

Covid-19 Risk Assessment Example / Template and Supporting Guidance for Schools

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The Government announced that from the 8th March 2020, schools should welcome back all pupils. It is a key principle of City of Wolverhampton Council that safety is more important than numbers of children in schools and settings at any time, but Government guidance is that it is safe to re-open schools.

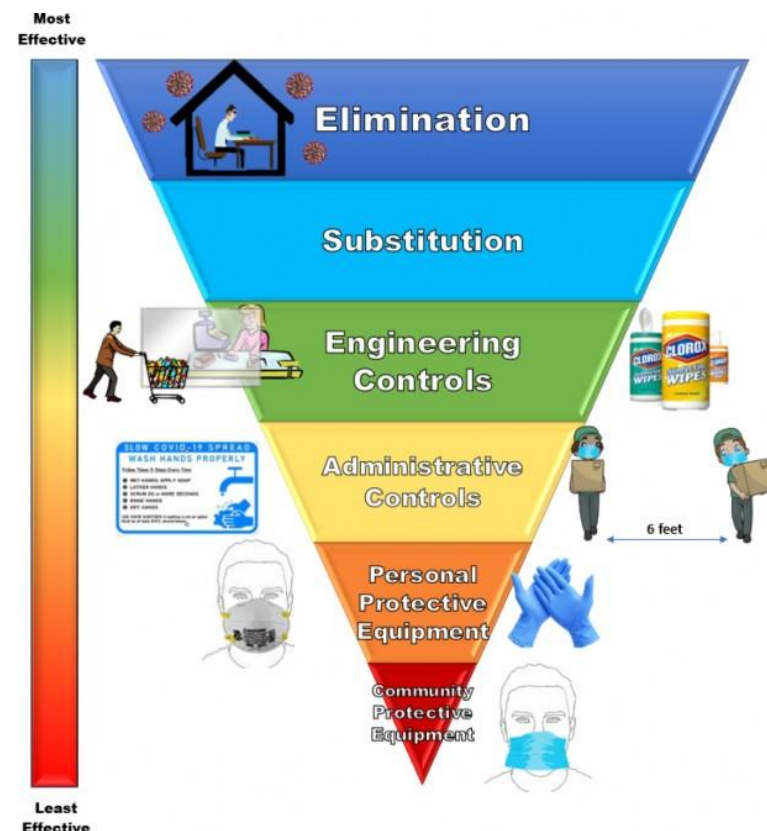
To support schools with this, below is an example Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the '*considerations*' section detailed at the end of the document and the following [latest government guidance](#):

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defence and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Title: Covid-19 Risk Assessment for Claregate Primary School including maintained Nursery.

N.B. In attempt to minimise risk, this Risk Assessment is not implying that there is no risk. Airborne and surface transmission of Covid-19 is still possible. Those completing this Risk Assessment are not experts in infections transmission and these are common sense measures informed by local and national advice.

Educational attendance will be compulsory from March 8th 2021 although some clinically extremely vulnerable pupils may still be advised to self-isolate.



Key.

SM = Site Manager. HT = Headteacher. DHT = Deputy Headteacher. PL = Phase Leaders. OM = Office Manager. IL = Inclusion Leader. C and FSW = Child and Family Support Worker. AA = Administrative Assistant. RT = Receptionist. CoG = Chair of Governors. AT = All teachers. AS = All Staff. MDS = Mid Day Supervisors. LA = Local Authority.

S = system, I = Implementation, QA = Quality Assurance.

Dates e.g. 22/5/2020 indicates that date that the Risk Assessment template was received and matters were already in place.

Matters demarcated in yellow indicate additions to the LA template Risk Assessment for ease of reading by LA staff.

Matters demarcated in green indicate where the RA has been amended following LA briefing on 4/6/2020.

Blue text indicates changes made for September 1st or 2nd 2020. *Blue italics* indicates quote from of LA. **Blue italics** indicate last minute changes to guidance Friday 28/8/2020.

Matters written in purple indicate changes to the Risk Assessment in January 2021.

Matters in blue highlighting, indicate changes to the Risk Assessment for re-opening on March 8th 2021 and some matters to respond to LA lessons learned document.

~~Strike through~~ indicates that this no longer applies to this Risk Assessment.

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Action By who?	Action by when?	Done
Leaders will monitor and check compliance of this plan, but it is also the responsibility of everyone to work as a team and remind each other if they have forgotten or have inadvertently not complied. Only by doing this will we become as safe as possible.						
		<u>Barriers / Screens</u>				
		Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors are in place.		HT-S, RT-I-	Done fixed in place.	Done
		Sign to "Keep your distance please" on front Reception desk.		RT-S, SM-I	20/5/2020	20/5/2020
		Use external doors where possible and avoid walking in corridors if possible.		HT-S, CT's I	22/5/2020	22/5/2020

Spread of Covid-19 Coronavirus	Staff	One-way system of circulation. Demarcate corridors with chairs and physical barriers with keep left signs.	M	SM-S, AS-I	22/5/2020	22/5/2020
	Pupils	Ban on volunteers and non-essential adults on site. Parents not allowed to enter site without making a pre-arranged appointment – only granted access to site if deemed essential.		HT-S, RT-I	22/5/2020	2/5/2020
	Cleaners	Staff briefing to cover all of these controls.		HT-S and I	1/6/2020	1/6/2020
	Contractors	Keep records of visitors and non-school employees that will allow contact tracing if required.		HT-S, Rec – I.	23/2/2021	23/2/2021
	Visitors to our premises.	Testing and Tracing				
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	The school are “strongly encouraged” to encourage staff to download and use the NHS Test and Trace app. This is intended to reduce the possibility of attending school with the possibility of unwittingly spreading the virus. Staff are required to self-isolate if the app requires them to.		HT –S. All staff – I.	1/3/2021	1/3/2021
		Staff are “strongly encouraged” to self-administer a LFT test each Sunday and Wednesday evening completing the NHS reporting mechanism and the schools own reporting system. If positive, a PCR test is then necessary and self-isolation for them and close contacts is necessary for 48 hours / until the PCR test result comes back. For onsite testing , from 25/2/2021, the legal duty to self-isolate is triggered by the LFT and there is no requirement to seek a PCR test.		DHT – S. All staff I.	18/1/2021	18/1/2021
		If there is a confirmed positive case in school, the school will take swift action to follow the latest and PHE (local and national) procedures to identify contacts and send communication e.g. standard letters to all stakeholders that need to be contacted. We will do this by MarvellousMe to parents / carers and by email to staff. We will make every reasonable effort to ensure that people have received the message.		and PHT – S. HT – I.	Ongoing	Ongoing
	Anyone else who physically comes in contact with you in relation to your operations.	Where we suspect a child should self-isolate e.g. where they know they have returned from abroad, or if we suspect a close contact has tested positive, we will seek to verify information e.g. via local PHE and ask them not to attend if verified and contact the police if we believe quarantine is being breached.		PHE – S. HT – I.	National rules apply.	
		Our records show that some parents / carers have not provided GP information. Trace GP data by asking parent / carers.		DHT – S. AA – I.	8/2/2021	8/2/2021
		We have a small number of LFT tests for use by parents / carers for pupil use if required e.g. they cannot attend a test centre.		DHT – S and I.	4/1/2021	4/1/2021

Risk of poorer education		We will assist people in establishing when they can return to school based on the latest Government guidance.		HT –S. HT IL and DHT – I.	Ongoing	Ongoing
		Promotion of good personal hygiene				
		Hand washing facilities with soap and water (ideally warm water) in place.		SM – S and I	21/5/2020	22/5/220
		Posters displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here).		HT- S, AA- I	22/5/2020	1/6/2020
		Stringent hand washing taking place for staff and pupils (in accordance with this guidance). All people entering site wash or sanitise their hands.		IL – S, CT’s- I	22/5/2020	22/5/2020
		Pupils who need help are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.		HT-S, AS-I	2/6/2020 1/9/2020	1/6/2020
		Class teachers to teach whole class hand washing techniques.		IL – S, AS-I		
		Drying of hands with disposable paper towels. Hand driers in pupil toilets.		IL- S, AS-I		
		Children to wash hands before and after eating a snack and before and after eating dinner. Also on entry and exit to school. Wash hands frequently throughout the school day.		IL-S, AS-I		
		Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it’s available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing).		SM I (in stock)	22/5/2020	23/5/2020
		Employees and pupils reminded to catch coughs and sneezes in tissues – follow “Catch it, Bin it, Kill it” and wash hands and avoid touching face, eyes, nose or mouth with unclean hands. Regular reinforcement in class.		IL –S, AS -I	2/6/2020	2/6/2020
		Tissues or toilet roll for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and these are replenished as needed.		SM – S and I AS-I	22/5/2020 1/9/2020	22/5/2020
		Appropriate receptacles for disposal of tissues (lidded bins) which are emptied throughout the day.		SM – S, AS-I	22/5/2020 1/9/2020	22/5/2020
		Reception and Year 1 pupils will be served lunch in their block to reduce use of the hall for multiple pupils (January 2021 pupils eat in hall in “Bubbles” due to low numbers). Pupils discouraged from sharing cutlery, cups or food. At lunchtime cutlery kept behind the servery and handed to children. Parents informed of hygiene		HT – S, MDS-	2/9/2020 2/6/2020	2/6/2020

		expectations and advised to discuss this with their children. Children only access to their own lunchbox - no sharing of food.			4/1/2021	4/1/2021
		Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.		CT's –I, SM I		
		Areas are kept well ventilated using natural ventilation where possible.		HT – S and I		
		<i>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should 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. Class teachers need to ensure that equipment is cleaned after use probably by support staff.</i>		HT – S, CT – I.	1/9/2020	2/9/2020 ongoing.
		<i>If a "bubble" key stage or the whole school has to isolate at home the school will be prepared to switch to an online curriculum with video lessons in line with Government guidelines. We will be prepared to do this at short notice. Risk to lack of continuity of education will be mitigated by the use of high quality resources such as Oak National Academy, White Rose Mathematics and other packages that the school may buy into such as Times Table Rock Stars. See contingency plan. Online learning via Seesaw – see Home Learning Policy. If staffing levels allow - readiness to do this again if a bubble part closes after March 8th 2021.</i>		DHT and SLT- S, CT I.	2/9/2020 4/1/2021	2/9/2020 4/1/2021
		Staff have their own PC and do not share IT equipment. Staff are requested to send documents to the photocopier via IT rather than manually. If the photocopier is used all parts touched should be wiped down with the recommended wipes. Similarly for telephones which should not be shared or should be wiped thoroughly before another person uses it.		HT-S. All staff – I.	8/3/2021	8/3/2021
		Cleaning				
		Pupils sit at their own and the same desk each day to minimise the need for constant cleaning. Y1 to 6 they have their own tray with their own equipment.		HT – SM -I	2/6/2020 2/9/2020	2/6/2020
		Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning schedules of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.		HT S, SM-I	22/5/2020 8/6/2020	22/5/2020 8/6/2020

	<p>Meet with cleaning contractors to review cleaning arrangement and make any necessary changes.</p>		HT S, SM-I	1/6/2020	1/6/2020
	<p><i>“As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering or exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens”.</i></p> <p>N.B. This means that a member of staff, probably a member of support staff will be made responsible for this by the phase leader to include communal areas such as the corridor and toilet door handles.</p> <p>When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</p>		SM – S, PL, I.	1/9/2020	Each day ongoing.
	<p>Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, light switches, door panels, work surfaces, bannisters, remote controls and electronic devices such as Reception area / sign in tablets, using appropriate cleaning products and methods.</p> <p>Desks to be wiped over before the children eat their lunch (school staff) and at the end of every day with anti-viral cleaning solution. Friday afternoon to be put aside without children present so equipment can be thoroughly cleaned e.g. EYFS toys.</p> <p>Any doors that have to be closed - clean handles and push plates at the end of every day.</p> <p>All toilet bowls, sinks and surfaces cleaned at the end of every day with anti-virus solution.</p>		HT S, SM-I	22/5/2020 1/9/2020 8/6/2020	1/6/2020 8/6/2020
	<p>Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. Any concerns to be brought to the attention of senior leaders asap.</p>		HT S, PL-I		

		All cutlery and cups are thoroughly cleaned before and after use.		SM-S and I.	2/6/2020	2/6/2020
		Check basic hygiene stock and toilet requisites every morning.				
		<p><i>Cleaning and Disinfection</i></p> <p><i>Public areas where a symptomatic person has passed through and spent minimal time, but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</i></p> <p><i>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</i></p> <p><i>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</i></p> <p><i>Use one of the options below:</i></p> <ul style="list-style-type: none"> <i>a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or</i> <i>a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or</i> <i>if an alternative disinfectant is used within the organisation, ensure that it is effective against enveloped viruses</i> <p><i>Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</i></p>				

		<p><i>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</i></p> <p><i>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</i></p> <p><i>Anti-Viral spray in each classroom for ongoing use.</i></p>				
		<p style="text-align: center;"><u>Dealing with waste</u></p>				
		<p>Waste</p> <p><i>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</i></p> <ol style="list-style-type: none"> <i>1. Should be put in a plastic rubbish bag and tied when full</i> <i>2. The plastic bag should then be placed in a second bin bag and tied</i> <i>3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known</i> <p><i>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</i></p> <p><i>If the individual tests negative, this can be disposed of immediately with the normal waste.</i></p> <p><i>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</i></p> <p><i>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</i></p>		SM S, All staff – I.	1/9/2020	1/9/2020 ongoing system.

[illegible]

		Reception and Year 1 children will be served their food in the South block and will line up in class order and keep to their own classrooms to eat. Rescinded January 2021. Reinstated March 8 th 2021.	HT-S, MDS- I	8/3/2021	8/3/2021
		Staff reminded regularly of the importance of social distancing, both in the workplace and outside of it. Staff required to wear face masks covering mouth and nose when moving around the building out of their own bubble. Staff including leaders who have whole school overview limit "tours" to classrooms and reduce "superspreader" possibility. Remote messaging where necessary, or if class messages need to be given in person do so from the door wearing a mask without entering class.	HT-S, AS-I		
		Review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Staff who are extremely vulnerable work remotely on site (specific location to be arranged for each individual). New staff rota of people on site Jan 2021. All staff except CEV return March 8 th .	HT-S, DHT-I		
		The Royal College of Obstetrics and Gynaecology (RCOG) guidance will be followed for pregnant staff and isolation particularly from 28 weeks gestation with underlying health conditions occupational health advice for employers and pregnant women	RCOG – S, I HT.	New guidance for 1/9/2020	Ongoing
		<u>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</u> <i>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.</i> <i>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</i>	– S, HT – I.		
		Redesigning processes / rooms to ensure social distancing in place. Use of the staff room should be minimised while ensuring that staff do have a break of reasonable length. Hot water facilities for drinks provided in the offices, Upper Juniors, Nursery and Lower Juniors and only when pupils are not present. No hot liquids are allowed near pupils.	HT-S, SM-I	22/5/2020 2/9/2020	22/5/2020

	<p>Ensure staff wash hands when entering the staff room kitchen before touching anything supply of soap sanitiser and paper towels available). Staff use a paper towel to turn off taps (to avoid any potential cross contamination back onto the clean hand).</p> <ul style="list-style-type: none"> Each staff member now needs to have their own box, own cup as well as any ambient products such as tea, coffee, bread, biscuits etc (this may help to reduce the need to open cupboards). Continue to use disposable plastic spoons only Staff not to touch face whilst in kitchen. Once eaten to immediately load dishwasher or wash up items and return them back to their allocated box. Rule that all staff are to wipe down the surfaces and any surfaces they have touched (hopefully these are kept minimal due to items in a box). Over 70% alcohol wipes in staff room for cleaning handles and high touch points. Photocopier to be wiped where touched if used. Minimise use by sending remotely. <p>If staff have eaten in that area then they are to again wash their hands before leaving the room and returning back to their work area.</p>		4/1/2021	4/1/2021	
	Conference calls via "Microsoft Teams" to be used instead of face to face meetings wherever possible.		HT-S, AS and Govs I.		Ongoing
	1. 5 metre social distancing to be adhered to in staff room – 2 if possible. Some research shows that adults are more likely to pass it on to each other than from children.		HT-S, AS-I	2/6/2020	2/6/2020
	Management checks to ensure this is adhered to.		HT-S, PL-I		
	Parents discouraged from gathering at school gates by staff on duty at the gate. N.B. there are not enough staff available to patrol pavements where there will be lining up outside school. N.B. only 1 staff member at the gates in September carrying on from March 8 th 2021.		HT-S, gate staff- I	1/9/2020 8/2/2021	2/9/2020
	Walk through system to collect pupils at the end of the school day. Pupils socially distanced and people collecting walk past and children join them. In Chester Avenue, out Crossland Crescent. To remain January 2021 but time brought back to 15.00 to		3/9/2020		

	<p>15.10 due to lower footfall. To remain March 8th 14.50 to 15.10. More people encouraged to leave after 15.00 when it is much quieter. Permission sought to release Year 5 and 6 pupils who walk home at 14.50.</p>				
	Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.		DHT-S, AS-I		
	Staggering lunch breaks - wash hands beforehand and enter in the groups they are already in, groups kept apart as much as possible and tables cleaned between each group.		DHT-S, AS-I		
	Ensure toilets do not become crowded, by limiting the number who use the toilet facilities at one time.		HT-S, AS-I		
	Use outside space for exercise and breaks wherever possible.		DHT-S, AS-I		
	Use outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.		HT-S, AS-I		
	<p>Discontinue use of outdoor climbing equipment e.g. slide, frames and fixed structures. Install barrier tape and be vigilant.</p> <p>Outdoor large fixed play equipment only to be used within one bubble. If used by another bubble it should be thoroughly cleaned (see cleaning solution) before use or left for 48 hours or 72 hours for plastic.</p>		HT-S, SM-		
	Limit exchange of take-home resources between children, young people and staff. No equipment to be taken home. Pupils come to school in PE kit on PE days to limit corridor contact and mixed gender changing.		HT-S, AS-I 2/9/2020		
	Prevent as far as possible, the sharing of stationery and other equipment where possible. Individual trays in EYFS and Y1 and pencil cases in Y6.		HT-S, AS-I		
	Shared materials and surfaces should be cleaned and disinfected more frequently (see above). Virus cleaning solution in each classroom.		HT-S, SM-I		
	Pupils in dual site provision (none in R to Y6 at the time of writing) must follow hand washing rules on exit and entry with no equipment brought from site to site. Still none January 2021. Ditto March 2021.		HT-S, OM – I	1/9/2020	2/9/2020 ongoing

		<p><u>Curricular performing arts</u></p> <p><i>Children should not share beaters or other musical instruments without cleaning with anti-viral products (over 60% alcohol for example. There will be no sharing of recorders or other instruments that are played by blowing into them. Beaters or suchlike should be labelled.</i></p> <p><i>There should be increased hand washing just in case.</i></p> <p><i>Singing, wind and brass instrument playing can be undertaken in line with new guidelines and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u>. However, these studies have also indicated that it is the cumulative aerosol transmission, from both those performing in and attending events that are likely to create risk. DCMS is continuing to develop a more detailed understanding of how to mitigate this potential aggregate risk, but in that context, organisations should follow the guidance set out below.</i></p> <p><i>If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at <u>hygiene: handwashing, sanitation facilities and toilets</u>.</i></p> <p><i>Instruments should be cleaned by the pupils playing them, where possible.</i></p> <p><i>Handling scores, parts and scripts</i></p>		<p>HT-S. CT – I</p> <p>1/9/2020</p>	<p>1/9/2020</p>	<p>2/9/2020</p>
--	--	---	--	-------------------------------------	-----------------	-----------------

		<p><i>Limit handling of music scores, parts and scripts to the individual using them.</i></p> <p><i>Suppliers</i></p> <p><i>The number of suppliers when hiring instruments and equipment will be limited and school based instruments used wherever possible. It is the peripatetic or class teacher's responsibility to ensure that hired or brought in instruments are stored securely in a clean location before use and cleaned before first use.</i></p> <p><i>Pick up and drop off points</i></p> <p><i>Pick up and drop off collection points will be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand.</i></p> <p><i>Individual lessons and performance in groups</i></p> <p><i>Individual lessons in music, dance and drama can resume in schools. This may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures set out above on peripatetic teachers.</i></p> <p><i>If there is no viable alternative, music lessons in private homes can resume, following the same guidelines and additionally following the government guidance for working in homes, and the guidance for out-of-school provision.</i></p> <p><i>Specific safety measures for individual music lessons are set out in the following sections.</i></p> <p><i>Social distancing</i></p>				
--	--	---	--	--	--	--

		<p><i>Measures should include specific social distancing between pupil and teacher (current guidance is that if the activity is face-to-face and without mitigations, 2 metres is appropriate), accounting for ventilation of the space being used. Pupil and teacher should be positioned side by side if possible.</i></p> <p><i>Singing or music, dance, drama or collaboration in PE, we will</i></p> <ul style="list-style-type: none"> • <i>Keep 2 metre social distance (which excludes whole class singing in the classroom)</i> • <i>Ventilate a room well with circulation of outdoor air (recirculation via a fan in the hall is not ventilation)</i> • <i>Keep it time focussed</i> • <i>Use physical barriers if possible</i> • <i>Work back to back not face to face</i> • <i>Use fixed team partnering rather than circulation</i> • <i>Sing or chant outdoors</i> • <i>Avoid physical correction by the teacher</i> <p><i>We will resume peripatetic music lessons with the following control measures :-</i></p> <ul style="list-style-type: none"> • <i>They stay at home if ill or showing any symptoms of coronavirus</i> • <i>Social distancing is maintained where possible and no physical correction is done</i> • <i>Peripatetic staff do not mix freely with other staff and with contact social distance is maintained</i> • <i>There are low numbers of pupils for peripatetic lessons</i> • <i>There is one location – the music room</i> 				
		<i>Sport and PE</i>		HT-S. CT – I		

		<p><i>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework.</i></p> <p><i>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups and contact sports avoided.</i></p> <p><i>Outdoor sports will be prioritised where possible and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</i></p> <p><i>We will refer to the following guidance :-</i></p> <ul style="list-style-type: none"> ■ <i>guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</i> ■ <i>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</i> 				
--	--	---	--	--	--	--

		<p>■ <i>guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents</i></p> <p><i>External coaches, clubs and organisations such as Fairplay, Soccer Coaching 2000 will return for curricular and extra-curricular activities if activities can be done in year group bubbles and outdoors where possible.</i></p> <p><i>Activities such as active miles, making break times and lessons active and encouraging active travel are encouraged and help to enable pupils to be physically active while encouraging physical distancing.</i></p> <p>Hand grips on outdoor play equipment such as climbing frames and slides, should be “frequently cleaned” and we interpret that as at the end of a session of play daily unless they are going to be out of use for 48 hours or 72 hours for plastic.</p>				
		Other curriculum activities that should be avoided :-		HT-S. LTS – I.	8/3/2021	8/3/2021
		Gummed sheets by licking and sticking. Science experiments which use spittle e.g. work on enzymes. Collaboration, which includes joint recording. Shared plasticine, sticky tape or press tack.		HT-S. CT - I		
		<i>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement, it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).</i>		I.	2/9/2020	2/9/2020
				HT S. HT and DHT – I.	2/9/2020 4/1/2021	2/9/2020 4/1/2021

	<p><i>Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</i></p>				
	<p><i>January 2021, Critical Workers where both workers are out at work to attend to essential occupations may attend school. Vulnerable pupils as defined by DfE or identified by Claregate Primary School may attend. N.B. Pupils who have a responsible adult at home may not attend school under the principle of lower numbers means less spread of the virus.</i></p>				
	<p><u>Reducing contact point activities</u></p>				
	<p>School discourages any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.</p>	HT-S, AS-I	2/6/2020	2/6/2020	
	<p>School will cease hand shaking with children and visitors. Any display boards which promote or encourage touching due to a sensory element should not be implemented.</p>	HT-S, AS-I			
	<p>Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. If doors are closed, one adult manages entry and egress, so there are not multiple hands on a handle. If this is broken wash or sanitise hands.</p>	HT-S, SM-I	8/3/2021	8/3/2021	
	<p>Fire doors closed at the end of every day. Staff room door kept closed due to risk of fire.</p>	SM-S and I	8/6/2020 2/9/2020	8/6/2020	
	<p>Staff will ensure that food, crockery, or utensils will not be shared e.g. at lunchtime.</p>	HT – S, LS – I.	1/9/2020	2/9/2020 ongoing	
	<p>Outdoor play equipment may be used if the equipment can be cleaned before a “bubble” uses it. The onus is on the person supervising the group about to use it, has the capacity to clean it. N.B. this cleaning is not quick and easy, particularly on climbing frames or trim trails, with lots of components and touch points. A year group bubble may use the fixed equipment if they are the only bubble using it.</p>	HT – S, AS – I.	1/9/2020	2/9/2020 ongoing	
	<p><i>Fruit must be stored where aerosol contaminants cannot get onto the fruit. It may be stored in a fridge e.g. in Nursery if bagged and stored in the staff room if bagged.</i></p>	HT-S, AS – I.			

[illegible]

		We will follow Government guidance on periods of isolation if there is a suspected case of Covid-19, which at the time of writing was 10 days (follow current Government guidelines).				
		We will follow Government guidelines on self-isolation following a return from a foreign country. Where we suspect a person has not self-isolated correctly, we will follow the guidelines as well.				
		If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises, the management team will contact the DfE or Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. (Follow latest updated guidelines).				
		Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss of sense of taste or smell, difficulty in breathing and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.		HT-S, AS-I	1/6/2020	1/6/2020
		If anyone becomes unwell with a new continuous cough or a high temperature or loss of sense of smell in school they will be isolated (children supervised at all times) and kept in the Inclusion Leader's Office where they can be at least two metres away from others with ventilation and sent home and advised to follow the stay at home guidance.		HT-S, AS-I	22/5/2020	22/5/2020
		If unwell and pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. If in isolation the toilet for disabled people near Y1.		HT-S, AS-I	1/6/2020 8/3/2021	2/6/2020 8/3/2021
		Areas used by unwell staff and pupils who need to go home are appropriately cleaned by the person supervising, once vacated.		HT-S, AS and SM-I	1/6/2020	2/6/2020
		If a member of staff becomes symptomatic, their line manager maintains regular remote contact with during this time.		HT-S, PL-II		2/6/2020
		If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises, the management team will contact the DfE or Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. (Follow most recent guidance).		HT-S and I	Ongoing	Ongoing

	<p><i>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. Public Health England health protection team. book a test link. 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.</i></p> <p><i>People must provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19), or if asked by NHS Test and Trace.</i></p>		– S, I – HT and Parent / Carers.	1/9/2020	Ongoing
	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. However, they must wash hands for 20 seconds after dealing with the unwell person.		– S, HT – I.	1/9/2020	Ongoing.
	When capacity and training is in place facilitate and administrate lateral flow testing (at home) of staff.		LHE – S, HT – I.	TBA	TBA
	<u>Controlling other users of building (visitors / contractors)</u>				
	The school will contact every user and inform them of usage expectations:		OM-S RT-I	1/6/2020	2/6/2020
	Compulsory handwashing / use of gel for all before entering school.		HT-S, AS-I		
	Contractors to use the toilet in the cleaners store cupboard near Year 2.		HT-S, AS-I		
	Restrictions or suspensions of building usage for lettings.		SM-S and I		
	Poster on entry. Information on request to visit. No unannounced visits.		HT-S, SM and AA I		
	Gel station on entry.		SM –S and I Cubs		
	No lettings, volunteers or non-essential adults on site including Carer Toddler Group. Cubs letting, Cats and Bats club will return if there is supervised cleaning of the hall		8/9/2020. Cats Bats 2/9/2020.		

	<p><i>floor, surfaces and touch points with anti-virus solution after use and the following principled guidelines are followed</i> .working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities. CATS and BATS Club suspended until further notice. Reinstated March 8th 2021.</p> <p>These clubs will liaise with the school weekly, to seek to maintain bubbles by “small consistent groups” e.g. tables when working indoors and by zones outdoors.</p> <p>Re-message parent / carers who we have not got 2 contacts for. Remind to keep up to date via app message.</p> <p>NHS staff e.g. immunisation of pupils, will be allowed to do their work in school with regards to their own protocols and this Risk Assessment.</p> <p>Emergency procedures</p> <p>All staff and pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>Pupils’ parents / carers are contacted as soon as practicable in the event of an emergency.</p> <p>Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted.</p> <p>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</p> <p><i>With specific regard to Coronavirus, the Health and Safety Executive published guidance on <u>first aid</u> during coronavirus (COVID-19), which will support local risk assessments and provides guidance for first aiders. It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay</i></p>			6/1/2021	6/1/2021
		OM S and I.			
		NHS Trust and HT – S. NHS staff – I.	1/6/2020	Ongoing	
		OM S and I	22/5/2020	22/5/2020	
		OM S and I			
		OM s And I			
		HT S and I			
			1/9/2020	1/9/2020	

		<i>particular attention to sanitation measures immediately afterwards, including washing hands. All first aid staff will read this guidance.</i>				
		<p>DfE advice</p> <p><i>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</i></p> <p><i>Schools must 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 or DfE helpline. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</i></p> <p><i>The health protection team or DfE will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and ensure they are asked to self-isolate.</i></p> <p><i>The health protection team will work with schools in this situation to guide them through the actions they need to take. 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 10 days since they were last in close contact with that person when they were infectious. Close contact means:</i></p> <ul style="list-style-type: none"> <i>• 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)</i> <i>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i> <i>• travelling in a small vehicle, like a car, with an infected individual</i> <p><i>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of</i></p>		<p>– S, HT and PHE – I.</p>	<p>1/9/2020</p> <p>4/1/2021</p>	<p>1/9/2020</p> <p>4/1/2021</p>

		<p><i>pupils and staff in each group and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. 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.</i></p> <p><i>A template letter will be provided to schools, on the advice of the health protection team, to send to parent /carers and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19), unless essential to protect others.</i></p> <p><i>Household members of those contacts who are sent home, do not need to self-isolate themselves, unless the child, young person or staff member who is self-isolating, subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period, they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</i></p> <ul style="list-style-type: none"> <i>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day (now 10 days) isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</i> <i>• if the test result is positive, they should inform their setting immediately and should 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’ Isolation period now 10 days.</i> 				
--	--	--	--	--	--	--

		<p><i>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</i></p> <p>If there is an outbreak, the school will also work with local PHE teams and may include groups, bubbles, year group or whole school closure. Director of public health may place a mobile testing unit at school.</p> <p><i>Guidelines are pinned up in the back office about what to do in the event of a child or adult being symptomatic in school, a positive test result, 2 or more people being symptomatic, or household members of staff or pupils having symptoms or testing positive. Wider outbreaks are managed by PHE and we will co-operate with them regarding this.</i></p>				
		<p>We will co-operate with any local lockdowns by locality, specific controls for a particular school (or group of schools) by informing or receiving information from local Health Protection teams. Bespoke responses to contain an outbreak are more likely the longer the virus is within communities. That will include informing PHE of “bubbles” that an infectious person has been a member of and how far cross contamination would have been possible. All staff should therefore be able to answer questions about potential cross contamination of bubbles if asked by the Headteacher.</p>		or PHE – S, HT - 00 I	4/9/2020	4/9/2020 Ongoing
		<p>There is currently no dedicated school transport at Claregate. If this changes, we will re-assess the risks according to the updated guidelines for September 2020. <u>Further guidance is set out in the transport to school and other places of education: autumn term 2020</u></p> <p><u>The school will consider the use of Government travel funding to make journeys to school safer e.g. the promotion of cycling and walking.</u></p>		LA-S, HT – I.	1/9/2020	1/9/2020 Ongoing Ongoing Ongoing
		<p><u>Personal Protective Equipment (PPE)</u></p>		Gov – S, HT – I.	2/9/2020	

		<p>Individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream schools, face masks, gloves, aprons etc normally would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place. N.B. Staff required to wear face masks covering nose and mouth when moving around school. Parent / carers asked to wear face masks when collecting pupils.</p> <p>The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances.</p> <p>Primary school children will not need to wear a face covering.</p> <p>In primary schools where social distancing is not possible, in areas outside of classrooms, between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>Where local restrictions apply</p>		-S, HT-I	1/6/2020 4/1/2021	2/6/2020 4/1/2021
--	--	---	--	----------	--------------------------	--------------------------

		<p>In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. The school is unsure whether this will be recommended in primary settings, but will take advice at the time.</p> <p><i>In the event of new local restrictions being imposed, we will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.</i></p> <p><i>Exemptions</i> <i>Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</i> <i>cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</i> <i>speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</i> <u>Access to face coverings</u> <i>It is reasonable to assume that staff and young people will now have access to face coverings, due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering.</i></p> <p><i>However, where anybody is struggling to access a face covering, or where they are unable to use their 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.</i></p> <p><i>No-one should be excluded from education on the grounds that they are not wearing a face covering.</i></p>				
--	--	--	--	--	--	--

		<p>Safe wearing and removal of face coverings</p> <p><i>If pupils arrive at school in a face covering they will be asked to put it in a plastic bag at the gate, stored in a sealed plastic bag and disposed. Giving it back to a carer or fetching it later in the day would compromise safety. (See separate section on disposal). App message sent to parents / carers 31/8/2020 and W/C 1/3/2021 not to send the children to school in face masks. If staff wear a mask, it must not be put down on a surface and must be put in a sealed plastic bag.</i></p> <p><i>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</i></p> <p><i>People must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling 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.</i></p> <p>Further guidance on face coverings</p> <p>■ <u><i>Safe working in education, childcare and children's social care provides</i></u></p>				
--	--	---	--	--	--	--

		<ul style="list-style-type: none"> ■ Face coverings in education settings 				
		Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.		-S, SM-I		
		<p>The school will be fully open to all year groups on March 8th 2021, with the usual induction procedures for Reception and Nursery children (staggered intake).</p> <p>Staff briefing to inform staff of all of the measures above.</p> <p>Staff briefing for procedures.</p> <p>Will restrict use of staff room if social distancing not adhered to. Staff briefing. Plastic disposable spoons 1 use only and keep to own crockery.</p> <p>Social distancing signs at gate.</p> <p>Staff read this RA.</p> <p>Posters on point of entry to school.</p> <p>Where there is no strong combination of source of ignition and fuel i.e. classroom doors, leave doors open to minimise contact points. Store cupboard doors stay closed. Staff room door stays closed due to Fire Regulations.</p> <p>Posters for signs symptoms.</p> <p>No entry sign and RIB Room and RT office identified.</p> <p>Year 1 toilet for disabled people used for staff/children who fall ill.</p> <p>PPE required if;</p> <p>a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask (that meets a minimum standard of FFP2), gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p>		<p>HT-Plan, DHT QS and AS I</p> <p>AA produce posters SM I</p> <p>SM- S and I for day to day site routines.</p> <p>OM –ordering S and I.</p>	2/9/2020	23/5/2020

		<ul style="list-style-type: none"> If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). <p>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely</p>				
Classroom and pupil organisation	Pupils welfare and other staff stress.	<p>Parent, carers requested to tell school if their child is not attending school due to illness via email on absence@claregateprimaryschool.co.uk. Also to tell the school that they are attending at a Critical Worker. Pupils who do not have a reserved place may be turned away because places and distancing need planning.</p> <p>Minimise sharing equipment.</p> <p>Demarcated play areas at playtimes so “bubble” groups do not mix.</p> <p>Staggered lunchtime to minimise risk of “bubbles” mixing. Separate seating for bubbles as far as possible.</p> <p>Whole staff plan and timetable with roles defined, including gate duty and isolation room. Staffing plan to be kept under constant review and adapted where necessary due to staff illness or creation of extra ‘bubbles’.</p> <p>Ventilate classrooms corridors and the hall. Research now emphasises its importance. We must keep statutory room temperatures, but allow cross ventilation where possible but we will open windows and doors just enough to maintain temperature and a flow of air.</p> <p>Classrooms will be “purged” during break times i.e. doors or windows left open to allow a rapid air exchange. Keeping internal doors open will help.</p> <p>Write to parent / carers to ask them to provide jumpers and not shirt sleeves until it warms up.</p> <p>Only toilet areas have manual ventilation. Site manager to check the operation of this bi-weekly.</p>	M	<p>HT letter to parents and staff briefing.</p> <p>DHT and PL -I</p>	<p>1/9/2020</p> <p>1/6/2020</p> <p>4/1/2021</p> <p>8/2/2021</p>	<p>22/5/2020</p> <p>2/6/2020</p> <p>4/1/2021</p> <p>8/2/2021</p>

		<p>Circular February 2021.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see school uniform • rearranging furniture where possible to avoid direct drafts <p>Further advice on this can be found in Health and Safety Executive (HSE) guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p>				
Teacher / staff shortage	Pupils welfare and other staff stress.	<ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. <p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p>	M	HT staff briefing and HR matters, OM monitoring.	1/9/2020	1/6/2020
					4/1/2021	4/1/2021
Impact on physical and mental health	All employees and pupils.	<p>Staff</p> <p>Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health</p> <ul style="list-style-type: none"> • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected 	M	LA –S, HT-I PL-I	1/6/2020 22/5/2020	1/6/2020 22/5/2020

	<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. extra mental health support for pupils and teachers (link) Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support <p>Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home.</p> <p>March 24th 2021 all staff to participate in a Mental Health and Wellbeing meeting so signs and symptoms can be spotted and mindful strategies employed.</p> <p>Those living with someone who is clinically extremely vulnerable can still attend work, where home-working is not possible, but should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Staff who have been deemed Clinically Extremely Vulnerable by a medical practitioner will still need to follow personal shielding advice. If they attend work, they must meet with school leaders to assess the risks and possibly find alternative and safer duties. If in doubt they should work from home.</p> <p>Staff deemed clinically vulnerable or pregnant, should attend work where it is not possible to work from home following the safety measures “hierarchy of control” laid out in this and document. Pregnant staff whose gestation has passed 28 weeks will have this increased risk assessed.</p> <p>We will follow guidelines https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm when administering first aid.</p> <p>We may decide to interview for vacancies in person, or online, depending on the post and “in tray exercise” deemed necessary. However, we will not expose candidates to pupils e.g. teach a class. Socially distanced interviews will be carefully controlled via the hierarchy’s and rooms cleaned afterwards.</p>		<p>IL-S and I</p> <p>LA S, IL-I</p> <p>HTI</p> <p>EP and LA – S. IL - I</p> <p>HT-S. All staff with CEV family – I.</p> <p>HT-S and I.</p> <p>HT-S and I.</p> <p>HT-S and I.</p> <p>HT-S and I</p>	<p>22/5/2020</p> <p>1/6/2020</p> <p>1/6/2020</p> <p>21/3/2021</p> <p>8/2/2021</p> <p>8/2/2021</p> <p>8/2/2021</p> <p>8/2/2021</p> <p>8/2/2021</p>	<p>22/5/2020</p> <p>2/6/2020</p> <p>1/6/2020</p> <p>21/3/2021</p> <p>8/2/2021</p> <p>8/2/2021</p> <p>8/2/2021</p> <p>8/2/2021</p>
--	---	--	--	---	---

	<p>ITT and supply staff (where necessary) will be allowed under the other control measures.</p> <p>Volunteers will be allowed back into school with all control measures and thorough briefings and monitoring i.e. not mixing bubbles. Wherever possible they will work remotely from pupils and always with 2metre distance.</p> <p>Pupils</p> <p>Pupils who have been deemed Clinically Extremely Vulnerable also need to follow individual medical advice and this may mean following previous advice and waiting for updates.</p> <p>Where supporting pupils to catch up existing staff will be used wherever possible if their skills are deemed appropriate. We may use staff external to the school wherever this is deemed necessary to ensure the best quality provision.</p> <p>Individual Risk Assessment for pupils who have sensory needs and “mouth” equipment spreading saliva. Pupil, staff and other pupil’s safety and welfare to be planned. Government guidelines say “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”.</p> <p>The school will assess the mental health and social needs of pupils on their return and teach a “Recovery Curriculum” based on need with reference to the <i>Wellbeing for Education Return programme, and PHE and NHS England webinar which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.</i> Public Health England have produced guidance for parents and carers on supporting children and young people's mental health and wellbeing. This includes key actions they can take to</p>		<p>DHT-S and I. 8/2/2021 8/2/2021</p> <p>HT-S and I. 8/2/2021 8/2/2021</p> <p>PHE-S. HT – I. 2/9/2020 8/2/2021</p> <p>HT-S and I. 8/2/2021 Ongoing</p> <p>HT-S. All staff – I. 8/2/2021 8/2/2021</p> <p>IL – S. IL and CFSW – I. Ongoing Ongoing</p>
--	--	--	--

		<p>support their child or young person's mental health and wellbeing during the pandemic such as supporting safe ways to connect with friends.</p> <p><i>We will also utilise Local Authorities advice (funded until March 2021).</i></p> <p><i>Miss Evans will lead and receive the training, and disseminate the learning and practice to staff and pupils within the school if it is after the first two weeks of term. The training will be available in the autumn term.</i> teachers will access the free MindEd learning platform for professionals</p> <p><i>The school will work with school nurses on the Healthy Child Programme.</i></p> <p><i>The school has amended its behaviour policy by an addendum which is pushed on the website.</i></p> <p><i>The school will ensure that children and parents know about testing and assessment arrangements and prepare them for this so their mental health is balanced and stabilised (no sudden shocks of last minute panics). The school respects that this is a transitional year and will plan the curriculum for "where children are" in their learning rather than their chronological age or expectations of where they "should be". This will be carefully assessed so gaps can be filled and so that good mental health , good education and progress will ensue.</i></p> <p>The school will make every effort to keep in touch with vulnerable pupils whose parents do not send them to school or who cannot attend. The Educational Welfare Officer will be used to help trace missing pupils and all Children Missing in Education protocols will be followed at normal.</p>			<p>23/2/2021</p> <p>23/2/2021</p>	
			IL-S, All SLT – I.	8/3/2021	8/3/2021	


	<p>We will respond to a wellbeing questionnaire sent to Parent / Carers to plan individual, group, class or whole school recovery initiatives.</p>				
	<p>Where a child has specific Education Health and Care Plan with medical concerns, an individual Risk Assessment will be constructed for each child. These pupils will be granted “vulnerable child status and will be encouraged to attend school during lockdown. More information on pupils with education, health and care plans can be found in Annex B. of https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools.</p> <p><i>The SENCO will engage with and disseminate Whole School SEND (WSS) consortium training and leaflets successful returns following a period of absence and a handbook COVID-19 SEND review guide and how-to ideas for mainstream school teachers (including free insets and webinars) on supporting pupils with SEND to return to their mainstream school after the long absence, and on transition to other settings.</i></p> <p><i>You can access WSS resources on the Whole School SEND Resource page of the SEND Gateway and professionals in the schools’ workforce can sign up to the Community of Practice to be kept up to date with further information.</i></p> <p>All safeguarding and Health and Safety procedure as detailed in our policy and KCSIE will continue as normal.</p>		SENCO – S and I.	2/9/2020 4/1/2021 2/9/2020	Ongoing 4/1/2021 2/9/2020
			IL-S. All staff and adults on site – I.	2/9/2020 8/2/2021	2/9/2020 8/2/2021
	<p>Fewer children will be shielding in September, but where we think a child needs to we will follow this guidance current advice on shielding or for those who are vulnerable but do not need to shield COVID-19 - ‘shielding’ guidance for children and young people</p>	M	– S, HT-I	1/9/2020	Ongoing

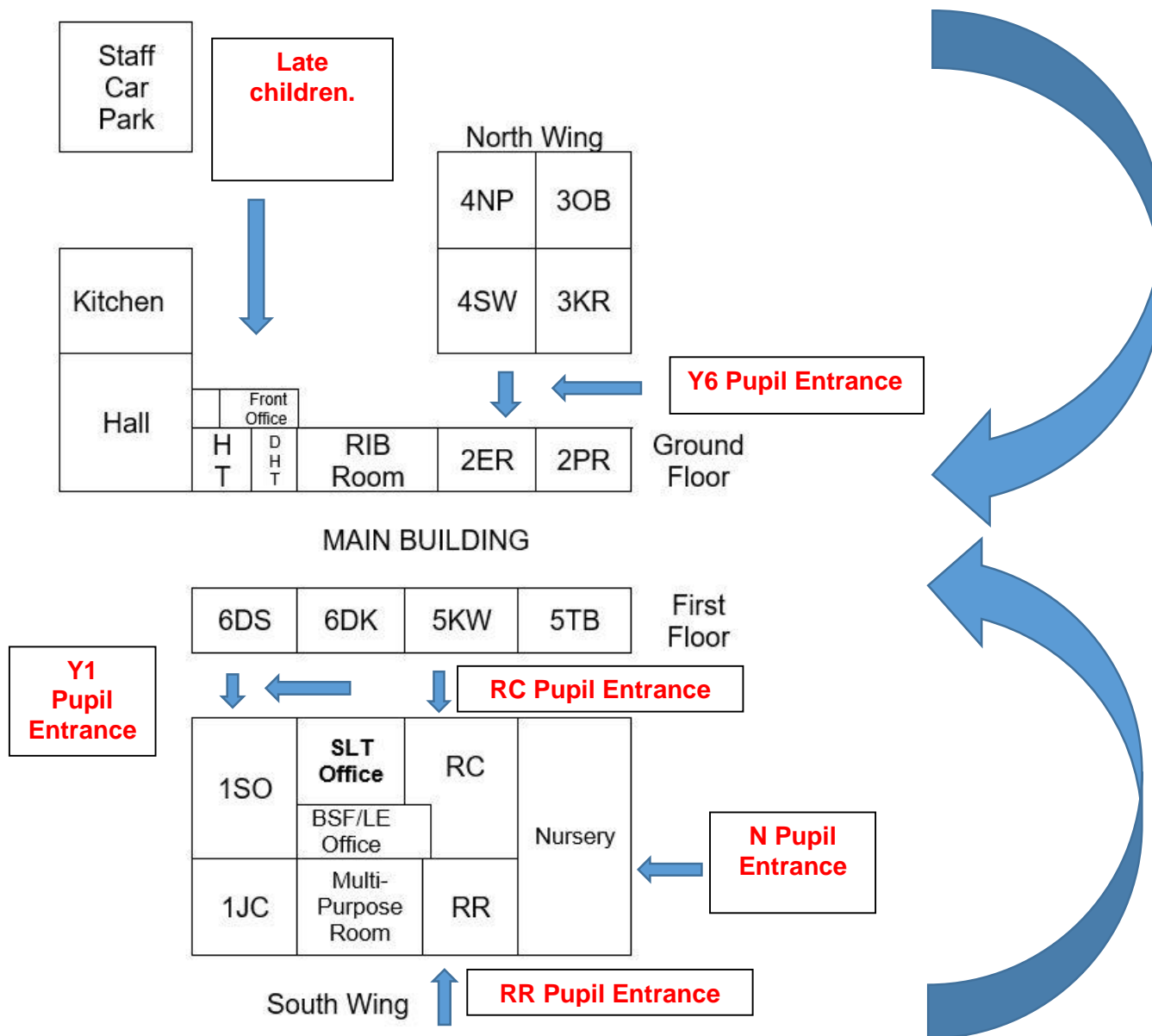
		<i>Patients can only be removed from the shielding patient list by their GP or specialist, following consultation with the child and their family, and other clinicians where appropriate. If a child or young person is removed from the shielded patient list in due course, they will no longer be advised to shield in the future if coronavirus (COVID-19) transmission increases. Discussion by a clinician with those previously advised that they were a clinically vulnerable child or young person but can now be removed from the shielded patient list, and with their families are ongoing. Since shielding advice has paused nationally, except in a very few areas where the implementation of local restrictions is ongoing, all previously affected children should be able to return to school except where individual clinical advice not to do so has been provided.</i>				
Safeguarding	Pupils	Where the DSL is unavailable a Deputy DSL will assume the role (still with 1 spare DSL and 1 spare member of staff trained to DSL level).	L	HT – S and I.	1/6/2020	Ongoing
		September 2020 2 weeks will be kept clear for DSL and Child and Family Support Worker to deal with incoming safeguarding matters.		DSL S and I.	1/9/2020	15/9/2020
		All KCSIE, policy and audit will be followed during Coronavirus period. Switch to new KCSIE 1 st and Safeguarding Policy September 2020.		DSL – S and I.	1/6/2020. 1/9/2020	1/9/2021
Use of guidelines.	All users.	We will follow Government guidance and not exceed staff to child ratios for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we will use these to group children. (Coronavirus (COVID-19): implementing protective measures in education and childcare settings) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. (Actions for educational and childcare settings to prepare for wider opening from 1 June 2020)	M	HT – S PL – I.	1/9/2020	1/6/2020
		All Covid-19 documents will be stored on the Staff Server available to all employees.	M	HT-S, HT-I	5/6/2020	

		All employees will be required to check emails each day during Covid -19 crisis and senior leaders will send policies, guidelines, generic Risk Assessments and instructional letters via email.	M	HT-S, DHT-I	5/6/2020	5/6/2020
		We will use the Local Authority individual Risk Assessment matrix for staff.	M	LA-S, HT-I	TBA	TBA
		If diagnosed or suspected of having the virus we will signpost people in the community to 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and if it is a member of staff ensure that the guidance is followed.	M	– S, HT – I.	1/9/2020	1/9/2020
		We will signpost people to arrange to have a test to see if they have coronavirus (COVID-19).				
		We will follow Government guidelines on communicating to parent / carers. The school has a “small number” of test kits with specific instruction if a parent / carer wishes their child to be tested. There are rules published in the packs about who qualifies for a test.			When published.	Ongoing
Measures to minimise impact outside the school boundaries.	Those bringing pupils to school.	<p>Staggered start and finish to the school day based, alphabetically on surnames finishes in July. 2m lining up message in HT bulletin. Times adjusted January 2021 to 08.35 to 08.45 and 15.00 to 15.10. From March 8th 2021 times 08.30 to 08.50 and 2.50 to 3.10.</p> <p>Lateness to be strongly discouraged via polite verbal challenge at the front entrance.</p> <p>Path marking outside school x 6.</p> <p>We will encourage all of the school community to engage with “Track and Trace” systems.</p> <p>The school day will include an extra 10 minutes to enter the school in the morning 08.30 to 08.50. See above January 2021. This to return March 8th 2021.</p>	M	HT-S, DHT – I.	1/9/2020	2/6/2020
					4/1/2021	4/1/2021
				HT-S, gate duty –SM-S and I.	1/9/2020 21/5/2020	2/6/2020 2/6/2020
				HT – S and I.	1/9/2020 4/1/2021	4/1/2021
Non-school employed staff – specifics.	Catering staff. Sports coaches. Cleaners.	<p>N.B. Own employers should brief staff about role specific matters.</p> <p>Maintain social distance when serving food.</p>	M		22/5/2020	

		<p>Briefed to minimise air borne transmission of virus by retraining staff on tying bin bags.</p> <p>Where longer period assignments can be given, they will and this can minimise movement from school to school.</p> <p>All people entering site will need to comply with this Risk Assessment.</p> <p>ITT is planned for the Spring term but any trainees will follow the same training and Risk Assessment awareness as employees.</p>		HT-S and communication – NS staff –I	1/9/2020	1/6/2020
					8/3/2021	8/1/2021
Communication	All employees and stakeholders.	<p>Parent / carer newsletters vi MarvellousMe app.</p> <p>Staff briefings via email.</p> <p>Matters to include the above and</p> <ul style="list-style-type: none"> Public Health Duties in fast moving scenario. Informing Public Health if cases suspected and advice implemented. Vigilance in monitoring symptoms in themselves and others. Challenging poor practice. Not to send pupils who are ill and what to do if this happens. Informing HT if returning to work. <p>Publish RA on website</p> <p>Consult RA with staff empowering all staff to take control and communicate well.</p> <p>Staff briefing with main changes to this RA.</p>	M	<p>HT-S, AS-I</p> <p>HT-S, AS-I</p> <p>HT-S, AS-I</p> <p>HT/DHT</p> <p>HT-S</p> <p>HTS, DHT-I.</p>	<p>Various</p> <p>Various</p> <p>Various</p> <p>2/6/2020</p> <p>3/3/2021</p>	<p>Ongoing when required.</p> <p>Ongoing when required.</p> <p>Ongoing when required.</p>
Other H and S measures	All people on site.	All usual Health and Safety procedures such as Fire and Legionella will be conducted in accordance with current legislation and locally agreed procedures.	M	HT-S, SM-I	1/9/2020	Ongoing

	Name	Position	Signature	Date	Review Date
--	------	----------	-----------	------	-------------

Risk Assessor	Mr M Murphy	Headteacher		25/8/2020 1/9/2020 4/1/2021 25/2/2021	Reviewed when guidelines change or termly at Governors Strategy Sub Committee.
Line Manager	Miss S Sherwood	Chair of Governors	S. Sherwood	1/9/2020 1/3/2021	



Appendix 2 Examples of Measures Taken



Letter Sent to Parents 14/7/2020

14/07/2020

Dear Parents / Carers,



I hope you find the following information helpful and we wish you to be fully informed. The Government have published guidelines for full re-opening of schools in September. We are well ahead because the Risk Assessment that we used before lockdown will give us a head start in the preparations.

Things that you need to know for September 2020

The children return on **Wednesday September 2nd 2020**.

It will be **mandatory to send your child back to school**. We will start to measure attendance again and intervention will re-start including fixed penalty notices for non-attendance.

Safety

Covid-19 has not gone away. It will still be in the community in September and beyond, so we cannot let our guard down. We will keep social distancing to 1 metre + or 2 metres wherever possible.

Social distancing between pupils will not always be possible in classes of up to 30. Wherever we can, we will keep them as far away as possible but space is limited.

Teachers will teach with **2 metres distance when addressing the whole class**, but when helping children with their work, they will need to be closer.

Year 1 to 6 will have **front facing desks** to avoid tables groups of children facing each other.

Existing measures such as hand washing, "catch it bin it kill it", moving around school using external doors, good ventilation, minimising touch points and regular cleaning will remain.

There will be **no assemblies** or mass gatherings including close lining up.

A “class” is now a “**bubble**” meaning that we will prevent mixing with other bubbles as far as possible. That means staggering lunchtimes and playtimes. We are however allowed to move staff between bubbles. At **lunchtime** year groups will become a bubble with their own part of the playground - that is unavoidable because there is not enough playground space for every class to remain apart.

There are set procedures with Public Health England **if anyone tests positive** for Coronavirus. It is possible that a year group or class will not be allowed to come to school, and self –isolate.

Playtimes and lunchtime play will take place in **year group “bubbles”**. This will be limiting but will prevent cross infection across the school.

Strictly keep your child at home if showing any **symptoms** of Covid-19 symptoms which are among others :- loss of taste or smell, high temperature, persistent cough. Failure to do so may result in the whole class being sent home and having to isolate.

If showing symptoms as above, you must get your child **tested** and tell us the results.

If ill, **collect your child immediately**. **Isolate** children showing Covid-19 symptoms for **10 days** and other family members for 14 days (even if they have tested negative – not all tests offer 100% reliability).

If you are showing symptoms please **do not visit school**.

If your child is **medically vulnerable** consult your GP or medical practitioner e.g. consultant about returning to school. Royal College of Paediatricians and Child Health gives useful advice on this. <https://www.rcpch.ac.uk/news-events/news/statement-schools-re-opening>

Maintain your own **adult social distance** of 2 metres while around school.

Children should wash their hands in hot water for 20 seconds **before leaving for school and on returning home**.

Start of the School Day

Be punctual! We will not tolerate children regularly being delivered or picked up late. It compromises our ability to run a smooth operation.

“Soft opening” arrangements at the beginning of the school day where families come between 08.35 and 08.45 has been extended by 5 minutes to 8.30 to 8.45 to avoid overcrowding. This works well.

On drop off **“kiss and go”** during parting, do not linger or look back for more kisses or waves showing your own reticence, which the children will pick up on. If they are still upset we will ring you later on. A few sniffles are to be expected. We have people who can be called if it is more serious.

There will now only be **one member of staff on each gate** as pre lockdown and holding hands and physical contact may be inappropriate given the current circumstances.

End of the School Day

Year 1 to 6 - pickup at 15.00 will be via a **"walk through" system** which works really well at the moment. **Enter** via the Chester Avenue gate and collect your child, leaving via the Crossland Crescent gate. We will talk to Early Years parent / carers on induction.

Older pupils (Year 5 and 6) do not need to be collected from school and it is perfectly acceptable for them to **walk home by themselves**. They will have to do this at secondary school. So set up safe routes and teach them how to cross the road in anticipation of September.

Please **park responsibly** and be prepared to walk further. The new arrangements will put more pressure on Crossland Crescent. Please do not use the **staff car park** for child safety reasons.

Testing and Assessment

Reception baseline tests will not be undertaken this year. Year 2 tests and assessments, Year 4 times tables tests and Year 6 SATs return. There will be an additional phonics check in Year 2 seeing as the children missed out on this in Year 1.

Curriculum

We will be running a **"Recovery Curriculum"** with more focus on the basic knowledge required to succeed, much more revision, more pastoral and wellbeing lessons, and we will base this on actual need via audits, rather than guessing.

We will be **extending playtimes** so teachers re-teach pupils how to play and engage with each other.

Other Services

BATS and CATS club will re-open. You will receive a MarvellousMe message with a booking form from Mrs Bailey.

After school sports clubs will only run in "bubbles" with some payable and some free as before (more details to follow). However sports clubs may not happen in the first few weeks.

Visitors will be kept to a minimum but certain external staff can return for music, speech therapy and SEND assessments and certain school visits may re-start although none are planned for the autumn term.

Communication

Please notify absences via a **new email address** absence@claregateprimaryschool.co.uk

Email us to tell us anything or for an appointment to discuss issues. Things can no longer be discussed at the beginning or end of the school day when getting people on and off site quickly and efficiently is vital.

Please comment on this and consider this to be **my consultation** with you – email your comments (address below). The reason we have not staggered by class is because if you have different children in different classes, you will be waiting a long time and walking in and out of school. If we stagger by initials as we do at present it disrupts 40 minutes learning at the start and finish of the day.

Parent / carer meetings with the teacher will be **by appointment only** and contact by email is preferable.

For serious safeguarding matters the **"Worry box"** on the website operates 24/7 but is a one way system and we cannot reply.

Equipment

Only send a **lunchbox with labelled water bottle, book bag and coat**. Do not send rucksacks or shoulder bags or you will be asked by staff on the gate to take them away with you. This is because cloakrooms encourage crowding – all equipment will be kept in class and there is no space for large bags.

Please do provide a **coat each day** - preferably waterproof. We would like to take them outside even if the weather is inclement.

Send your child in PE kit on their PE / Games days in Year 1 to 6 (details to follow). This should include track suit bottoms or "joggers" so their legs do not get cold during the day. Individual teachers will let you know when this is. This stops having to mix bubbles when girls and boys change separately in Y4 to 6 and also prevents pupils having to use cloakrooms.

We now have **hand gel** so there is no need to send this in.

The Government stipulate that children are not permitted to wear **face coverings** because they are unlikely to manage them well, causing more risks to them than not wearing it. From what we have seen already, this is good advice and children take them on and off all day touching the fabric which raises the risk of infection. Children arriving in face coverings will be asked [to remove them and wash their hands immediately](#).

Things to do before September and on return to school

Do not send a symptomatic child to school and keep them off school for 10 days if they catch the virus or are symptomatic of the virus. Ensure that someone is always available to collect your child. Give extra contact numbers to the school if needs be.

Please limit other childcare providers e.g. wraparound provision. Hopping between different provision increases the likelihood of cross infection.

Replenish uniform which will return to pre-lockdown standards apart from the PE kit (see below). See the prospectus on the website if you are unsure.

Ensure that the children get back into a good routine of **normal bedtime and getting up** time to coincide with school hours. Many children returned to school in June very tired.

Also ensure that your child gets into the habit of **eating breakfast at the normal time** and has the most important meal of the day before coming to school. Children should not come back to school with **dyed hair** – this has crept in during lockdown.

Download **"Microsoft Teams"** app onto your laptop, ipad, phone or device and secure a way of docking or standing this up, so children can work with hands free. If we return to lockdown, we will probably run a combination of Oak Academy, White Rose and our own live lessons with interaction. We would phase this through the day so multiple devices would not be needed.

Optional but recommended things that you should do

Please read the amended **Behaviour Policy**. School will not run as it did and there will be different rewards and consequences for certain types of behaviour around safety. We will have specific consequences for pupils or parents who deliberately put other's health at risk.

When it is published, read our amended **Risk Assessment** which will be on the website, so you can see how we are managing the full re-opening in more detail.

Watch out for a **Department of Transport survey** about typical routes to school to help overall transport planning. Read <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> for more information about getting to school safely and wherever possible avoiding public transport.

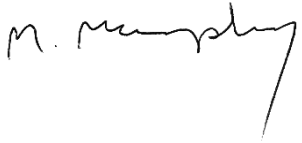
***Thank you** for all of your support this term and many thanks to staff for their bravery, diligence and good humour in the face of adversity. Pre lockdown seems such a long time ago and we have learned a lot about the good in people. Thank you for completing the surveys which showed that a range of approaches suited different people. No pupil eligible in Nursery, Reception, Year 1 and 6 have been refused a place since June 1st due to strategic planning - your emails to us really helped. This has not been the same in other schools. Over 120 pupils are now attending, spread around in different classrooms.*

I understand just how difficult home learning has been – pressure on computer time, parents / carers working from home, glitches in logons and printing, unfamiliarity in methods of teaching and children really just seeing you as parents not their teachers. I have also heard many sad stories of financial hardship, loss and unmanageable circumstances. I salute the Claregate school community for your stoicism and values led interaction with the school!

I do hope the children have a good summer holiday and above all get outdoors and play and read for pleasure in down time. We look forward to having you all back in September for what will be a "catch up" term where we reintroduce routines.

We will periodically pick up emails over the summer if there are any emergencies, or things that we need to know.

Yours sincerely,



Mr M Murphy
Headteacher

Appendix Testing Kits that are held in school

What you must do •

- Accept the test kit delivery •
- Store test kits in a safe place at room temperature •
- Agree the policy in your school/college for allocating these test kits and communicate it with staff •
- Distribute the tests as needed and ensure parents/carers know the guidance for using these tests • Advise parents/carers to contact <https://111.nhs.uk/COVID-19> or call 111 if at any point symptoms get worse

What you must not do •

- Do not administer tests to pupils or staff yourself
- Do not allow tests to be administered on the school/college site
- Do not provide a test to an individual unless you believe they will have barriers accessing a test elsewhere
- Do not ask for evidence of negative test results before allowing individuals back on site

The link to apply for addition tests is: <https://request-testing.test-for-coronavirus.service.gov.uk/>

You will need your unique organisation number (UON) to order replenishment kits

Wolverhampton Local Test Site Mountford Lane Car Park WV14 6NF Wolverhampton Local Test Site Showell Car Park WV10 9RU Worcester Remote Test Site Worcester Warriors WR3 8ZE.

N.B. Staff briefing 3/3/2021 available on request.