Finham Primary School

Covid-19: Operational Risk Assessment.

Reviewed to secure full-reopening from 8th March 2021

Reviewed Black 4.1.2021 RED Reviewed 14.1.2021 Blue 24.1.2021 Green 11.2.2021 Purple 28.2.2021

Navy Blue 29.3.2021. Reviewed 28.4.2021. Reviewed 17.5.2021

Covid19 Operational Risk Assessment – March 2021

Coventry School Partnership:
Covid19 Operational Risk Assessment – March 2021

1. Introduction:

Coventry's Partnership of schools agreed a collaborative and consistent approach to secure the safe re-opening of schools across the City as set out in *'Coventry Schools Covid-19 Re-set and Recovery Plan' in May 2020. On 2nd July 2020 guidance for the full reopening of schools to all pupils from September 2020 was published. This was revised on 22nd February 2021:* Schools Coronavirus Operational Guidance February 2021 full re-opening   Guidance-for-full-opening-special-schools-and-other-specialist-settings

These changes are fully reflected in this guidance and risk assessment.

In preparing and reviewing this guidance the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has made explicit within the guidance those actions that are statutory, those actions that MUST be undertaken (Public Health Advice) and those that are advisory (for consideration) if it is reasonably practicable to do so.

It is made clear that Government advice *"does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an employer you continue to comply with your existing obligations".* Consequently, Health and Safety Legislation continues to take precedence.

This risk assessment guidance:

- Sets out the current context and statutory health and safety obligations as at March 2021
- Reflects the relevant principles set out in Coventry schools Covid-19 Re-set and Recovery Plan
- Sets the national and local context for conducting a risk assessment to reduce transmission of a disease within school
- Provides an exemplar risk assessment (revised) that can be adopted and adapted to any educational setting
- Provides a template to record a risk assessment method statement – setting out safe methods of working (control measures), which all staff should read, understand and sign
- Incorporates hyperlinks to sources of helpful information and resource

What is the risk? Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. Whilst it is reported that the impact of the virus has not changed since March 2020, increased social contacts and the new variant have combined to significantly increase transmission rates. Improved access to testing, including lateral flow tests has identified asymptomatic cases (no symptoms) within the community, that if not isolated early present a further transmission risk, which needs to be controlled as far as is practicably possible.

This risk assessment therefore continues to focus on actions that are **reasonably practicable** to implement, that will reduce the risk of transmission of Covid19 within the school community

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Who is responsible? The employer is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. For maintained schools the employer is Coventry City Council, for Academies it is the Academy Trust.

Whilst it is recognised that the employer cannot delegate the overall legal accountability for the health and safety of employees; the day-to-day running of the school including responsibility for the health and safety of staff and pupils is ordinarily delegated to the head teacher and school management team. Reference: https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm

2. Overview of Actions required for safe methods of working:

- ▪ Put in place sensible and proportional approaches to minimise the risk of Covid19 transmission to staff, pupils and visitors whilst in school.
- ▪ Communicate the risks and required safe methods of working to all building users and monitor compliance
- ▪ Ensure that staff (employees) have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed and that they understand their personal responsibility for their safety and the safety of others.
- ▪ Check that the control measures have been implemented and remain appropriate and effective.
- ▪ Ensure that the control measures are monitored throughout the day and reviewed where necessary.

2.1 Key message:

Good health and safety is about keeping things simple, being proportionate and focusing on the real (substantive) risks. Procedures should be clear and concise with assessment of risk being practical. Good leadership is about getting the balance right on managing risk rationally, it is not about trying to eliminate it altogether.

2.2 What leaders need to do:

- ▪ Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the health and safety risks at the school.
- ▪ Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding any significant risks on site.
- ▪ Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- ▪ Consult and work with recognised TU safety representatives/employee representatives and safety committees. It is a legal requirement that employers must consult with the health and safety **representative** selected by a recognised trade union or, if there isn't one, a representative chosen by staff
- ▪ Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

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- ▪ ☐Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.
  See: https://www.hse.gov.uk/services/education/sensible-leadership/leadership-test.pdf

3. Locally agreed Principles:

Coventry schools Covid-19 re-set and recovery Plan' May 2020 set out agreed principles to secure the wider reopening of schools. The following five principles remain relevant during the current period.

- o ▪The safety of everyone in school is paramount
- o ▪A consistent and co-ordinated approach and communication will be maintained across the Coventry school system
- o ▪The absolute focus on encouraging all eligible vulnerable children to return to school will be maintained alongside provision for children of critical workers
- o ▪Adherence to social distancing will be maintained as far as practicably possible in all classroom and school environments
- o ▪School organisational planning will minimise the number of pupils that each staff member has contact with

4. What we know:

The World Health organisation (WHO) confirms that data from published epidemiology and virologic studies provides evidence that COVID-19 is primarily transmitted directly from symptomatic people (those infected with Covid19 displaying symptoms) to others who are in close contact with the infected person. Respiratory droplets are passed on directly through coughing and sneezing, or indirectly by contact with contaminated objects and surfaces; where the virus may be transferred from the surface to the hand and then the face - eyes, nose or mouth. It is understood that people can be infectious before their illness starts. It is now evident that infection can be asymptomatic (no symptoms) thereby presenting a higher risk of unintentional transmission. Therefore, to minimise the risk of transmission, settings must put into place effective infection protection and control. Ensuring appropriate social distancing in school, meticulous hand hygiene practice all serve to reduce risk significantly.

The hierarchy of controls: if properly implemented will substantially reduce the risk of transmission of infection.

These include:

Exclusion:-

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, <u>do not attend</u> childcare settings, schools or colleges. Covid19 tests for symptomatic household member/s must confirm the outcome of the Covid-19 test if taken as soon as the results are known.
- Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <u>staying at home and away from others (social distancing)</u> guidance should be supported in undertaking a Vulnerable Employee Risk Assessment (VERA) and reasonable adjustments made if necessary , which may include additional protections within the school environment or if possible working from home supporting the delivery of the curriculum for children unable to attend school as a consequence of self-isolation or local lockdown

Hygiene:-

- ▪ ☐A stringent cleaning regime should be in place COVID-19: cleaning in non-healthcare settings. At the highest level this could follow the advice set out in: Covid-19-decontamination-in-non-healthcare- settings
- ▪ ☐Frequent cleaning and disinfecting of objects and surfaces that are touched regularly (touch points), should be undertaken using standard cleaning products or antiseptic wipes, both of which kill the virus. This may require settings to enhance cleaning capacity. It should be recognised that cleaners and caretakers provide the frontline in protecting everyone in school, but health and safety is everyone's responsibility so cleaning tasks may be undertaken by any member of staff as appropriate.
- ▪ ☐Socialising hygiene routines including regular hand-cleaning regimes - washing hands thoroughly for 20 seconds with running water and soap, drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Identify specific situations when additional handwashing is required

▪ ☐Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with follow up handwashing and cleaning/wiping of any contaminated area followed by safe disposal of waste
▪ ☐Maximise natural ventilation and access to the external learning environment, whilst maintaining a comfortable working temperature within school see: air conditioning and ventilation during the coronavirus outbreak

Social Distancing:-

- ▪ ☐Secure social distancing whenever practicably possible, through footfall management and planned supervised movement throughout the school building
- ▪ ☐Regulate entry so that the premises do not become overcrowded at any point and no 'pinch points' are experienced at ingress or egress
- ▪ ☐Where it is possible to remain 2 metres apart, use floor markings/signage to mark the distance and facilitate compliance, particularly in corridors, hand cleaning areas, toilets and internal and external communal break areas

- • ▪ ⬜Ensure the environment (such as classroom layout) and timetables are conducive with social distancing – remove all clutter and non-essential resources
- • ▪ ⬜Minimise social contact by forming small fixed groups of staff and children and avoiding movement between or blending of groups whenever possible
- • ▪ ⬜Where face-to-face contact is essential, this should be kept to 15 minutes or less whenever possible, contact should be side by side.
- • ▪ ⬜Social distancing is not required in an emergency situation, e.g. medical emergency, fire evacuation etc. PPE should be used in a medical emergency if time permits (a first aid supply of PPE is provided to all schools to secure an individual emergency situation, for example a sudden illness that may be Covid19 symptomatic of a child or staff member in school)

Lateral Flow Testing:-

- ▪ Take active steps to identify asymptomatic cases within the school community, though the promotions of regular (at least weekly) community or on-site lateral flow testing for all staff and pupils year 7 and above, adhering to the Mass asymptomatic testing: schools and colleges safe operating procedures if based in school.

5. Summary:

These underlying principles are the key focus for organising all aspects of the school day and need to be built into the operational routine. A model Covid19 operational risk assessment was developed for City-wide use, which is pre-populated with generic safe methods of working. It was advised that if adopted, it would need to be adapted to each specific setting. The risk assessment template has been reviewed to reflect the changes in risk and necessary controls from September 2020 when all pupils return to school on a full-time basis, the Lockdown of January 2021 and the full reopening from 8th MARCH 2021. In addition to infection control, the risk assessment template and supporting resources extends to support additional health and safety considerations related to the consequences of Covid19 specifically:

- ▪ Securing provision for SEN – from September 2020 the provisions in a child's Education, Health and Care Plan must be delivered. This means that peripatetic support teachers and health therapists will be able to work within schools, by adhering to the schools visitors policy thereby balancing the risk of allowing external visitors into school with the duty of best endeavours to provide (school may adopt the LAs model policy for visiting professionals).
- ▪ Health and safety audit of the school building checklist – for use by class teachers (HSE) to ensure that the overall building is safe to use in terms of trips, falls, lighting, electricity hazards etc.
- ▪ Staff audit and recovery plans for absence of leadership, teachers, non-teaching staff, cleaners, first-aiders and DSL and response to local lockdown
- ▪ Maintaining communications with parents, staff, visitors and the general public
- ▪ Supporting the mental health and well-being of everyone in school
- ▪ Developing a recovery curriculum
- ▪ Developing a contingency plan to secure flexible support for home schooling, if a need arises as a consequence of group isolation, whole school isolation or local lockdown.

6.Overview of Statutory Requirements - What you must do in law:

Source: Guidance-for-full-opening-special-schools-and-other-specialist-settings)

Prevention:

You **must** always:-

1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.

2) Ensure face coverings are used in recommended circumstances.

3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.

4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.

5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

6) Consider how to minimise contact across the site and maintain social distancing wherever possible.

7) Keep occupied spaces well ventilated.

In specific circumstances:

8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

10) Promote and engage with the NHS Test and Trace process.

11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice

7 .Resources and references:

Schools Coronavirus Operational Guidance February 2021 full re-opening	Coronavirus (COVID-19): implementing protective measures in education and childcare settings
Guidance-for-full-opening-special-schools-and-other-specialist-settings	Free-school-meals-guidance
Actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment	Face-coverings-in-education
	Coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries
Mass asymptomatic testing: schools and colleges	Coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges
Air conditioning and ventilation during the coronavirus outbreak	What-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak
COVID-19: cleaning of non-healthcare settings	
keeping children safe in education	Health and safety risk checklist for classrooms
letters-to-clinically-extremely-vulnerable-people	E-bug posters
Covid-19-advice-for-pregnant-employee	
COVID-19: cleaning in non-healthcare settings	

Risk matrix:

		LIKELIHOOD				
		VERY UNLIKELY	**UNLIKELY**	**LIKELY**	**HIGH LIKELY**	**ALMOST CERTAIN**
SEVERITY	**NEGLIGIBLE**	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

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Model COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the covering guidance which absorbs statutory requirements and Government guidance available as at 2nd July 2020. Control measures have been used to exemplify actions that could be taken to mitigate the risk, which you can use or change. Please add additional Activity (risks) as deemed necessary and delete any activity that does not apply to your school. The table is designed to enable you to re-order risks/priorities as required.

Assessment conducted by:	Sarah Bracken	Job title:	HEADTEACHER	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	06/07/20	Review interval:	13 /07/2020 LGB To be reviewed every 2 weeks	Date of next review:	September 2020 and continuous review thereafter – see dates below

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		High (very likely)	Medium (possible)	Low (remote)

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
1. Establishing a gradual and safe approach for pupils and staff to return to school:					
1.1 Establishing if the building is safe following an extended closure					

Health and safety risk assessments have not been reviewed. The health and safety audit is overdue.	H	▪ Health and safety audit conducted by nominated staff and Governor every 2 weeks
		▪ Unions sent a copy of original risk assessment
		▪ Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms
		▪ Risk assessments are updated or undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering:
		  ▪ Different areas of the school
		  ▪ Procedures for when pupils and staff enter and leave school
			YES		L

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
	H	▪ Planned movement around the school during lesson, break and lunch times ▪ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used. Share equipment within their bubble. All equipment used between bubbles will be sanitised after use. ▪ FPMAT schools have been open since March 2020 and so H&S and maintenance routines/inspections have been maintained ▪ All staff to be vigilant to ensure all H AND S measures are put in place. ▪ Staff are sent a copy of each updated risk assessment to ensure they are familiar with them. ▪ Train given to new staff and visitors	YES	All outdoor equipment must be cleaned after use.	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	▪ **All statutory compliance is up to date and routine maintanance completed** ▪ **Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.** ▪ **School systems have been maintained during lockdown as all FPMAT schools have remained open. However certain routines will be completed to ensure parts of buildings that have received less use meet statutory compliance. E.g. Chlorination & flushing by specialist contractors has been approved for action**	YES	New boiler to be fitted in the disabled toilet in the reception area—out of order until completed **Completed Feb 2021**	L
1.2 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads may children's safety at risk	H	▪ A programme for training additional staff is in place, using on-line training and in school training where appropriate ▪ Consideration has been given to increasing DSL capacity to respond to respond to any increase in safeguarding and welfare concerns arising during the Covid-19 school closure and holiday period.	YES		L

Commented [A1]: Has this been completed?

		▪ DSL always in school ▪ First aiders always on site ▪ Fire marshal training has been completed by additional staff			

2. Securing safe teaching spaces to accommodate all pupils returning to school					
2.1 Organisation of teaching spaces and communal areas					
Classroom sizes will not allow adequate social distancing	H	▪ Bubble sizes revert to approx. 30 in recognition of LA Government advice that children are not at significant risk Nursery will be as a year group due to logistical reasons. This has been agreed with Nursery Teacher and Union REP. ▪ Nursery classes are to remain open for ALL pupils ▪ Reception and nursery will be as a year group due to logistical reasons ▪ Timetables and staffing model determined to secure curriculum delivery for class/group size, inside and outdoors ▪ Classrooms are re-modelled, with chairs and desks in place to allow for social distancing. Any surplus furniture including 'spare' chairs are removed if possible and area de-cluttered ▪ Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters ▪ Ensure class groups and staff stay together consistently and do not mix or blend with other groups ▪ Where possible, outdoor areas will be used for teaching purposes. ▪ Classrooms will be selected for use that reduce movement around school. ▪ Where a teacher is not available, a teaching assistant under the direction of a teacher will be allocated to a year group. ▪ Ensure all learning spaces have windows which can be opened to maximise air flow around the room	YES	Outside children can mix in year group bubbles New timetable and map have been produced to take into account changes in the number of bubbles. See appendix 1	M

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Bubble sizes are not supporting the principle of minimising the number of social contacts in school, because they are too big and overlap	H	▪ Teaching groups ('bubbles') are as small as possible, and maximise the distance between pupils; between pupils and staff and between adults. A full-size mainstream classroom this is likely to safely accommodate circa 30 pupils ▪ Bubble sizes will return to a class size ▪ Arrangements to safely support pupils requiring individual support and intervention are in place supported by a pupil specific risk assessment ▪ Arrangements to maintain consistent groups of staff and pupils as far as is practicably possible are in place, Adults will be able to move between bubbles where appropriate but must maintain social distancing where possible ▪ Securing consistency of groups in EYFS and reception/Year 1 recognises that because of their age or cognition, children cannot practice social distancing. Small consistent groups provide an additional protective measure. ▪ The timetable in structured and non-structured times strictly limits the interaction and the sharing of rooms and social spaces between groups as much as possible. ▪ Teachers and staff can operate across different groups if necessary, to secure capacity and deliver a broad curriculum, but must observe social distancing to reduce the risk of transmission between bubbles if possible ▪ Gatherings e.g. assemblies must not involve more than one bubble / two bubbles socially distanced in the large hall space for assemblies when required.	YES	Bubbles outside during playtime and lunchtime will revert to year group bubbles. Class teachers must collect their children from the playground at the end of playtime	M
Large spaces that need to be used as classrooms	M	▪ Set group size limit for large spaces (e.g. hall, sports hall, and dining hall) that match teaching group size. ▪ Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring ▪ Design layout and arrangements in place to enable social distancing. ▪ Dining hall is used for year 2 classes in separate marked out socially distanced areas. ▪ Reception children to use the dining hall before year 2 Dining hall will be cleaned after use before year 2	YES		L

Commented [A2]: But will maintain their distance as much as possible from other staff and pupils

Staff rooms and offices do not allow for observation of social distancing guidelines	H	- Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. - Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team - Staff using a communal area do so in their designated groups only and the area is cleaned before being occupied by another group - Tools and equipment that are shared will be cleaned regularly. - Visiting staff or contractors bring their own laptop, mouse and keyboard, if needed. - No IT equipment, telephones or other equipment to be shared; where this is necessary, such as printers, these will be wiped down after use. - Telephones (incl. mobiles), keyboards and mouse are cleaned with alcohol wipes at the end of each day. - Wherever possible, meetings are held electronically or offsite. Meeting attendees sit / stand at least two metres apart from each other, meeting rooms will be well ventilated / windows opened to allow fresh air circulation and if possible, meetings will be held in open areas. - To mitigate risks of staff coming into contact with each other 'by accident' –the staffroom entrance and exit system - Staffroom has an entrance and exit door 2m social distancing signs have been added to the staffroom. - Staff reminded that other areas are available for them to use.	YES		L
School kitchens may not be able to serve whole school return	H	- Government advice confirms that school kitchens can continue to operate, the kitchen will comply with guidance for food businesses on coronavirus (COVID-19) - Kitchens will continue to cook a choice of 3 meals each day	YES		L

Physical activity in school	H	▪ Pupils to be kept in consistent groups ▪ Sports equipment to be thoroughly cleaned in between each use by a different year groups ▪ Avoid contact sports where possible ▪ Where possible outdoor sports will be prioritised and large indoor spaces used when necessary, maximising distancing between pupils and adhering to stringent cleaning and hygiene ▪ External facilities are used in accordance with Government guidance ▪ guidance on the phased return of sport and recreation and England Include activities such as active miles and active travel to promote social distancing exercise ▪ Outdoor equipment needs to be cleaned in between use in different bubbles ▪ Encouraging outdoor activity/ learning daily	YES	Children are kept in constant groups – Year groups outside and class groups inside. Token teaches extra PE sessions to support mental wellbeing	L
Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably	H	To balance the need for increased ventilation whilst maintaining a comfortable temperature, the following measures should be used as appropriate (as advised by the Health and Safety Executive (HSE) see guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice): ▪Opening high level windows in preference to low level to reduce draughts. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (for examples, between classes, during break and lunch, when a room is unused) to purge the air in the space). ▪Opening internal doors can also assist with creating a throughput of air ▪Opening external doors may be considered (as long as they are not fire doors and only where safe to do so) ▪ Fleeces have been purchased that children can wear if they are cold in classrooms. ▪ Flexibility on school uniform will be allowed to enable pupils to wear additional, suitable indoor clothing. For more information see School uniform PK kits on PE days	Yes	**Carbon Monoxide detectors can be used as a monitor for measuring the quality of air in a room**	M

Commented [A3]: This is a recommended additional layer of mitigation for some rooms to be applied as appropriate – reference Air conditioning and ventilation during the coronavirus outbreak

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		▪ Where possible furniture will be arranged to avoid direct drafts ▪ Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) ▪ **Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces**			
2.2 Availability of staff and class sizes					
The number of staff who are available is insufficient to safely teach classes in school, operate effective home learning schemes and safeguard children not in school	L	Individual risk assessments have been completed for staff identified in high risk groups e.g. BAME. BAMEEd have produced useful guidance in this respect. Staff training will remind colleagues of Gov UK guidelines in relation to self-isolating and seeking COVID -19 testing if necessary. RA's for individual staff have been completed and can be updated in September following any updated guidelines. Test requests are co-ordinated by the MAT each day. Staff training will remind colleagues of Gov UK guidelines in relation to self-isolating and seeking COVID -19 testing if necessary. Test requests are co-ordinated by the MAT each day. • New Guidelines are available as posters in the office as they are updated • Risk assessments to be updated as and when required • VERA's have been completed and will be updated in line with current guidelines. • VERA's to be updated as and when required.	YES		L
		The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ▪ ▪ Any staff member who is identified as clinically extremely vulnerable is strongly advised by the NHS to stay at home and cannot be allowed in school for their own protection		Rules have been updated for CEV staff. They are permitted to come back to work.	M

		Staff who choose to come into school to support their mental health and well-being are permitted as long as they have met with the business manager and their VERA has been adapted.
		
		▪ Staff members who are clinically vulnerable can work in school if it is not possible to work from home but must adhere to Covid-19 safety measures for their protection and the protection of others as set out in their VERA
		
		Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they or a household member is symptomatic
		
		    • ▪ ☐All staff are aware of the testing procedure and know that they are required to report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset.
		    • ▪ ☐Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.
		    • ▪ ☐Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required
		    • ▪ ☐If classes in school cannot be delivered because is staffing capacity is depleted a blended model of home learning and attendance at school is will be utilised temporarily, until staffing levels improve. Any temporary change in provision for vulnerable or critical worker children will be risk assessed against safeguarding criteria in consultation with partners, with a clear plan of return.
		    • ▪ ☐An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity			

2.3 Testing and managing symptoms					

Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	- Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff - Staff share the outcome of the test with their employer The school, staff and parents engage with the Test and Trace processes If you experience Covid-19 symptoms then you should report this to the school immediately when reporting absent. If you become unwell during the day with these symptoms you should notify the school that you have Covid-19 symptoms and go home. These symptoms are: - a high temperature - a new, continuous cough - a loss or change to your sense of smell or taste The link below takes you to the Government website which explains how to access a test in more detail. However, in summary, anyone is entitled to a test that is experiencing Covid-19 symptoms. https://www.gov.uk/get-coronavirus-test If you do not have symptoms you should not be accessing a test. If you have these symptoms then you should book a test immediately. Regardless of the result you should self-isolate for 10 days. Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff	YES		L

		▪ Staff share the outcome of the test with their employer New Coventry flow chart to be used to report cases Staff and parents are reminded of signs and symptoms – lateral flow tests are available from Finham Park for staff ▪			
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		• Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test. Any household members within school will be sent home to self-isolate for 10 days or until the test result is known and is negative • Engage with the NHS Test and Trace process • Contain any outbreak by following local public health protection advice contact: Public Health England health protection team • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. • Robust collection and monitoring of absence data, including tracking return to school dates, is in place • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Public health advice is followed.			

Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	- Ensure that pupils, staff and other adults do not come into school if they have <u>coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test</u> - Engage with the NHS Test and Trace process - Contain any outbreak by following local public health protection advice contact: <u>Public Health England health protection team</u> - Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** and **clinically extremely vulnerable** should these apply**.** - Robust collection and monitoring of absence data, including tracking return to school dates, is in place - Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. - A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Public health advice is followed. - Staff can arrange a test individually if required - Antibody tests available for staff. - Lateral Flow tests will be available for all members of staff.	YES		L
Lateral Flow Tests are not used routinely by the school community resulting in a continuing unknown number of asymptomatic pupils and staff in school **See LFT section of the risk assessment**	H	 - The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted - All staff understand their entitlement to access regular lateral flow community or school-based testing; are informed of the advantages and positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening - The school have secure processes in place to receive delivery of LFT tests and secure safe storage and distribution for staff usage - The school has read and understood the national SOP in securing internal LFT systems and procedures that are understood by all participating staff 	Yes		M

		▪ Staff understand that they must report a positive LFT result to their manager, immediately self-isolate, book a PCR (primary schools) and report the result			
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	▪ Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding ▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners ▪ Staff, parents and pupils are frequently reminded of Government guidance and specific documents are referenced on MAT & school websites and in letters to parents. E.g.https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings ▪ Parents are sent links to the government guidelines and information is updated on the website and in newsletters	YES		L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	▪ Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the induction process. ▪ Consistent and repetitive reinforcement of the need for pupils and staff to stay home of they are unwell, reminding them that early onset symptoms can be complex ▪ Consistent and repetitive reinforcement supported by high vigilance of the requirement to self-isolate at home for 10 clear days if identified	YES		L

Commented [A4]: This has been transferred from the Lockdown template – please copy and paste any school specific additions

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		as a close contact of a positive Covid-19 case. This includes household members ■ Reinforce the new requirement to self-isolate for travel reasons should that occur ■ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners			
2.4 Ensuring that only vulnerable students and the children of critical workers (where they cannot be at home) attend school					
It is mandatory that all children return to school on Monday 8th March unless they are CEV, isolating or are ill and are unable to attend					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	H	■ ~~Plans are in place to meet the learning needs of the children who are outside of the main cohorts (reception, year 1 and year 6) attending school.~~ ■ Pastoral and SEND support is deployed wherever possible to support prioritised pupils. ■ Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. ■ ~~A plan is in place for the phasing in of the other cohorts at phase 2~~ ■ Ongoing risk assessments are in place to identify children whose circumstances may have changed ■ Mental Health support is available ■	YES		L
Children who most need to be in school, may not be identified through the age categorisation or parental decision	H	■ Children who need to develop early learning skills, are experiencing emotional withdrawal or anxiety are identified ■ Vulnerable pupils including those with an EHC Plan have been subject to a risk assessment under the LAs guidance for SEND (based on Government guidance) ■ Check and review EHCP risk assessments for key pupils with staff and parents to ensure new routines are 'built in' and risks are mitigated wherever possible~~. Some pupils may not return to school in the first 1-2 weeks, until provision is in place to safeguard all. Detailed procedures are in place to maintain regular contact with those who most need to be in school, regardless of year group. More of these pupils are attending school as lockdown restrictions are eased.~~ ■ EHCP risk assessments reviewed and updated as required	YES		L

Covid19 Operational Risk Assessment – planned re-opening of Primary Schools

3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene					
3.1 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes: ▪ Infection control ▪ Fire safety and evacuation procedures ▪ Constructive behaviour management ▪ Safeguarding ▪ Risk management ▪ Any staff who wish to visit the school site to familiarise themselves with physical environments and implementation of new routines will be able to do so by requesting this from their line manager in the first instance.	YES		L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	▪ Induction programmes are in place for all new staff – either online or in-school – prior to them starting. ▪ The revised staff handbook is issued to all new staff prior to them starting. September 1st staff training	YES		L
3.2 Communication strategy					
A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school transmission outbreaks	H	▪ Strong distributed leadership across the school will model and challenge breaches in compliance through education, training and behavioural expectations ▪ Repetitive training and messaging will culturally embed safe practice and high expectations, reinforcing both the health consequences of transmission and the impact on learning ▪ Staff will feel confident in reporting issues/incidents that they believe to be unsafe and concerns will be listened to, investigated and where appropriate learning implemented ▪ Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement	YES		M

Covid19 Operational Risk Assessment – planned re-opening of Primary Schools

Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	▪ Communications strategies for the following groups are in place:
		  ▪ Staff
		  ▪ Pupils
		  ▪ Parents
		  ▪ Governors/Trustees
		  ▪ Local authority
		  ▪ Professional associations including Trade Unions
		  ▪ Other partners including peripatetic staff and health professionals
			YES		L

There is a lack of clarity and understanding in maintaining social distancing and good hygiene	H	• Behaviour for Learning Policies have been reviewed in the light of any changes to support discipline around social distancing. For ease of use, normal sanctions will apply – it has been agreed that 'not following social distancing rules' will be escalated to senior leaders in the school immediately. • Social distancing signs are displayed ▪ Staff are now wearing facemasks in communal areas ▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day. ▪ Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting social distancing, good handwashing and 'catch it bin it' rules	YES		L
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	▪ As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. ▪ A COVID-19 section on the school website is created and updated. ▪ Parent and pupil handbooks/information leaflets/ FAQ's are created. ▪ School websites contain detailed information and links to guidance around COVID-19. Key information is emphasised in letters to parents from the Headteacher and other senior staff. ▪ Parents are kept up to date through the website and newsletters	YES		L

Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19	H	▪ Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. Parents are enabled to understand that they should not send their child to school if they are ill, for whatever reason	YES		L
4 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	▪ Circulation plans have been reviewed and revised. ▪ One-way systems are in place where possible. ▪ Corridors are divided where feasible. ▪ Appropriate signage is in place to clarify circulation routes. ▪ Pinch points and bottle necks are identified and managed accordingly. ▪ Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available ▪ Pupils are regularly briefed regarding observing social distancing guidance. ▪ Appropriate levels of supervision and guidance are in place ▪ Staff will wear masks on the gates. ▪ Staff wear masks in social /communal spaces	YES		L
4.1 Management of social distancing in the reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	▪ No visitors are allowed on the premises without a pre-arranged appointment. If a visit can be arranged out of school hours, it should ▪ A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures ▪ Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit ▪ Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor ▪ Social distancing points are clearly set out, using floor markings, continuing outside where necessary.	YES		M

		- Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). - Non-essential deliveries and visitors to school are minimised. - Arrangements are in place for segregation of visitors. Visitors are required to wear face coverings in all public areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk			
		- Protective glass panelling is in place in all school reception areas to support staff and visitor protection. Visitors must wear masks in school. Parents will not be able to visit the school site without prior appointment unless there is an emergency. In such cases, specific measures are in place to ensure social distancing practices will be maintained - Parents will be required to wear face masks - PPE is available for all staff should they need/wish to wear it			
4.2 Management of Aggress and Egress – arrival and departure					
The start and end of the school day create risks of breaching social distancing guidelines	H	- Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place - Start and departure times are staggered to reduce pinch points and risk of breach if this is possible without reducing the overall teaching time for pupils - A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place - All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure children are handed over to their parents - Segregation of groups is considered wherever practicable	YES		L

		▪ Floor markings are visible where it is necessary to manage any queuing. ▪ Nursery parents can wait in the school area outside nursery entrance.			
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	**H**	▪ **Start and finish times are staggered. ~~No wrap around for the until further notice~~ .** ▪ **The use of available entrances and exits is maximised.** ▪ **Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.** ▪ **Weekly messages to parents stress the need for social distancing at arrival and departure times.**	**YES**		**M**
Pupils use public transport and thereby increase risk of infection and transmission	H	▪ Public transport is defined as transport used by the general public. If children use a public bus to come to school thy will have to wear a face covering if they are over the age of 11. ▪ Staff using public transport must ensure that they safely remove their face covering on arrival at school and store it safely and hygienically in a sealed plastic bag or container – staff are advised to carry a spare face covering. ▪ School transport commissioned by the LA (excluding the use of public buses via a bus pass) are not available to the general public and therefore risk is reduced by the controls deployed by the LA and provider risk assessments ▪ Parents and children will be discouraged for using public transport if there is another practical mode of getting to school including, walking, cycling (if safe) or family car. ▪ Personal budgets will be promoted to families entitled to free home to school transport by the LA and the school to minimise risk and secure capacity for families that need dedicated transport the most ▪ Children arriving wearing masks will dispose of these in the class base bin or place in their own sealable plastic bag if a	YES		L

Covid19 Operational Risk Assessment – planned re-opening of Primary Schools

		homemade mask. The children will then sanitize/wash their hands ▪ The mask will not be worn again until the end of the day			

4.3 Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination as far as is reasonably practicable

Formulating group sizes to minimise contacts and mixing whilst delivering a broad and balanced curriculum	H	▪ Group pupils together to reduce as far as possible the number of contacts between children and staff, to a size that balances the requirement to deliver a broad and balanced curriculum. ▪ Maintain as far as possible the consistency of group members. ▪ Avoid contact between groups as far as possible ▪ Staff to maintain distance from pupils and other staff as much as possible ▪ Children should only be placed in larger groups if they are able to observe social distancing otherwise, they must be placed in a class group. ▪ limit interaction, sharing of rooms and social spaces between groups as much as possible. ▪ younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. ▪ where possible children may spend the majority of their time in their class groups, but will be allowed to mix into wider groups for specialist teaching, wraparound care and transport, ▪ All teachers and other staff can operate across different classes and year groups if that is needed to enable a full educational offer. ▪ If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. ▪ Face to face contact will be avoided if possible and the time spent in close contact (within 1 metre of anyone) will be minimised ▪ The provision for a child with complex needs who require close contact care can be delivered as normal	YES	Outside bubble spaces – children can work in year groups.	L

		- School leaders plan for key stage areas to accommodate Bubbles of circa 30 children and effectively managed adult 2m distancing in accordance with social distancing guidelines - Bubbles will enter school as year group/class groups from different entry points in line with social distancing guidelines. Timetable and school day structures have been reviewed to ensure there is capacity to do this			
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	- Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures and in line with local and government guidance - Where possible all pupil desks are forward facing and the teacher maintains a 2 metre distance at the front of the class. - All furniture not in use has been removed from classrooms and teaching spaces into safe storage - Children are spaced out in classrooms where physically possible. - Arrangements are reviewed regularly.	YES		L
4.4 Management of movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	M	- Circulation plans have been reviewed and amended. - One-way systems are in operation where feasible. - Corridors are divided where feasible. - Circulation routes are clearly marked with appropriate signage. - Any pinch points/bottle necks are identified and managed accordingly. - The movement of pupils around school is minimised as much as possible. - Where possible, pupils and staff stay in classrooms or in designated external areas - Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage - Appropriate supervision levels are in place.	YES		L

		▪ Face coverings are not ordinarily required in school. Children under the age of 11 are not required to wear face coverings in or out of school including public transport			
4.5 Management of social distancing at break times					
Pupils may not observe social distancing at break times	M	▪ Break times are staggered if possible- see rota and map ▪ External areas are designated for different groups. ▪ Pupils are reminded about social distancing as break times begin. ▪ Social distancing signage is in place around the school and in key areas. ▪ Supervision levels have been enhanced, especially with younger pupils, to support social distancing. ▪ Staff will collect their own class from the playground at the end of Breaks and lunch	YES		L
4.6 Management of social distancing at lunch times					
Pupils may not observe social distancing at lunch times	M	▪ Pupils are reminded about social distancing as lunch times begin. ▪ Pupils wash their hands using the 20 second routine, before and after eating. ▪ Dining area layouts have been configured to ensure social distancing where practicable. Avoid mixing of bubbles. Seating and staffing arrangements are consistent ▪ Floor markings are used to manage queues and enable social distancing. ▪ Additional arrangements are in place, such as staggering lunch times, , pupils eating in other appropriate spaces (classrooms). ▪ Lunches in classrooms will be delivered in disposable bags ▪ Hot and cold food will served in: ▪ Nursery – squirrels ▪ Reception –Dining room ▪ Year 2 – dining room ▪ Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).	YES		L

Commented [A5]: Add as per Lockdown RA

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		▪ Eating areas are cleaned in-between group usage and after lunch has ended ▪ Staggered lunchtimes are considered to reduce congestion providing this does not impact on the delivery of teaching time			
4.7 Management of social distancing and hygiene in the toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	M	▪ Queuing zones for toilets and hand washing have been established and are monitored. These do not have to be segregated for different groups, but should not be used by members of different groups at the same time ▪ Floor markings are in place to enable social distancing. ▪ Pupils know that they can only use the toilet one at a time. ▪ Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ▪ The toilets are cleaned frequently. ▪ Monitoring ensures a constant supply of soap and paper towels. ▪ Bins are emptied regularly. ▪ Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Signage is in place There are clear routines in place to support children in KS1 to access toilets. Children in KS1 will be escorted by an adult where possible ▪ More than one child can go to the toilet at a time from an individual bubble	YES		L
4.8 Safety arrangements for the use of medical rooms					
The configuration of medical rooms may compromise social distancing measures	M	Pupils will be sent home at the first signs of illness regardless of symptoms ▪ Social distancing provisions are in place for medical rooms behind a closed door if possible ▪ Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. ▪ Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas,	YES		L

		including toilets. It is advised that household bleach is used after the room is vacated. ▪ Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff ▪ Any member of staff providing assistance to someone with symptoms and any pupils who have been in close contact with them must wash their hands thoroughly for at least 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell ▪ Track and trace set up as and when required			
5. Securing and sustaining robust hygiene systems and procedures					
5.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	▪ An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. ▪ Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day ▪ Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies ae available in every teaching and washing space and this reflects increased demand in September when all pupils and staff return, checked at weekly Ops meetings. ▪ Cleaning systems and procedures have been communicated with staff ▪ Day time cleaner to ensure touchpoints and toilets are cleaned during the day.	YES		L
5.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	▪ An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered ▪ Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. ▪ Children will be reminded at all points of transition to wash/sanitize hands	YES		L

Pupils forget to wash their hands regularly and frequently	H	▪ Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. ▪ Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. ▪ School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. ▪ Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person	YES		L
Equipment and resources	H	▪ Individual and very frequently used equipment such as pencils and pens should not be shared ▪ Classroom based resources including books and games can be shared within the designated group but must be cleaned regularly ▪ Resources shared between groups such as sports, art and science equipment must be cleaned between group usage or decontaminated by leaving them out of reach for 48 hours (72 hours for plastics) ▪ Outdoor play equipment will be cleaned more frequently ▪ Pupils will be limited to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationary and mobile 'phones when permitted ▪ Children in Years 5 and 6 will bring a wipeable pencil case into school with equipment required specified by school or school equipment will be kept in their drawer. EYFS will share equipment within their bubble which will be cleaned regularly.	YES		L
5.3 Personal Protective Equipment (PPE)					
Pupils and teachers can take books and other shared resources homes, but unnecessary sharing should be avoided					
Provision of PPE for staff where required is not in line with government guidelines	H	▪ Public Health England advise that face coverings should not be worn in schools and that routine temperature checks should not be taken as they are both intrusive and ineffective ▪ Masks should be worn by staff in corridors and at the gate. Masks are not required in the classroom.	YES		L

		- Children do not need to wear masks - Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. - Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. - Staff are reminded that wearing of gloves is not a substitute for good handwashing. "Sufficient PPE has been ordered for all schools in FPMAT as a means of supporting staff confidence in returning to work specifically BAME members of staff. Staff will be issued with government guidance relating to PPE use and effectiveness but individuals will be able to make their own decision. Supplies have been estimated to last for an initial 8 weeks. Use will be reviewed at weekly Ops. Meetings and more stock ordered if this is required by staff." Extra masks have been ordered on top of the usual PPE to accommodate extra mask wearing - PPE is available for any member of staff who wishes to wear it at any time			
Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection	H	- Face coverings should be worn safely by adults and pupils (year 7 and above) when moving around the premises, specifically outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. - This should cover entrance and egress of the premises see: safe working in education (face coverings should be put on before entering the building and not removed until leaving the building when outside of the classroom) - Those with a physical or mental illness or impairment or disability or those who provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate, may be exempted (clear pane face coverings may be appropriate in some instances) see: face coverings - An emergency supply of face coverings for contingency purposes is available if required. - All staff are aware of the process for managing face coverings in school which includes the hygienic fitting, removing, storage and disposal (sealable plastic bags between use).		M	

Commented [A6]: Transfer from Lockdown RA and strengthen in accordance with new guidance on face coverings MUST means statutory requirement

		■ Unless exempt, pupils in year 7 and above should wear face coverings when moving **within** the school building including corridors and communal areas ■ Face coverings should be worn in classrooms if social distancing cannot be maintained or it would negatively impact on the pupils ability to take part in exercise or strenuous activity, for example in PE lessons. ■ Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can be worn. ■ **Face visors or shields should not be worn as an alternative to face coverings**. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.			
6. Curriculum organisation					
Children may need to re-socialise and familiarise with new routines	M	■ Consideration should be given on planning what to teach, and how, The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading. ■ FPMAT primary schools have an agreed approach to curriculum content for returning pupils. PSHE, mental health and their well-being are key drivers during the first phase of return. Materials are shared in the FROG portal between schools in the MAT to reduce workload where possible. ■	YES		L
Children may have fallen behind in their learning during the school closure and achievement gaps will have widened	H	■ Gaps in learning are assessed and addressed in teachers' planning. ■ Home and remote learning is continuing and is calibrated to complement in-school learning and address any gaps identified to minimise inequality ■ Plans for intervention are in place for those pupils who have fallen behind in their learning.	YES		L

		▪ Baseline assessments will be carried out in the first 3 weeks of term to inform planning. Baseline assessments to be completed and placed on DCPRO by 30th September ▪ Gaps addressed through interventions and class curriculum planning. ▪ Pupil progress meetings in December have identified children who require targeted support. ▪			
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	▪ A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. ▪ Parents/ carers will be encouraged to make appointments to meet with staff if they have any concerns ▪ Virtual Parents where targets were shared with parents. ▪ Parents introduced to the new learning mentor in the newsletter	YES		L
Resuming full support for pupils with SEND (SEND Support and EHC Plans	M	▪ All children with SEND will return full-time to school in September 2020 and receive their full entitlement to support ▪ Small children and children with complex needs will continue to be helped to wash their hands properly ▪ Vulnerable children risk assessments will be completed for children with additional needs who are unable to regulate their behaviour e.g. involuntary spitting using the Las vulnerable children risk assessment template, updates as required. ▪ External specialists will resume direct contact in schools for assessment, training, advice and support purposes observing the schools visitors policy and mirroring expectations on staffing behaviours in terms of hygiene and social distancing ▪ SENCO to support online learning and in school learning for SEND children	YES		L
Risk of infection from singing, chanting, playing wind or brass	M	▪ Music lessons will be held outside when practicable, participants will be physically distanced and taught in groups of no more than 15 for wind/brass/singing, positioning children back-to-back or side -by-side (not face to face)	YES		L

Commented [A7]: Have PAS provided RA's for lessons? There should be agreement betwen the school and PAS as to the measures in place.

instruments and shouting		• Instruments will not be shared • Delay music groups/choirs for the first half term • A Perspex screen will be used to distance children from staff in the music room for additional individual/ group music lessons			
Swimming lessons at Excel. Alan Higgs Centre	M	See school risk assessment and risk assessment from the leisure centre. • Children from each class will travel on individual buses or if the transport is a double decker one class will be upstairs, the other down. Once they arrive the children will depart from the bus in individual classes. Each class will have their own changing room. • The children will swim in separate pats of the pool with a 2m tunnel in between. • The children will get changed a use separate areas for their PE lesson. • The children will return to the transport as individual classes and return to school. • A large bottle of hand sanitizer to be taken and used before getting on and off the bus •		**Cancelled -To be reviewed again at the end of January** **Swimming to start again from 10th March** **Swimming has finished for this academic Year**	L
After school clubs	M	• Children will be in year groups socially distanced in class bubbles. • Children will be taken outside at the end of the session a class at a time. • Only school staff (and Token who is in school weekly)will run clubs		**Cancelled -To be reviewed again at the end of January To be reviewed during March 2021**	M
6.1 Provision of remote learning for self-isolation					

Arrangements for remote learning are insecure or unsustainable to ensure provision for pupils self-isolating	M	• the remote learning offer is equivalent to the core teaching pupils would receive in school (
		   • Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
		   • Key Stage 2: 4 hours a day
		• Systems are in place for checking, daily, whether pupils are engaging with their work
					L

Commented [A8]: Swimming will continue from 10th March?

Commented [A9]: Transfer this section from the Lockdown RA and review, to secure provision for pupils required to self-isolate

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		A named senior leader with overarching responsibility for the quality and delivery of remote education is identified			
Pupils are unable to access the online offer		See Remote leaning policy			

7. Enhancing mental health support for pupils and staff

7.1 Mental health concerns – pupils

Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	▪ There are sufficient numbers of trained staff available to support pupils with mental health issues. ▪ There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ▪ Wellbeing/mental health is discussed regularly in PSHE/ /pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). ▪ Learning mentor to offer support when required ▪ Resources/websites to support the mental health of pupils are provided.	YES	**Time for you cancelled Cancelled -To be reviewed again at the end of January** **Time for you to start again March 2021**	M

Commented [A10]: Will TfY return?

7.2 Mental health concerns – staff

The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	▪ Staff are encouraged to focus on their wellbeing. ▪ Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. ▪ Staff briefings and training have included content on wellbeing. ▪ Staff briefings/training on wellbeing are provided. ▪ Staff have been signposted to useful websites and resources. ▪	YES		M
		• Several counsellors are employed by the MAT and are available to staff from all schools to support any mental health and well-being issues.	Yes		M

7.3 Bereavement support

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Pupils and staff are grieving because of loss of friends or family	H	▪ The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team ▪ Support is requested from other organisations when necessary.	YES		M
8 Governance and policy					
8.1 The role of Governors					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	▪ The governing body continues to meet regularly via online platforms. ▪ The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. ▪ The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. ▪ Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. ▪ Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	YES		L
		"A wide variety of communications are used to ensure governors remain up to date with COVID-19 developments in education and are well placed to understand the actions taken and required by individual schools. Headteacher's regularly share newsletters and examples of school activity to ensure governors have examples of good practice MAT newsletters for staff and parents are shared with governors every half-term.			
Governors are not fully informed or involved in making key decisions	H	▪ Online meetings are held regularly with governors. ▪ Governing bodies are involved in key decisions on reopening. ▪ Governors are briefed regularly on the latest government guidance and its implications for the school.	YES		L

		▪ At least one Governor on the H&S committee. Chair of G. has regular meetings with the headteacher			
8.2 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	▪ All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. These policies have been displayed on the Frog or the website. ▪ Staff have been informed about new policies on Frog and the website ▪ Behaviour policies recognise that adverse experiences of lockdown and or lack of routine and regular attendance at school may lead to levels of disengagement, anxiety and behavioural responses setting reasonable and proportionate expectations of behaviour and make appropriate provision to support ▪ Staff, pupils, parents and governors have been briefed accordingly. ▪ Governors have approved revisions A review of the child protection policy to reflect the move to remote education for most pupils has been undertaken. ▪ This is reflected as a coronavirus (COVID-19) addendum that summarises related changes ▪ All staff are aware of the revised policy.	YES		L
Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning **Home school learning**	H	▪ A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level ▪ High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups ▪ Remote education is integrated into the school's curriculum planning ▪ Printed resources are available for those that cannot access the internet physically or cognitively ▪ The curriculum is planned to ensure that knowledge and skills are built incrementally and clear explanations of content are	YES		M

Commented [A11]: Transferred from Lockdown RA

		delivered by a teacher in school though high quality curriculum resources and/or videos with face to face virtual contact as appropriate – ideally daily ▪ ClickView has been purchased to enhance HSL . Teachers trained 1st October . ▪ Frog has been updated so staff and children can contact each other individually ▪ Online reading scheme purchased to support home learning ▪ Home learning policy has been reviewed ▪ Learning mentor and phase leaders to monitor and work with families who are not engaging			
9. Other operational issues					
9.1 Review of fire procedures					

Fire procedures are not appropriate to cover new arrangements	H	• Fire procedures have been reviewed and revised where required, due to:
		  • Social distancing rules during evacuation and at muster points
		  • Possible need for additional muster point(s) to enable social distancing where possible
		• Staff and pupils have been briefed on any new evacuation procedures.
		• Incident controller and fire marshals have been trained and briefed appropriately.
		• Fire procedures are stated in the staff handbook
		• Fire drills have taken place to ensure all staff and pupils understand procedures
			YES	Reviewed for the current circumstances 11.1.2021 Named delegated roles and responsibilities on site, Do people know how to check the fire alarm panel if SSO isn't on site? How to switch of utilities if necessary? Who calls the Fire Service?	L

Fire evacuation drills - unable to apply social distancing effectively	H	• Plans for fire evacuation drills are in place which are in line with social distancing measures. • Markings are painted onto the playground	YES		L
Fire marshals absent due to self-isolation	H	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. • Fire marshal training has been completed by Key staff	YES	Additional staff to attend fire marshal training. Some completed training	L

Commented [A12]: Staff have been sent details for Fire Marshal training

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9.2 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	M	• A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.	YES		M
9.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	▪ Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. These will be organised outside of school hours wherever reasonably practicable ▪ An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ▪ Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ▪ Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ▪ Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. ▪ In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).	YES	Contractors on site will be managed by Anita Malcolm and Steve James	L
10. Additional site-specific issues and risks					
Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					

Covid19 Operational Risk Assessment – planned re-opening of Primary Schools

Lateral Flow Testing – home testing kits for staff 25.1.2021					
Risk rating High (H), Medium (M), Low (L)			**Likelihood of occurrence**		
			High (very likely)	Medium (possible)	Low (remote)
Activity – risk	**Risk rating prior to action (H/M/L)**	**Control measures**	**In place? (Yes/No)**	**Additional controls**	**Residual risk rating (H/M/L)**
Risk that Finham Primary School cannot operate COVID self-testing of the workforce in line with DHSC instructions	High	See risk assessments below	Risk assessment for LFT completed 25.1.2021		High/ Medium/ Low
Low uptake of testing means the programme does not achieve its aims	High	• *Enthusiastic comms – Spread sheet for recording results* • *Several socially distanced face-to-face meetings to share process with staff* • *Posters encouraging participation around school, video Key co-ordinator (Emma Whittle)in school with responsibility*	Yes		Low
Staff member being tested does not have access to clear instructions on how to carry out test	High	• *Clear school process outlined and shared with all staff* • *Testing information provided by DHSC shared with staff* *Correct instructions handed out with tests (not the one in the box)*	Yes		Low
Staff member being tested does not know how their data is being used	High	*Privacy Notice shared with all staff. Recorded on Log*			Low
Tests are used by individuals other than those in the school workforce	Medium	• *Brief to staff on usage* *Spreadsheet records tests issued and results back*	Yes		Low

Tests are stored incorrectly in school or at home	Medium	• *Temperature instructions shared* *Stored in school in accordance with instructions*		Test kits due to arrive 25.1.2021 Arrived and in use	Low
Tests are distributed in school in a way that is not Covid secure	High	• *Each phase have an assigned slot to collect test kits* • *There are several slots across the week to facilitate different working patterns* *Test kit distribution recorded on testing spreadsheet*			Low
Tests are not replenished regularly to allow continuity of testing in line with guidance	High	• *Recording on test kit log* *Engagement with DfE/ DHSC*			Low
Results of test are not recorded accurately with both the school and the NHS	High	• *Online form set up to record results and populate school spreadsheet* *Instructions on requirement to complete NHS website*			Low
Correct action is not taken on positive or void results	High	• *Clear instructions on action required* *HT notified via email*			Low
"Incidents" as defined by DHSC are not reported to DHSC and DfE	High	• *Incident reporting form shared with staff* *HT receives email with any details to report to DHSC / DfE as appropriate*			Low
Staff data regarding data is not stored securely and there is a data breach	High	• *Testing spreadsheet kept on One Drive* *Only accessible by Leadership team*			Low
Resources **DfE guidance:** **https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54**					

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Risk rating		Likelihood of occurrence		
High (H), Medium (M), Low (L)		High (very likely)	Medium (possible)	Low (remote)

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
Securing safe teaching spaces for all small group music lessons. **Cancelled -To be reviewed again at the end of January 2021** **To start again 8th March 2021**					
Music room is not large enough to allow for social distancing.	H	• Music lessons will now take place in the clinic (a larger room). • The room will be divided into boxes (marked out with tape) to allow for children to be sat 2m apart in every direction. • Use of colour coded name cards so children can clearly see where they need to sit.	YES	Cancelled -To be reviewed again at the end of January Restarting 8th March •	L
Music teachers are exposed to multiple children and breathe the same air for several hours which puts them at greater risk.	H	• Lessons to be taught from behind a plexi-glass screen which will be cleaned with anti-bacterial spray between lessons. • Windows to be open during lessons to help with ventilation. • Use of an instrument-tuning/music diary station – instruments to be placed on trolley for tuning – no direct passing between children and teacher. Use of hand sanitiser before and after touching instruments.	YES	Cancelled -To be reviewed again at the end of January Restarting 8th March •	L

Commented [A13]:

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
Cleaning of shared instruments	H	• The only instruments that will have to be used by more than group are the keyboards. • Antibacterial wipes to be used by children at the end of lessons and put straight in the bin on their way out of the room.	YES		L
Use of plexi-glass screen from behind which music lessons will be taught – risk of it falling if not assembled correctly.	M	• Music teacher (Miss Pritchard) only member of staff to move screen following training on how to handle it safely. • Children should never be left unattended in the room while the screen is up. • Screen to be safely put away at lunchtime and at the end of the day. • Screen to be cleaned with antibacterial spray between each lesson.	YES		L
Travelling from classrooms to music room (clinic) – risk of children mixing bubbles/not social distancing.	H	• Children to be collected from their classroom by music teacher. • Class teachers to set alarms a few minutes in advance of lesson times so that children can get their instruments ready and line up at the door to be collected. • Groups have been made smaller and remain within bubbles where possible and so travelling will be safer and more easily controlled by music teacher. • Where children from more than one bubble are collected- clear instruction will be given by music teacher on how to walk at an appropriate distance from each other. • Hand sanitiser dispenser be attached by the entrance to the clinic •	YES		L

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
Trumpet emptying water valves.	H	• Each trumpet player to be given their own cloth into which the trumpet water valve should be emptied. • This cloth will be kept in the child's own instrument case and taken home for washing.	Yes		L
Arriving at the music room and setting up instruments.	H	• Colour coded name cards will be used in mixed bubble groups so that the children know exactly where to sit. • Children to keep their instrument cases with them on the floor inside their allocated space. • In lessons where instruments need tuning, children will be asked one at a time to place their instrument and practice diary on their designated tuning station trolleys and wait for it to be tuned and placed back for them to take back to their seat. • When children are walking to the instrument tuning station they will be instructed to follow the tape lines on the floor, so as not to encroach on anybody's space. • Music teacher will use hand sanitiser before and after tuning an instrument.	Yes		L
Securing safe spaces for Before and after school club. Cancelled -To be reviewed again at the end of January 2021 To be reviewed March 2021 – Questionnaire sent to parents relating to need and viability					

Covid19 Operational Risk Assessment – planned re-opening of Primary Schools

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
2.11.2020 Morning Sessions (Wake & Shake)	M	▪ Only school staff (Mr Atkins & Yannick) will run wake & shake sessions. ▪ A timetable for wake & shake has been organised. ▪ Children will arrive using separate entrances either school main entrance or squirrels club entrance. ▪ Sessions will be run either in the hall or dining room. ▪ Children will be year groups socially distanced in class bubbles ▪ No food will be served by staff. Parents/Guardians can provide a healthy breakfast snack. A table for each class bubble will be setup. ▪ Snack tables will be cleaned before and after use. ▪ Any equipment by children will be cleaned after use. ▪ Children will be taken to their classrooms at the end of wake & shake. During this time staff will wear masks due to walking through a "social areas" and corridors. •		Mr Atkins held a meeting with CV Life regarding school procedures • Documentation for CV Life coaches will be developed and shared with CV Life coaches so that they are aware of the school's procedures. The local authority have made the decision that no extra-curricular clubs will take place as a result of lock down **NO EXTRA CURRICULAR ACTIVITY AT THIS TIME. TO BE REVIEWED AGAIN AT THE END OF JANUARY**	L
After school clubs	H	• Children will be collected by the club's designated member of staff a class at a time and taken to the space where their club is being run. • Children will be in year groups or phase groups socially distanced in class / Year group bubbles outside. • Club start and end times have been staggered to reduce the risk of bubbles crossing and parents congregating outside of the school grounds. • Equipment can only be used with a class bubble and not shared with another bubble • Any equipment used will be cleaned after use.	y	To Start after Easter on the 26.4.2021	M

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Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
		• Children will be dismissed at their designated pick-up point. These pick-up points will be communicated to staff. • External staff will be briefed on the school's current procedures. • Children will be taken through school in class bubbles as they can only mix in year groups outside on the field or playground.			
		•		•	

Squirrels from Monday 19th April 2021

Activity	Risk Rating Prior to Action (H/M/L)	Control Measures	In Place (Yes/No)	Additional Controls	Residual Risk Rating (H/M/L)
Before School Club	H	• A demand form was sent out in order to organise groups • Children will be put into groups of no more than 15 children as per the *"Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak"* • Only parents/guardians that filled out the demand form have been sent the booking form in order to maintain consistent groups.		• Mr Atkins held a meeting with CV Life regarding school procedures · Documentation for • The risk assessment will be shared with CV Life coaches so that they are aware of the school's procedures.	L

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		- Children will be dropped off at the wraparound entrance one family group at a time. - Each group has their own designated indoor space - Group 1 – Squirrels Room - Group 2 – Main Hall - Group 3 – Dining Room - Children will only be offered healthy breakfast snacks served in wrappers - Snack tables will be cleaned before and after use. - Any equipment by children will be cleaned after use. - All pupils will be able to use the nearest toilet to their assigned indoor space - Group 1 & 3 – wraparound toilet - Group 2 – Disabled toilet by reception - Before the children go outside they need to go to the toilet to limit the need of children when outside. - All indoor spaces well ventilated with windows able to be opened and doors able to remain open. - Outdoor space is easily accessible and can be split into 3 groups on the playground. - Staff to clean their areas down at the end of the session. - Children will be taken to their classrooms at the end of wake & shake. During this time staff will wear masks due to walking through a "social areas" and corridors. - Areas are well lit - External and internal areas are dynamically assessed - Both internal and external activities are planned based on available space, no of pupils and activity being carried out - SSO/cleaning team careful to ensure signs are prominent in areas that are being cleaned - SSO daily/weekly inspection of site - All staff and pupils are aware of the fire evacuation procedures and exits available. - Arrangements are tested at least termly - Refer to school's Fire Risk Assessment and Fire & Emergency Plan		- School ensures that external providers delivering sessions are appropriately qualified and experienced - Group 1 (EYFS - nursery, Reception Year 1) - Group 2 (Year 2, Year 3 & year 4) - Group 3 (Year 5 & Year 6) - All cleaning supplies to be stored correctly and safely in locked - Staff to ensure they speak to business manager weekly to ensure enough supplies are in stock. - Mr Atkins will lead on first aid, but first aid staff can administer first aid if other children in the group are safe. - When administrating first aid, staff will use PPE (mask, gloves, apron). Any first aid will be reporting in Wraparound's First Aid book. Information will be passed to class teachers - Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This will be demonstrated daily along with hygiene	

		- If a child is symptomatic, they will self-isolate in the Isolation room until a parent collects them. Members of staff dealing with them will wear full PPE provided. - They will be told to take a test and inform school of the results. - If a member of staff is symptomatic, they will leave school immediately and will be told to take a test and inform school of the results. - School COVID rules will be adhered to.		- expectations by the class teacher) - Pupils are able to use hand sanitiser, under the supervision of a member of staff. - Pupils are discouraged from sharing cutlery, cups, food, stationary items, equipment. - School's behaviour policy will be maintained during wraparound - Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste of smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	
Afterschool Club	H	- A demand form was sent out in order to organise groups - Children will be put into groups of no more than 15 children as per the "Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak" - Only parents/guardians that filled out the demand form have been sent the booking form in order to maintain consistent groups. - Children will be collected by the club's designated member of staff a class at a time and taken to the space where their club is being run. A register will be taken and relayed to Mr Atkins		Group 1 (EYFS – Nursery, Reception, Year 1) Group 2 (Year 2, Year 3 & year 4) Group 3 (Year 5 & Year 6) - All cleaning supplies to be stored correctly and safely in locked - Staff to ensure they speak to business manager weekly to	L

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		- Each group has their own designated indoor space these may change depending on the number of children in each group. - Group 1 – Squirrels Room - Group 2 – Main Hall - Group 3 – Dining Room - Children will be in specified groups with one member of staff - Equipment can only be shared with each group bubble and not shared with another bubble – 3 sets per area - Any equipment used will be cleaned after use. - All indoor spaces well ventilated with windows able to be opened and doors able to remain open. - Outdoor space is easily accessible and can be split into 3 groups on the playground. - Staff to clean their areas down at the end of the session. - Snack tables will be cleaned before and after use. - Any equipment by children will be cleaned after use. - Children will be taken to their classrooms at the end of wake & shake. During this time staff will wear masks due to walking through a "social areas" and corridors. - Areas are well lit - External areas are dynamically assessed as whether suitable to access following periods of inclement weather - Both internal and external activities are planned based on available space, no of pupils and activity being carried out - Activities will be planned in advance and resources provided for each individual group (3 sets per area) - All pupils will be able to use the nearest toilet to their assigned indoor space - Group 1 & 3 – wraparound toilet - Group 2 – Disabled toilet by reception - When groups are outside they will use the toilet before going outside to limit the need to go. - SSO/cleaning team careful to ensure signs are prominent in areas that are being cleaned - SSO daily/weekly inspection of site - All staff and pupils are aware of the fire evacuation procedures and exits available. - Arrangements are tested at least termly - Refer to school's Fire Risk Assessment and Fire & Emergency Plan		- ensure enough supplies are in stock. - School's behaviour policy will be maintained during wraparound - Mr Atkins will lead on first aid, but first aid staff can administer first aid if other children in the group are safe. - When administrating first aid, staff will use PPE (mask, gloves, apron). Any first aid will be reporting in Wraparound's First Aid book. - Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's. - Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. - Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This will be demonstrated daily along with hygiene expectations by the class teacher) - Pupils are able to use hand sanitiser, under the

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		• Afterschool will be open until 17:30, parents/guardians will be able to pick up children until this time. • Parents/guardians must maintain social distancing when collecting their child(ren). • Children will be dismissed from wraparound door by Mr Atkins. Children in Group 2 and 3 will be allowed to walk to the exit. Children in Group 1 will be supported by Mr Atkins. • Mr Atkins will sign all children out when they are collected. • If a child is symptomatic, they will self-isolate in the Isolation room until a parent collects them. Members of staff dealing with them will wear full PPE provided. • They will be told to take a test and inform school of the results. • If a member of staff is symptomatic, they will leave school immediately and will be told to take a test and inform school of the results. • Follow school COVID procedures		supervision of a member of staff. • Pupils are discouraged from sharing cutlery, cups, food, stationary items, equipment. • School's behaviour policy will be maintained during wraparound • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste of smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	

Each Area – Each bubble within each area will use their own equipment in their own designated area

New Coventry Flow Chart April 2021 – For the use of school staff only.

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COVID-19 symptoms and cases - actions for schools

Document informed by: DfE Guidance for schools
Sits within context of the Coventry, Solihull and Warwickshire Outbreak Control Plan

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COVID-19 Main Symptoms: New, continuous cough OR high temperature OR loss of, OR change in sense of taste or smell
Please note that other symptoms include: fatigue and lethargy, shortness of breath, headache , sore throat, aching muscles, d iarrhoea and vomiting

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Stay away/go home from school if: Have COVID-19 symptoms OR Positive COVID-19 test in last 10 days OR In a household with positive test in last 10 days OR Advised to by NHS Test and Trace /PHE or LA

Symptomatic person in school community

Arrange to send the person home.
If the person is seriously unwell call 999

Isolate, if possible behind closed door or 2m away from others, with an open window.

Clean isolation room and bathroom if used, following guidance below.

Notify
• Coventry City Council: COVID19schools@coventry.gov.uk

Advise the person sent home to:
▪ Arrange a test through online portal or via 119 and self isolate for 10 days*
▪ Follow 'Stay at home' guidance
▪ (Note: if person unwilling to have a test they must still self isolate for 10 days)
▪ Household members must self isolate for 10 full days after the day of onset of symptoms*

No immediate action to send others home

Isolate individuals separately

Refer to PHE guidance

* Result of test may change isolation period

Note on LFTs

LFTs are for asymptomatic screening purposes and should not be used for anybody symptomatic, or close contacts

They do not "rule out" COVID-19 but can help to rule it in.

ALL LFT positives now need to be confirmed by PCR. The PCR needs to be taken within 2 days of the LFT. If the PCR is not taken in this time frame, the individual/contacts must continue to isolate for the full 10 days.

Negative
• Can return to school when well, including fever free for 48 hours (as long as nobody at home is symptomatic/positive, or you are a close contact)
• Household can stop isolating

Positive
• Follow positive COVID19 test process.
• Person to isolate for at least 10 days from onset of symptoms AND until well (including fever free for 48 hrs.)
• Household isolates for full 10 days after the day of symptom onset

Note: If a child develops at least one of the COVID19 symptoms AND testing is unavailable AND they have;
- Recent return from travel in last 10 days, OR
- Contact with a known case in last 10 days OR
- An adult in the house with symptoms
Follow the process for positive COVID-19 test (assumed positive).

Single Positive COVID19 test (LFT or PCR) in school community

Notify (for **every** positive result)
- Coventry City Council (Coventry Public Health and Education) COVID19schools@coventry.gov.uk

Rapid risk assessment carried out to confirm who has been in close contact and is required to self-isolate.
In the case of LFTs (see Note on LFTs to the left) isolate the bubble immediately, and then bring back if PCR negative. If PCR positive, continue as below

School should send home (for 10 full days following day of last contact with a positive case) those in close contact with positive case and communicate with parents/carers.

If someone who has been asked to self-isolate becomes symptomatic they should get a test and refer to 'Stay at Home' guidance.

Positive
Isolate for at least 10 days, until well and fever free for 48 hrs. Follow 'Stay at home' guidance.

If symptoms occur within 10 day period, isolation period restarts on this day

Household contacts isolate for 10 days after the day of symptom onset

Negative
Continue to self isolate for 10 days

Close contact is defined as, contact in the infectious period (2 clear days before to 10 full days following the day of symptom onset/test [if no symptoms]) in the following situations:
• Direct close contacts – face-to-face for any length of time
• Proximity contacts – within 1m for 1 minute or more or within 1 -2m for 15 mins or more (either as a one-off contact for over 15 minutes, or shorter contacts added together over one day)
• Travelling in a small vehicle, like a car (or on public transport if no face covering worn by case)
Example: if symptom onset (and day they are last in the setting) is Wednesday, trace contacts for Wed, Tues and Mon
NOTE For primary school age children and younger age groups all in class to be considered close contacts (plus other identified as above). In secondary school settings, contact tracing will continue as above, but where there are 2 cases in a class, all will be considered close contacts, alongside any others identified.

Cleaning; Please refer to detailed guidance for cleaning of non healthcare settings
• For both routine cleaning, and cleaning following a symptomatic person having been in your setting in the infectious period p lease follow the key points below
• Use disposable cloths or paper roll and disposable mop heads .
• Use, as in cleaning routine, a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av. Cl.) OR household detergent followed by disinfection (1000ppm av. Cl.) OR if an alternative combined detergent/disinfectant is used ensure it is effective against enveloped viruses and meets EN 14476 standards (including any wipes used)
• Any waste from suspected cases and cleaning of areas should be double bagged and stored for 72 hours before disposal as normal.

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2 or more people in a school community, with a plausible link, with symptoms/positive tests ("outbreak")

If individual is in school follow "symptomatic person in school community" flow-chart.

Notify both:
• Coventry City Council: COVID19schools@coventry.gov.uk
• Health Protection Team (Regional) (HPT) using this online form

The LA, in liaison with HPT, will complete a risk assessment, provide advice and consider need for an Outbreak Control Team (OCT).

Identification of contacts who need to isolate; this may be a small number, whole year group or site.

HPT may advise widespread testing which may inform further actions.

Schools to send letter if appropriate (provided by HPT) to contacts and non-contacts.