



Preparation for full opening of schools, September 2020

This risk assessment is not likely to cover all scenarios of all Trust Schools. Each school should consider their own unique circumstances, layouts, pupil numbers, resources, class room sizes, staffing capacity and pupils who have EHC plans and/or require intimate care. Each school is required to input their additional control measures specific to their schools in the columns provided and submit back for review by the Trust and Governors.

We remind all schools to follow only professional guidance informed directly from Gov.uk, DfE and PHE.

Risk Assessment Detail

Assessment Reference Number:	COVID-19-01	Date of Assessment	01 / 03 / 2021
Assessment undertaken by:	Emily Harman	Position:	Estates, Facilities and Health and Safety Advisor
Assessment undertaken with (SME): (Subject Matter Expert)	Alison Chambers	Position:	Head Teacher
Activity / Task / Topic / Detail:	Preparation for full opening March 2021		
Activity Location:	English Martyrs CVA		
Address:	Willow Crescent, Oakham, Rutland, LE15 6EH		
Number of People & Detail: (e.g. one person, 2-5, 6-10, 11-50, 51-100)	Pupil: 30 Teacher: 1 Support: 1		
Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)	<p>Guidance for full opening: Schools (published 2 July 2020) Updated 22 February 2021 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</p> <p>Face coverings in education Updated 8 January 2021 Face coverings in education - GOV.UK (www.gov.uk)</p> <p>Stay at Home: Guidance for households with possible or confirmed coronavirus infection, Updated 15 February 2021 Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Actions for schools during the coronavirus outbreak (published July 2020) updated 22 February 2021 Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</p> <p>Guidance for school: coronavirus (COVID-19) updated 22 February 2021 Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>COVID-19 Cleaning in non-healthcare settings (updated 16 October 2020) COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		



	<p>Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 16 February 2021) Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Children of critical workers and vulnerable children who can access schools or educational settings (updated 8 January 2021) Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</p> <p>Coronavirus (covid-19) asymptomatic testing in schools and colleges (published 15 December 2020) Updated 2nd February (guidance under review following announcement on 22 February 2021) Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Personal Protective Equipment at Work Regulations 1992</p> <p>Staying alert and safe (social distancing) (published 11 May 2020) Updated 13 August 2020 (withdrawn 24th November 2020)</p> <p>National Lockdown: Stay at Home (published 4 January 2021) Updated 22 February 2021 National lockdown: Stay at Home - GOV.UK (www.gov.uk)</p> <p>Advice for pregnant employees: Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p>
<p>Duration: (e.g. Hr - hours - Min - Minutes)</p>	<p>From 8th March 2021 until Government Review</p>

Hazard	Who May be Harmed	Gov.uk Guidance and CMAT Response for Required Controls	Specific Educational Setting Response and Controls	Risk Rating
<p>Spread of Covid-19 –Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing health conditions 	<p>Effective infection protection and control – minimise contact with individuals who are unwell, do not permit attendance to school if they or anyone in their household are showing signs of infection or have tested positive in the last 10 days. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>Refer to action cards if anyone in the school becomes unwell with a new, continuous cough</p>	<p>School will follow the government guidance and CMAT response for required controls. This guidance will be communicated to all staff, parents and any external contractors visiting the site during this period of time.</p> <p>Action cards printed off and displayed.</p>	



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' and arrange to have a test through NHS Test and Trace and consult with PHE

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.

Hand washing - Clean hands thoroughly more than usual, ensure washing facilities are available for use, ensure hand washing is carried out for 20 seconds with running water and soap and make sure they are dried thoroughly using paper towels, failing this, supply hand sanitiser, hand rub or skin friendly skin cleaning wipes to be used.

Promote good respiratory hygiene, "CATCH IT, BIN IT, KILL IT" approach. Tissues will be made available throughout the school. Adopt recent Government advice and support HANDS-SPACE-FACE campaign.

<https://coronavirusresources.phe.gov.uk/Hands-Face-Space-/>

[Hands. Face. Space - YouTube](#)

Clean frequently touched surfaces using standard products held in school such as

Children will be reminded how to wash hands effectively and when to do this by staff in school as outlined in required controls. Posters displayed in several places around the school and in toilet areas to remind children. Hand washing materials eg soap available at designated hand washing areas for individual groups of children as well as hand drying facilities. Hand sanitiser dispensers are outside classrooms as well as in the foyer, hall and adult toilets as well as outside individual classrooms. Hand washing materials and portable hand sanitiser available at other designated areas in school for all adults. Any adult entering the building will hand sanitise on entry and leaving the building. Hand washing materials and tissues ordered on a rolling programme to ensure that there is no shortage during this period. Children instructed on good respiratory hygiene as well as parents informed to continually reinforce with individual children. Hand washing to take place when children enter school, after break, before and after lunch and at the end of the school day before leaving.. Allocated times to clean surfaces



		<p>detergents.</p> <p>Headteacher to ensure daily checks are made with Government updates.</p> <p>Pupils and staff updated as necessary, communication throughout the school community is key.</p> <p>Display posters, leaflets and other materials.</p> <p>Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Minimise contact and mixing groups by altering the classroom layouts and timetables, staggering entry and exit times, breaks and lunches. Consider separate entrances and exits directly to classrooms from outside.</p> <p>All staff follow and regularly reiterate the hygiene message to pupils/students;</p> <ul style="list-style-type: none">• cover your cough or sneeze with a tissue• if you don't have any tissues available, then cough and sneeze into the crook of your elbow• throw the tissue in a bin• avoid touching your eyes, nose and mouth with unwashed hands	<p>eg break time, lunch time, end of the day. Staff continually reminded through staff hand out with regards to routines as well as weekly</p> <p>Letter sent out to all parents before March 8th 2021 to detail guidelines for return to school and information also displayed on website. Continual reminders via parent mail and weekly newsletter. Parent forum held on Wed Feb 24th to find out about opinions on return to school in March, evidence used to improve procedures if necessary.</p> <p>All children to remain in year groups during teaching time and restricted movement of children inside the school building. Children to access break and lunch times in 3 bubbles (EYFS / yr 1, 2 and 3 / 4, 5 and 6) in response to the amount of staff and space for break and lunchtime provision. Children to stay in these bubbles for afternoon teaching led by teaching assistants.</p> <p>Staggered break times and allocated outdoor space for children to play in – playground, astro and field. (children to bring suitable footwear for continued use of the field) to avoid unnecessary contact with children outside bubbles.</p> <p>2 designated sittings for eating of lunch. Some lunches to take place in classrooms and some in school hall with division provided for classes and classes in the same bubble only in the hall.</p>	
--	--	---	--	--



		<p>All pupils/students are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> • before leaving home and on arrival at school • after using the toilet and after breaks and sporting activities • before food preparation and eating any food, including snacks • before leaving school <p>Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team in the event of a possible case</p>	<p>Staggered lunch times to allow for allocated space for designated year groups.</p> <p>Classroom tables wiped before and after lunch daily. Toilets cleaned at the end of lunchtime before the afternoon session starts. Colour coding in toilets to indicate use by different bubbles.</p> <p>Inform parents of how to access test for children / family members if necessary using the link below.</p> <p>Inform via parent mail and on the school website.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Please refer to appendix describing symptoms of illnesses for parents, information sent to parents via parent mail and also on the website.</p> <p>Phone number of protection team printed off and displayed on staff notice boards and in school office area.</p>	
PPE	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing</p>	<p>Primary Settings –</p> <p>Face coverings or face masks in schools are not recommended to pupils in the primary school setting.</p> <p>Staff, and visitors should wear face coverings in communal areas such as where the layout of the school makes it particularly difficult to maintain social distancing, and should wear face shields</p>	<p>Face masks worn by all parents when dropping off and collecting their children. Staff will wear face masks on the gate. Visitors to school will wear face masks when moving around the building. Staff will wear face shields in classrooms when they are in close contact with children and can not distance safely. Staff will be responsible for wiping these</p>	



	<p>underlying health conditions</p>	<p>when delivering teaching and learning to pupils.</p> <p>Secondary Settings – face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain and should wear face shields when delivering teaching and learning to pupils. Face coverings do not need to be worn by pupils when outdoors on the premises.</p> <p>In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>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. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).</p> <p>Where anybody is struggling to access a face covering, or where they are unable to use their</p>	<p>down and school will replace when needed.</p> <p>PPE available in isolation room for staff if necessary.</p>	
--	-------------------------------------	--	---	--



		<p>face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.</p> <p>Face shields will also be available from school stock for teaching staff. Reusable face shields will be allocated to individuals who in turn will be responsible for maintaining the cleanliness of these items.</p> <p>Face shields will also be allocated to any agency/bank teaching and learning staff on arrival.</p> <p>PPE is also needed in cases where; pupils whose care routinely already involves the use of PPE due to intimate care needs so will continue to receive their care in the same way. And if a young pupil becomes unwell showing symptoms of COV-19 whilst at school and is awaiting collection, if the staff member who is waiting with them cannot maintain the distance of 2m then gloves, an apron and face mask should be worn by the supervising adult only. PPE will not be given to children under year 7 to use under any circumstance.</p> <p>Required PPE can be sourced from:</p> <p>https://www.seton.co.uk/</p> <p>https://www.policopy.co.uk</p>		
--	--	--	--	--



		<p>https://www.multicaremedical.co.uk</p> <p>This list is not exhaustive, other suppliers may be used.</p> <p>Disposable face masks, disposable aprons, disposable gloves, face shields and eye protection if deemed necessary.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>Children will be expected to remove face coverings themselves before entering school. If it is disposable it will be binned immediately otherwise reusable face masks will be placed by the child in a plastic bag to be taken home. Children to wash hands immediately.</p>	
<p>Class Sizes – Social Distancing</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health</p>	<p>Primary children and early years cannot be expected to remain 2m apart from each other and staff, however as previously stated schools will avoid contact with anyone with symptoms, frequently clean hands and practice good respiratory hygiene (CATCH IT, BIN IT, KILL IT) (HANDS-FACE-SPACE) clean areas regularly and minimise contact and mixing.</p> <p>All class sizes reflect the numbers of teaching staff available and are kept as small as possible</p>	<p>All children to be taught in separate year groups and to adhere to social distancing where possible. Children to access break and lunch times in 3 bubbles (EYFS and years one, two and three / years four, five and six) in response to the amount of staff and space for break and lunchtime provision. All children to hand wash before and after provision as well as before and after handling any food. Follow guidelines on guidance for food businesses.</p>	



	<p>conditions</p>	<p>with break times, lunch times and the movement of pupils/students around the school staggered to reduce large groups of pupils / staff gathering.</p> <p>The 2m or 1m+ rule will be adopted where possible throughout the school. Primary schools are permitted class sized groups and Secondary school's whole year groups.</p> <p>We recognise the importance to continue to reduce contact between people as much as possible therefore if the group option is adopted those groups are to stay consistent and away from other groups formed within the school.</p> <p>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 might include moving unnecessary furniture out of classrooms to make more space, and where possible not using the front row of the classroom to encourage more space between pupil and teacher.</p> <p>Teaching staff stay with their small group/class and do not crossover to teach/support different groups/classes, thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school. Where this is not practical, teachers are permitted movement between classes to facilitate better learning.</p>	<p>Where age appropriate class organisation will be adopted to support social distancing.</p> <p>All classrooms ventilated where possible.</p> <p>Information given to parents on minimum equipment to be brought in by children daily to avoid resources travelling between home and school.</p> <p>Support staff will be permitted to move between classes only to facilitate learning maintaining a distance between themselves and pupils wherever possible. Class teachers to remain with year groups.</p> <p>Collective worship to take place within year groups and bubbles remotely.</p> <p>Communication between other local schools to share good practice.</p> <p>Liaison with other local schools re PE / sport and opportunities for virtual competitions etc.</p> <p>Breakfast and after school club will resume on Monday March 8th. Children will be kept in their bubbles detailed above as much as possible during wrap around care.</p>	
--	-------------------	--	---	--



		<p>Where schools use transport, it is advised that pupils travelling should reflect the wider bubbles that are adopted in school, hand sanitiser should be provided upon boarding and disembarking, organise queuing where possible, additional cleaning of vehicles should be adopted and face coverings for children over the age of 11 should be used where appropriate. Limit very close contact with people outside of their bubble.</p>	<p>No transport used currently by school.</p>	
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Ensure staff who undertake your compliance checks are continuing these as normal practice. Fire alarm testing, emergency light testing, legionella testing, running the taps, fire doors operating correctly, fire appliances in situ and in date, fire alarms are serviced, PAT testing etc.</p> <p>Where possible ensure good ventilation around the school (opening windows/doors), this is to continue into the winter as much as possible.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • 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 – for more information see 	<p>All compliance checks carried out in line with frequency requested and logged onto the Every system. All risk assessments and health and safety procedures in place ready for external contractors to begin building work during the Summer break. This is still ongoing. Any contractors needing to access areas of the school where children and staff are present will be asked to wear face masks.</p> <p>Health and safety audit reviewed on December 8th 2020.</p> <p>Fire drill completed termly following the changes to fire procedures for drill purposes. Any issues recorded and dealt with.</p> <p>Visit from estate lead on Tuesday 8th September to check compliance with risk assessment.</p>	



		<p>school uniform</p> <ul style="list-style-type: none"> • rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. <p>2020 Annual audits undertaken and completed in December 2020.</p> <p>Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only. Communicate any changes to fire procedures to all staff and children.</p> <p>DPS and Estate Leads will visit schools to undertake compliance checks in line with the submitted approved risk assessments for monitoring purposes and records. This will continue into any national or local lockdown where concerns are raised.</p> <p>Dynamic risk assessments will be updated in line with new government guidance released.</p>		
Staff	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers 	<p>After establishing class sizes, allocate rooms and staff to accommodate, consider 1 teacher or 1 TA per group, this will allow more flexibility should a particular teacher or TA fall ill.</p> <p>Avoid where possible changing classrooms,</p>	<p>All staff briefed on working groups and government guidelines in connection with working conditions and hygiene to prevent any contamination including the restricted use of the staff room and kitchen facilities. Weekly updates</p>	



	<p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>office, workstations, pens, scissors or other equipment with different staff and pupil groups, where this cannot be avoided, please ensure cleaning procedures have taken place before changeover, leaving time between lessons to enable this to happen.</p> <p>Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles</p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment</p> <p>Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves</p> <p>Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work</p> <p>All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work</p> <p>Toilets are only (wherever possible) used by 1 member of staff at a time</p> <p>Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens,</p>	<p>relating to Covid restrictions.</p> <p>Staff to use own equipment and no sharing of equipment.</p> <p>Staff to make own drinks and use own equipment in the staff room. Staff reminded regularly about social distancing in the staff room and to use break out space in learning lab room.</p> <p>Wherever possible staff encouraged to work from home.</p> <p>Staff feeling unwell will not report for work and</p>	
--	---	---	--	--



		<p>scissors or other equipment with different staff and pupil groups</p> <p>Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired.</p> <p>If capacity of staff cannot be achieved to keep the school open, then the school will contact the Trust for further advice before making decisions to temporarily close or implementing any rota systems on health and safety grounds.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools</p> <p>Schools can continue to engage supply teachers and other supply staff during this period</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Clinically extremely vulnerable:</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>After establishing class sizes, allocate rooms and staff to accommodate, consider 1 teacher or 1 TA per group, this will allow more flexibility should a particular teacher or TA fall ill.</p>	<p>will self isolate if necessary following the government guidelines.</p> <p>Capacity of staff closely monitored and trust contacted if advice needed in connection with the closure of the school on health and safety grounds.</p> <p>No external clubs to be offered currently . No parents in school apart from arranged appointments. Parents to be contacted only via email and phone.</p> <p>Currently no staff clinically extremely vulnerable and therefore nobody has received letter from the NHS or GP.</p>	
--	--	---	--	--



		<p>Avoid where possible changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups, where this cannot be avoided, please ensure cleaning procedures have taken place before changeover, leaving time between lessons to enable this to happen.</p> <p>Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles</p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment</p> <p>Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves</p> <p>Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work</p> <p>All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work</p> <p>Toilets are only (wherever possible) used by 1 member of staff at a time</p>		
--	--	---	--	--



		<p>Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups</p> <p>Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired.</p> <p>If capacity of staff cannot be achieved to keep the school open, then the school will contact the Trust for further advice before making decisions to temporarily close or implementing any rota systems on health and safety grounds.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools</p> <p>Schools can continue to engage supply teachers and other supply staff during this period</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Clinically extremely vulnerable:</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>CEV staff are advised not to attend the</p>		
--	--	--	--	--



		<p>workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Employers should talk to their staff about how they will be supported, including to work from home. You should continue to pay CEV staff on their usual terms.</p> <p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>All other staff should continue to attend work.</p> <p>All pregnant staff follow specific guidance Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <p>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</p> <p>This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill</p>		
--	--	--	--	--



		<p>and of pre-term birth if you contract COVID-19.</p> <p>Your employer should ensure you are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p> <p>For many workers, this may require working flexibly from home in a different capacity.</p> <p>All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</p> <p>Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, you should be suspended on paid leave.</p>		
Pupils (CEV)	<ul style="list-style-type: none">• Pupils	<p>Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school during the period</p>	No children on role currently falling into this category.	



		<p>of national lockdown.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.</p> <p>Parents of clinically extremely vulnerable children will have received a letter or will be receiving one, ensure you have seen it for school records.</p>		
Cleaning	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as desks, door handles, light switches, welfare facilities, using appropriate cleaning products and methods.</p> <p>Resources being utilised must be cleaned frequently. Where they cannot be cleaned, non-plastic items should be left for 48 hours between cross usage and plastic items must be left for 72 hours.</p> <p>Installation of hand sanitisers are located at key points around the site i.e. entrances, exits.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Implement the use of fogging machines in schools to aid with accurate, quick sanitising of</p>	<p>All facilities and equipment cleaned throughout the day and at the end of the day. Staff briefed on this.</p> <p>Specific list of areas to be disinfected frequently to be made and discussed with cleaning staff with work rota drawn up.</p> <p>Hand sanitiser located around the school site including entrance, exit, staff toilets and staff room.</p> <p>PE, IT and music equipment to be wiped before passing between classes for use. No other equipment to be shared between classes.</p> <p>Teaching staff periodically cleaning used surfaces in teaching areas. Lunchtime supervisors cleaning toilets at the end of lunch time.</p> <p>Cleaner working additional hours where necessary. Schedule for cleaning across the school regularly reviewed.</p> <p>Fogging machine used weekly in school.</p>	



		<p>classrooms and other school areas. Fogging machines sourced are an additional control measure not a replacement control measure. Ensure original enhanced cleaning procedures are also adopted.</p> <p>Introduce additional cleaning of outdoor benches in between break times.</p> <p>Review cleaner and caretaker staff hours to accommodate additional cleaning requirements throughout the working day in line with guidance.</p> <p>When effective cleaning is no longer available the school would pursue;</p> <ul style="list-style-type: none"> • replacement/cover site staff if the duties are contracted in • voluntary assistance from other school staff • external cleaning services • temporary workers if alternative arrangements cannot be made <p>If site cannot be cleaned, the school will contact the Trust for further advice before making decisions to temporarily close on health and safety grounds.</p>		
<p>Education Visits and public events in school.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable 	<p>In light of guidance, CMAT response to any visits or public events including any activities outside of the school premises proposed by the school are to be put on hold until further information, direction and review has been received by .Gov.UK/DfE, PHE/HSE.</p>	<p>Format for parents evenings for term 5 will be reviewed at Easter.</p>	



	<p>groups – Pregnant workers, those with existing underlying health conditions</p>	<p>This response also relates to places of worship beyond the schools boundaries, open evenings, parents evenings and the like.</p>		
Lettings	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>School lettings are able to proceed, please ensure you have received an reviewed the hirers individual letting risk assessment and their procedures for adhering to .Gov.UK/Dfe and PHE/HSE guidance. Items to be covered on their risk assessments should include:</p> <p>Cleaning of premises, social distancing measures taken, support of the NHS Test and Trace system and their communication procedures with PHE and the school directly. Check the dates on the risk assessments are current and ensure reviewed assessments are forwarded for your consideration immediately.</p> <p>Please ensure you lettings are not in violation of any Tier or national restrictions your area may currently be in.</p>	Lettings will be reviewed after Easter holidays.	
Local and National Lockdowns	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those 	<p>Follow.Gov, PHE, DfE and HSE guidance released in relation to local or national lockdowns only.</p> <p>In the event of new restrictions being imposed, the CMAT will liaise directly with the schools initially to discuss any additional control measures required then schools will need to communicate quickly and clearly to staff,</p>	<p>All children will return to school on Monday March 8th.</p> <p>Remote working arrangements have been communicated to parents and systems in place via class dojo and Microsoft teams to facilitate this in case of a bubble or year groups needing to isolate.</p>	



	with existing underlying health conditions	parents, pupils the new arrangements. Check for changes in key worker lists and ensure critically extremely vulnerable workers have been identified.		
SLT Meetings	<ul style="list-style-type: none"> • Staff 	Hold these meetings remotely via the medium of Teams, Zoom etc to eliminate the risk as source, where this cannot be done, ensure all social distancing control measures are adhered to at 2m+ spacing, the room is large enough to accommodate the members of the meeting safely and the room is well ventilated, you may also want to consider the use of face masks as an additional control measure. Keep the meeting to as shorter time as possible. This will prevent the requirement for self isolation should a positive case be confirmed after the meeting took place.	SLT meetings to be held remotely as far as possible but if unable to do this the meetings will be held in a well ventilated classroom adhering to 2 m plus spacing . Agendas are used for the meeting and they will last no longer than an hour.	
Interviews	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	All interviews taking place after Monday 12 th October 2020 should be held via Teams, Zoom etc to eliminate the risk at source where possible. Ensure all social distancing control measures are adhered to at 2m+ spacing, the room is large enough to accommodate the members of the meeting safely and the room is well ventilated, you may also want to consider the use of face masks as an additional control measure. Ensure the room is sanitised regularly, there is hand gel available for the interviewer and candidate. Ensure no more than 1 candidate	No interviews scheduled to take place currently. Interviews taking place after this date will happen remotely. Candidates wishing to view the school before interview will visit outside of teaching hours to avoid contact with other staff members and children.	



		is permitted access at a time. Access to any other area of the school than the dedicated interview room is denied. Ensure all candidates scan the COVID-19 QR code on arrival.		
Visitors to Setting	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>Settings should restrict all visits to the setting to those that are absolutely necessary. This means suspending parent and carer visits for:</p> <ul style="list-style-type: none"> • new admissions, • settling-in children new to the setting • attending organised performances <p>Only visits that are essential are permitted such as health and safety compliance or a safeguarding concerns as examples. The dynamic risk assessment must be adhered to. If you are unsure, contact the Trust office.</p> <p>All other visit requests are to be denied until further notice.</p> <p><u>ALL VISITORS TO SITE ARE TO SCAN THE SETTINGS QR CODE PROVIDED.</u></p>	<p>All visits to school suspended.</p> <p>Prearranged visitors will be asked to scan the settings or QR code provided.</p>	
Out of School Clubs	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – 	<p>Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:</p>	<p>Breakfast and after school club to resume from Monday March 8th 2021.</p>	



	<p>Pregnant workers, those with existing underlying health conditions</p>	<ul style="list-style-type: none"> • work or search for work • undertake training or education <p>Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children.</p> <p>Out-of-school activities that are primarily used by home educating parents as part of their arrangements for their child to receive a suitable full-time education (which could include, for example, tuition centres, supplementary schools, or private tutors) may also continue to operate for the duration of the national restrictions.</p> <p>Where it is possible to do so, providers should try to work with parents, the schools or early years settings which children attend to ensure, as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day. This will minimise the amount of mixing between different groups of children outside of school, and therefore the risk of infection. For more information, read the full school opening guidance.</p>		
<p>Return to school after a period of self-isolation.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – 	<p>The DFE have stated “Returning to 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.”</p> <p>There may be an instance where a child’s bubble closes in a school but the child was previously</p>	<p>All parents are aware of procedures if an individual child or class have to self isolate.</p> <p>Remote working policy and remote learning offer is visible on the school website as well as having</p>	



	<p>Pregnant workers, those with existing underlying health conditions</p>	<p>self-isolating. In this occasion, it is reasonable for that child to return to school after their period of isolation ends.</p> <p>It is a requirement of the Academy to ensure that any children returning who is not part of a group self-isolation school closure, have access to suitable teaching and learning facilities, even if their bubble has been closed.</p> <ul style="list-style-type: none"> • The school will ensure that this child does not enter another bubble on return e.g. a Year 2 child will not be allowed to enter a Year 3 bubble. • The school will ensure they communicate plans to the parent/s in question regarding a return. • Where possible, after the class has been “fogged” the returning child will be expected to use their bubble area. 	<p>been circulated to parents.</p> <p>Remote working arrangements have been communicated again with any changes to all parents since the recent national lockdown.</p>	
<p>Mass Testing</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying 	<p>A separate risk assessment will be compiled to incorporate all items required under NHS Test and Trace Appendix C template, Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.</p> <p>Rapid asymptomatic coronavirus (COVID-19)</p>	<p>Risk assessment applicable to all staff in school but not children currently.</p> <p>Staff have received training and a copy of the risk assessment connected with LFT. This takes place on Sunday and Wednesday evenings.</p> <p>All staff aware of procedures to follow should they obtain a positive LFT result.</p>	



	health conditions	<p>testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK (www.gov.uk)</p> <p>Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)</p> <p>Please refer directly to CMAT should lateral flow testing stations be required at your school setting.</p>		
--	-------------------	---	--	--

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

