews to be undertaken January 2022	14.9.21 – KJ October 2021
Clinically extremely vulnerable pupils	Increased susceptibility of infection	• Clinically Extremely Vulnerable children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.	• RM to identify and clinically extremely vulnerable children • Office staff to inform parents of one child if a single positive case or if a number	9.9.21 From November '21

		• Further information is available in the guidance on supporting pupils at school with medical conditions. You should ensure that key contractors are aware of the school's control measures and ways of working.	of cases (3 or more) of another contagious disease in school	
Clinically Vulnerable staff		• Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.	• 1 to 1 welfare meetings with individual members of staff • Review Risk assessment for CEV staff	RM – wc 6.9.21 RM 30.11.21
New and Expectant Mothers		• Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. • All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures to minimise the risks of transmission. • A new and expectant mothers risk assessment should be carried out to consider any risks (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included	• Risk assessment will be carried out at the start of pregnancy and also at week 25 to determine if any adjustments should be implemented from week 28 of pregnancy	RM

		and managed as part of the risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. • Employers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). • This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19). Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.		
Supply teachers, peripatetic teachers and or temporary staff	Movement around schools - spread of infection (coronavirus)	• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. • They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. • School to consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.	• Ensure any supply teachers, peripatetic teachers and temporary staff understand school's risk assessment	RM

		• A record is to be kept of all visitors.		KP / BA
Outdoor playground equipment	Spread of infection (coronavirus)	• Outdoor playground equipment to be more frequently cleaned. • After use of equipment children are to clean hands thoroughly.	• Pupils to wash or sanitize hands at start and end of playtime and lunchtime • RM to review use of playground equipment	RM inform teachers – 14.9.21 staff meeting 13.9.21
Extra-curricular provision e.g. breakfast/afterschool clubs, holiday clubs etc	Spread of infection (coronavirus)	• School to consider resuming any breakfast and after-school provision, from the start of the autumn term. • For further information on summer holiday clubs, see Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak in order to plan extra-curricular provision.	• Breakfast club to resume from week 1 • After school clubs to resume from week 2 • Ensure cleaning procedures in place for breakfast club and after school clubs	RM with TP / CG
Educational visits and journeys	Transmission of infection	• Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. • From the start of the new school term schools can go on international visits that have previously been deferred or postponed and organise new international visits for the future. • Schools should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and schools must comply with international travel legislation and	• Ensure Covid risk assessments obtained for any school trips from venue • All educational visits to be approved by HT • Additional covid risk assessment to be undertaken for all school visits in and out • All risk assessments to be approved by HT. In absence of HT, to be approved by AHT • HT to become lead on Evolve	Ongoing RM / CG Class teachers – when needed

		should have contingency plans in place to account for these changes. • Schools should speak to either their visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). • Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. • School should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).		
Contractors/Visitors	Transmission of infection (coronavirus	**Contractors working on site** • Obtain Contractor's Covid-19 Risk Assessment • Ensure any Contractor's work is organised where there is minimum/no contact to both staff/pupils e.g. out of school hours • Ensure Contractor signs in/out of the premises • Adequate control measures in place to ensure social distancing/barrier off system	• All contractors to be organised for after school or during school holidays. • If this is not possible, contractors must work in area where there are no staff or children • Ensure rooms are well ventilated • Ensure cleaning of area after use by contractors • All contractors must wear a mask on site unless exempt	KP / BA KP / BA RM KP / BA

		• Allocated welfare facilities (where required) and increase of cleaning regime **Visitors** Where possible arrange to meet visitors via on-line system (e.g. Teams, Zoom etc) **Arrangements for Christmas concerts** • Pupils to stay in 3 groups for rehearsals (F1 and F2; Y1, 2 and 6; Y3, 4 and 5. • Reduced capacity – 2 tickets per family and no more than 100 people. (180 audience capacity in hall). • No additional children in hall than those performing. • All parents to wear mask and sanitize hands on arrival • Additional ventilation – skylights and doors and external door open for evening performance • Contingency plans of recording and live stream performance in place in case of Outbreak Management plan	• Meetings continue via teams where possible • Visitors onto site must wear a mask • Letters to parents informing of new expectations for concern	RM
Stepping Measures Up and Down	Outbreak of Covid-19	School should have contingency plans (sometimes called outbreak management plans) outlining what school would do if children, pupils, students or staff test positive for COVID-19, or how it would operate if school were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead	Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. • Ensure outbreak management plan completed and approved by Trust and governors • Ensure outbreak management plan shared with all staff and parents and	RM 9.9.21 22.9.21 RM 13.9.21

		you to consider taking additional action, and the steps you should work through, can be found in the contingency framework. The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.	is available on school website	

Manager's Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.	
Manager's Signature	**R. J. Marsh**
Date	**8.9.21** **Review point one : 5.10.21** **Review point two : 29.11.21**
Date of planned review (not to exceed 12 months)	**4.1.21**
Date of planned full re-assessment (not to exceed 24 months)	**1.9.22**