



# Oaklands Junior School

## Coronavirus (Covid-19): Risk Assessment for pupils and staff at school



**5.01.21 Following LOCKDOWN by government (Tier 4), school now closed until February half term but will be open daily for Key Worker/Vulnerable groups.**

**Groups will be year group based with a maximum of 15 per group taught by one Teacher and one Teaching Assistant.**

**2 groups will have their own iPads and the other 2 groups will have either the IT suite or the computers that have been transferred to the library.**

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Public/Internal:	Public
Applies to:	All
Date approved by Local Governing Body:	January 2021

This Risk Assessment for the Corvus Learning Trust schools is based on the Guidance issued by the DfE on 2<sup>nd</sup> July 2020 and updated on 5<sup>th</sup> November 2020 and 7<sup>th</sup> January 2021.

## Coronavirus (COVID-19): Risk Assessment - New National Restrictions from 7<sup>th</sup> January 2021

This Risk Assessment is based on the template provided Bracknell Forest Council which has been the subject of consultation with BFC Legal, HR, Health & Safety and also the Trade Unions

Updated following government guidance issued on 07Jan: [Guidance for full opening: schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-full-opening-schools)

The aim of the government continues to be that all pupils, in all year groups, remain in school full-time.

All schools should consider the additional risks and control measures to enable a return to full capacity during the spring term.

### Name of School/setting: **Oaklands Junior School**

Assessment conducted by: Hazel West	Job Title: Headteacher	Signature:	Date: 18.01.21
Signed off by: Bob Elsey	Job Title: CEO of Corvus Learning Trust	Signature:	Date: 18.01.21
Signed off by: Doug Brady	Job Title: Health & Safety Adviser (Bracknell Forest)	Signature:	Date: 18.1.21

<b>Likelihood of Occurrence</b>	High (probable)	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>
	Medium (possible)	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
	Low (remote)	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>
<b>Risk Assessment Matrix</b>		Minor (causes physical or emotional discomfort)	Severe (causes physical injury, or illness requiring first aid)	Major (causes major physical injury, harm or ill-health)
		<b>Likely Impact</b>		

## Coronavirus (COVID-19): Risk Assessment - New National Restrictions from 7<sup>th</sup> January 2021

The Risk Assessment Matrix is used to assess risks before and after control measures are applied. The objective is to remove all HIGH risks and to reduce all other risks to an acceptable level.

Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
Situational Awareness	<u>M</u>	<ul style="list-style-type: none"> <li>Daily monitoring of government advice and guidance on Covid  <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a>  <a href="https://www.gov.uk/government/publications/local-restriction-tiers-what-you-need-to-know">Local restriction tiers: what you need to know - GOV.UK (www.gov.uk)</a> </li> <li>Daily review of general Covid situation in school with Senior Leaders</li> </ul> <p><b>Summary of Government Guidance (30-Dec):</b></p> <p>Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and plans that address the risks identified using the system of controls. These are adapted from the system of protective measures that will be familiar from the summer term.</p> <p>Essential measures include:</p> <ul style="list-style-type: none"> <li>a requirement that people who are ill stay at home</li> <li>robust hand and respiratory hygiene</li> <li>enhanced cleaning and ventilation arrangements</li> <li>active engagement with NHS Test and Trace</li> <li>formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable</li> </ul> <p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> <li>grouping children together</li> </ul>	<u>HT &amp; SLT</u>	<u>05.01.21 Ongoing</u>	<u>L</u>	<u>Yes</u>

## Coronavirus (COVID-19): Risk Assessment - New National Restrictions from 7<sup>th</sup> January 2021

Area for concern	Prior Risk Rating H/M/L	Risk Control Measures	By who?	By when?	Post Risk Rating H/M/L	In place? Yes/No
		<ul style="list-style-type: none"> <li>• avoiding contact between groups</li> <li>• arranging classrooms with forward facing desks</li> <li>• staff maintaining distance from pupils and other staff as much as possible</li> </ul>				
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend your setting</p>	H	<ul style="list-style-type: none"> <li>• Action on Displaying Symptoms                             <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a> <ul style="list-style-type: none"> <li>○ Anyone who has tested positive in the last 10 days will <b>remain at home</b></li> <li>○ If anyone in school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home</li> <li>○ Anyone developing those symptoms will be sent home and advised to arrange to have a test to see if they have coronavirus (COVID-19) and advised to follow <u>'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></li> <li>○ 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</li> </ul> </li> <li>• Self Isolation at Home                             <ul style="list-style-type: none"> <li>○ They must self-isolate for at least 10 days and should <a href="#">arrange to have a test Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk)</a></li> <li>○ Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first <b>had symptoms and was then tested positive (if a negative result is received, self-isolation ends, so long as members of household feel well)</b></li> </ul> </li> <li>• Isolation in School (<b>hall</b>)                             <ul style="list-style-type: none"> <li>○ Pupils displaying symptoms in school are isolated</li> </ul> </li> </ul> </li> </ul>	HT, SLT & Admin	<u>05.01.21</u>	M	Yes

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		<ul style="list-style-type: none"> <li>○ Parents/carers are contacted immediately</li> <li>○ Pupils awaiting collection are isolated at least 2m away from others</li> <li>○ Appropriate staff supervision while waiting</li> <li>○ With a window open for ventilation</li> <li>○ They use separate toilets which are cleaned and disinfected using standard cleaning products before being used by anyone else (<b>disabled toilet</b>)</li> </ul> <p style="color: red; margin-left: 20px;">Please note that this toilet will also be in daily use by:</p> <ul style="list-style-type: none"> <li>● <b>A child in Y3 who will temporarily be in a wheelchair following an operation - this is the only toilet accessible by a wheelchair.</b></li> <li>● <b>A child in Y5 who has previously used the disabled toilet in Y3 &amp; Y4 for medical reasons.</b></li> </ul> <ul style="list-style-type: none"> <li>○ PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>○ <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> <li>○ Staff who have provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> <li>○ the symptomatic person subsequently tests positive</li> <li>○ they develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>○ the symptomatic person subsequently tests positive</li> </ul> </li> </ul>	<p><u>Site Controller for cleaning</u></p>	<p><u>05.01.21</u></p>	<p><u>M</u></p>	<p><u>Yes</u></p>
			<p><u>HT, SLT, Staff</u></p>	<p><u>05.01.21</u></p>	<p><u>M</u></p>	<p><u>Yes</u></p>

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		<ul style="list-style-type: none"> <li>○ they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</li> <li>○ Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>○ The area around the person with symptoms will be cleaned with normal household disinfectant after they have left</li> <li>○ <a href="#">COVID-19: cleaning of non-healthcare settings guidance.</a></li> <li>● Testing Is Required <a href="#">arrange to have a test</a> <ul style="list-style-type: none"> <li>○ When an individual is displaying symptoms</li> <li>○ After being in contact with someone displaying symptoms</li> <li>○ If requested to do so by NHS Test and Trace</li> </ul> </li> <li>● Emergency Services           <ul style="list-style-type: none"> <li>○ call 999 if someone is seriously ill or injured or their life is at risk.</li> <li>○ Anyone with coronavirus (COVID-19) symptoms should be advised not visit the GP, pharmacy, urgent care centre or a hospital</li> </ul> </li> </ul> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control</a></p>	<p style="text-align: center;"><u>Site Controller for cleaning</u></p>	<u>05.01.21</u>	<u>M</u>	<u>Yes</u>
			<u>Admin</u>	<u>05.01.21</u>	<u>M</u>	<u>Yes</u>
Prevention 2. Where recommended, the use of face	<u>M</u>	Use of Face Coverings in School <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a>	<u>HT, SLT &amp; Staff</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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coverings in schools		<p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p>Primary</p> <ul style="list-style-type: none"> <li>• Primary school children will not need to wear a face covering</li> <li>• Face coverings <b>may</b> be worn by staff in classrooms</li> <li>• Face coverings <b>may</b> be worn by adult staff and visitors in corridors and communal areas where social distancing is not possible (<b>teachers from outside of school working 1:1 with a child will wear a mask e.g. peripatetic teachers</b>)</li> </ul> <p>Exemptions</p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• The following individuals are exempt from wearing face coverings, including those who: <ul style="list-style-type: none"> <li>○ Cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>○ Need to speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> </li> </ul> <p>Access to Face Coverings</p> <ul style="list-style-type: none"> <li>• Adults and pupils are expected to provide their own face coverings due to their increasing use in wider society</li> <li>• However, the school will maintain a contingency supply of face coverings for use as and when required (<b>new clear masks available in medical room, in addition to paper masks &amp; visors</b>)</li> <li>• No one will be excluded from education on the grounds that they are not wearing a face covering</li> </ul>	<u>HT, SLT &amp; Staff</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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		<p>Safe Wearing and Removal of Face Coverings</p> <ul style="list-style-type: none"> <li>• The school has clearly communicated a prescribed process to staff and pupils for:                             <ul style="list-style-type: none"> <li>○ when face coverings are worn at school in certain circumstances</li> <li>○ how to remove face coverings when arriving at school</li> <li>○ cleaning of hands before and after touching face coverings</li> <li>○ safe storage of them in individual, sealable plastic bags between use</li> <li>○ face coverings to be carefully replaced if they become damp</li> <li>○ not touching the front of face coverings during use or during removal</li> <li>○ disposing of temporary face coverings into 'black bag' waste bins or</li> <li>○ placing reusable face coverings in a plastic bag they can take home</li> <li>○ washing of hands after handling face coverings before going to class</li> </ul> </li> <li>• Face coverings are required at all times on public transport, except for children under the age of 11. <span style="color: red;">N/A</span></li> </ul>				
<p>Prevention</p> <p>3. Clean hands thoroughly more often than usual</p>	<u>M</u>	<ul style="list-style-type: none"> <li>• Sufficient soap and water or hand sanitiser is provided</li> <li>• Hand washing stations have been designated/provided (<span style="color: red;">4 mobile units purchased for use in Y3 &amp; Y5 as they have less hand-washing facilities compared to other year groups</span>)</li> <li>• Pupils to wash their hands regularly, including:                             <ul style="list-style-type: none"> <li>○ On arrival</li> <li>○ On return from breaks</li> <li>○ When they change rooms</li> </ul> </li> </ul>	<u>HT, SLT, Staff</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>



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		<ul style="list-style-type: none"> <li>○ Before and after eating</li> <li>● Foot operated hand sanitiser stations are located in Y3 and Y5, to alleviate queues to the toilet washbasins and class washbasins.</li> <li>● Frequency of hand washing is appropriate for the pupils and staff</li> <li>● Particular arrangements for SEND pupils are in place</li> <li>● Use of sanitiser by young pupils supervised re: ingestion risk <span style="color: red;">N/A</span></li> <li>● Small children and pupils with complex needs continue to be helped to clean their hands properly</li> <li>● Skin friendly skin cleaning wipes available as an alternative</li> <li>● Hand washing regime is built into the school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> </ul>				
Prevention 4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<u>M</u>	<a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a> <a href="https://www.e-bug.eu">Information about the Coronavirus (e-bug.eu)</a> <ul style="list-style-type: none"> <li>● Sufficient supplies of tissues are available</li> <li>● Sufficient lidded bins are in place</li> <li>● Double bagging and careful disposal of contents of waste bins</li> <li>● Pupils instructed, encouraged and supported to follow this routine</li> <li>● Pupils with complex needs continue to be helped to follow this routine</li> </ul>	<u>HT, SLT &amp; Staff</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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<p>Prevention</p> <p>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents <b>and Micro Kill (as bleach not allowed)</b></p>	<b><u>H</u></b>	<p><a href="#">COVID-19: cleaning non-healthcare settings guidance.</a></p> <ul style="list-style-type: none"> <li>• There is more frequent cleaning of rooms / shared areas (Site Controller &amp; cleaner)</li> <li>• Frequently touched surfaces are cleaned more often (surface wipes in rooms)</li> <li>• Detailed attention to rooms occupied by the pupils and staff (Site Controller &amp; cleaner)</li> <li>• There is additional cleaning at lunchtimes (Staff/children wipe all surfaces before &amp; after lunch)</li> <li>• Touch points including door handles &amp; light switches (Site Controller &amp; cleaner)</li> <li>• Additional toilet cleans e.g. at mid-morning (extra cleaner bought in)</li> <li>• Separate cleaning cloths and equipment in each classroom</li> <li>• Cleaning regime is subject to regular review</li> <li>• Sufficient supplies of cleaning materials are available</li> <li>• Cleanliness monitored daily to required standards</li> <li>• Bins for tissues are emptied throughout the day</li> <li>• Timetabling of spaces allows access for cleaning</li> <li>• Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <b>At OJS we will be keeping year groups to their own toilets.</b></li> </ul> <p><i>Churchills' cleaners are to continue to prioritise "Touch points" i.e. door handles, taps, tables etc.</i></p> <p><i>Cleaners to concentrate their daily cleaning on areas used by children and staff.</i></p> <p><i>Churchills have updated risk assessments covering Covid-19. Individual staff risk assessments also updated.</i></p>	<b><u>HT, SLT, Site Controller &amp; Staff</u></b>	<b><u>05.01.21</u></b>	<b><u>M</u></b>	<b><u>Yes</u></b>

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		<p><i>Churchills use a new type of cleaner/disinfectant (<b>Micro Kill</b>) – Wokingham Borough Council contract prohibits the use of bleach in schools.</i></p> <p><i>PPE masks are not being used by Churchill operatives (but a lunchtime cleaner does wear PPE as he is in school at lunchtime). Churchills request that areas are to be vacated where possible before their staff arrive - this is to protect everyone. Failure to do so may result in areas not being cleaned.</i></p>				
<p>Prevention</p> <p>6. Minimise contact between individuals and maintain social distancing wherever possible</p>	<u>H</u>	<p><a href="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">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</a></p> <p><a href="#">safe working in education, childcare and children’s social care</a></p> <p>Grouping of Children</p> <p><b>Primary</b></p> <ul style="list-style-type: none"> <li>Pupils keep in separate class groups or appropriately sized ‘bubbles’ that do not mix with others</li> </ul> <p>Teaching Staff</p> <ul style="list-style-type: none"> <li>All teachers and other staff can operate across different classes and year groups</li> <li>Staff will observe social distancing, ideally 2m where possible, when moving around the school</li> <li>Supply teachers, peripatetic teachers and other temporary staff will minimise contact and maintain as much distance as possible from other staff. <b>NB peripatetic teachers work from their own separate room (terrapi) and wear masks.</b></li> </ul>	<u>HT, SLT &amp; Staff</u>	<u>05.01.21</u>	<u>M</u>	<u>Yes</u>

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		<ul style="list-style-type: none"> <li>• “Informal” staff conversations <b>are discouraged</b> in corridors or other <b>restricted</b> communal spaces.</li> <li>• Any discussions that are necessary will be held in an appropriate designated room that can hold the relevant number of individuals with appropriate social distancing.</li> <li>• Start/Finish times                             <ul style="list-style-type: none"> <li>○ Staggered starts/adjusted start and finish times are in place including break times</li> </ul> </li> <li>• Social Distancing Regime                             <ul style="list-style-type: none"> <li>○ Is communicated to staff, parents, pupils and visitors</li> <li>○ Pupils will be repeatedly reminded to observe social distancing</li> <li>○ Social distancing is monitored and enforced by all staff</li> <li>○ Where required, adaptations to classrooms for social distancing have been made</li> <li>○ Unnecessary furniture has been removed to make more space</li> <li>○ Pupils are required and supported to maintain distance and not touch staff or their peers where possible.</li> </ul> </li> <li>• Classrooms and Teaching Spaces Primary                             <ul style="list-style-type: none"> <li>○ Staff and pupils will maintain ideally 2m distance from each other where possible</li> <li>○ When working in close proximity to younger children staff will avoid close face to face contact and minimise time spent within 1m</li> <li>○ Pupils sit side by side facing forwards (not face to face)</li> <li>○ Unnecessary furniture has been removed to make more space</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>○ Where required, adaptations to classrooms for social distancing have been made</li> <li>○ Pupils are required and supported to maintain distance and not touch staff or their peers where possible.</li> <li>○ Staff will not congregate together in classrooms unless this is strictly necessary for operational/teaching.</li> <li>● Shared Spaces                             <ul style="list-style-type: none"> <li>○ Collective assemblies will not take place with more than one Group (unless on Teams or outside with 2m social distance between groups)</li> <li>○ Timetabled use of shared spaces, such as corridors, playgrounds, entrances and exits, dining halls, and toilets, and specialist areas</li> <li>○ Delayed start/finish and break times in place for shared areas</li> <li>○ Arrangements for dining halls are in place (Beehive after school club on Mon/Tues). Hot lunches served in all classes when fully open or packed lunches during lockdown.</li> <li>○ Arrangements for the use of toilets are in place (year group specific)</li> <li>○ Arrangements for assemblies are in place (pre-recorded or live on Teams)</li> </ul> </li> <li>● Staff Areas                             <ul style="list-style-type: none"> <li>○ Arrangements and signage are in place for how staff access and use of staff rooms and facilities, including how staff access tea/coffee making areas to minimise congregation and maintain social distancing (7 only allowed in staff room)</li> </ul> </li> <li>● Circulation                             <ul style="list-style-type: none"> <li>○ Circulation routes in place and signed to minimise contact</li> </ul> </li> </ul>				

## Coronavirus (COVID-19): Risk Assessment - New National Restrictions from 7<sup>th</sup> January 2021

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		<ul style="list-style-type: none"> <li>○ Site safe entry/exit routes in place and signed</li> <li>○ Building safe entry/exit routes in place and signed</li> <li>○ Safe parking rules in place for staff and visitors</li> <li>○ Timetabling avoids contact between groups moving around the site</li> <li>● External               <ul style="list-style-type: none"> <li>○ Arrangements are in place for drop off and pick up times (staggered)</li> <li>○ Plan in place to ensure there are no gatherings at the school gates</li> <li>○ Enhanced supervision of children including during playtimes</li> <li>○ Staff remain at a safe distance at lunchtime or during breaks</li> <li>○ Outdoor playground equipment is not used unless it has been cleaned (or if timetabled to allow 72 hours between use by a different group)</li> </ul> </li> <li>● Parents and Visitors               <ul style="list-style-type: none"> <li>○ Coming onto the site without an appointment is not allowed</li> <li>○ Parents are aware of process in place for drop-off and pick-up</li> <li>○ Meetings with parents to take place at a safe distance or remotely by phone or Teams call</li> <li>○ Site guidance is given to visitors including contractors</li> <li>○ Site visits optimised for outside of school hours</li> <li>○ Records kept of all visitors for track and trace</li> </ul> </li> <li>● Special Needs and Young Children               <ul style="list-style-type: none"> <li>○ Pupils are supported to maintain distance where possible</li> <li>○ Specialist support staff for pupils with SEND is provided where needed</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>○ Where pupils have complex needs or who need close contact care which means that distancing is not possible, educational and care support will be provided as normal. <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90202/supporting-pupils-at-school-with-medical-conditions.pdf">Supporting pupils at school with medical conditions (publishing.service.gov.uk)</a></li> <li>● Equipment &amp; Resources                             <ul style="list-style-type: none"> <li>○ Staff and pupils have their own pens and pencils which are not shared</li> <li>○ Shared resources within the group e.g. books are cleaned regularly</li> <li>○ Resources shared by different groups e.g. science &amp; sport equipment are cleaned frequently and meticulously after use or rotated for a period of 48 hours (72 hours for plastics) between use by different groups</li> <li>○ Outdoor play equipment is not in use <b>at present but when it is back in use, there will be 72 hours between groups using it</b></li> <li>○ Parents and pupils instructed to limit the amount of equipment they bring to school each day to essentials only</li> <li>○ Pupils &amp; teachers <b>may</b> take shared books home but un-necessary sharing is avoided</li> </ul> </li> </ul>				
Prevention 7. Where necessary, wear appropriate Personal Protective Equipment (PPE)	<u>M</u>	<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">safe working in education, childcare and children's social care</a> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control</a> <ul style="list-style-type: none"> <li>● PPE beyond what is normally needed for work is only needed in a very small number of cases, including:</li> </ul>	<u>HT, SLT &amp; Staff</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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		<ul style="list-style-type: none"> <li>○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE will continue to be used</li> <li>● Sufficient suitable PPE is available in school (in classrooms and medical room)</li> <li>● Staff trained in the use &amp; disposal of PPE if this becomes necessary (already done for start of lockdown &amp; revisited at the start of autumn term and again in spring with new staff trained).</li> </ul>				
Prevention  8. Always keep occupied spaces well ventilated	<u>M</u>	<p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p><a href="https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</a></p> <p>Mechanical Ventilation Systems (only applies to IT Suite but not used as windows open)</p> <ul style="list-style-type: none"> <li>● Are adjusted to full fresh air or to increase the ventilation rate wherever possible</li> <li>● Where systems cannot be adjusted, they remain in operation where they are within a single room and supplemented by an outdoor air supply</li> <li>● Other mechanical ventilation systems have been taken out of use</li> </ul> <p>Natural Ventilation</p> <ul style="list-style-type: none"> <li>● Some windows are opened just enough to provide constant background ventilation</li> <li>● Windows are opened more fully during breaks to purge the air in the space</li> <li>● Internal doors (but not fire doors) may also be left open to create a throughput of air</li> <li>● External doors may also be open – weather and temperature permitting</li> </ul>	<u>HT</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>



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		Heating <ul style="list-style-type: none"> <li>Will be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</li> <li>Parents informed/pupils encouraged to bring suitable warm clothes to school when needed e.g. an extra jumper</li> </ul>				
Response to any infection  9. Engage with the NHS Test and Trace process	<b>M</b>	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a> <a href="#">Entering the UK: Self-isolating when you arrive in the UK - GOV.UK (www.gov.uk)</a> <ul style="list-style-type: none"> <li>The school will engage with the NHS Test and Trace process</li> </ul> Testing <ul style="list-style-type: none"> <li>Staff and parents/carers are advised that they will need to be ready and willing to:                             <ul style="list-style-type: none"> <li>book a test if they or their child are displaying symptoms</li> <li>not come into the school if they have symptoms</li> <li>if they develop symptoms at school they will be sent home to self-isolate</li> <li>provide details of anyone they or their child have been in close contact with if they were to                                     <ul style="list-style-type: none"> <li>test positive for coronavirus</li> <li>or if asked by NHS Test and Trace</li> </ul> </li> <li>self-isolate if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus</li> </ul> </li> </ul>	<b>HT, SLT, Admin</b>	<b>05.01.21</b>	<b>L</b>	<b>Yes</b>

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		<p><a href="https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>If a pupil who has attended school, or a staff member, receives a positive 'Polymerase Chain Reaction (PCR) test having developed symptoms, schools should follow the guidance below.</li> </ul> <p>Test Kits</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a></p> <ul style="list-style-type: none"> <li>The school has in place a limited supply of home test kits to be used in the exceptional circumstance that an individual (staff or pupil) becomes symptomatic and there may be barriers to them accessing testing elsewhere</li> <li>Test kits will be given directly to eligible staff or parents/carers collecting a pupil who has developed symptoms at school <b>in cases where parents/carers have difficulty accessing a test</b></li> <li>It is understood that having a test at a testing site will deliver the fastest results</li> </ul> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-test-kits-for-schools-and-fe-providers">Coronavirus (COVID-19): test kits for schools and FE providers - GOV.UK (www.gov.uk)</a></p> <p>Test Results</p> <ul style="list-style-type: none"> <li>Parents and staff have been asked to inform the school immediately of the results of a test and follow this guidance:</li> <li>In the event of a negative test result for coronavirus             <ul style="list-style-type: none"> <li>They should stay at home until they are recovered as usual from their illness but can safely return thereafter.</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>○ The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</li> <li>● In the event of a positive test result for coronavirus                             <ul style="list-style-type: none"> <li>○ They should follow the guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>○ They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms.</li> <li>○ The 10-day period starts from the day when they first became ill.</li> <li>○ If after that date they still have a high temperature, they should continue to self-isolate until their temperature returns to normal.</li> <li>○ Other members of their household should all self-isolate for the full 10 days.</li> </ul> </li> </ul> <p>NHS COVID-19 <b>Track &amp; Trace</b></p> <ul style="list-style-type: none"> <li>● The school uses booking in details <b>for</b> visitors <b>including contractors</b></li> </ul> <p>Rapid Testing in Schools</p> <ul style="list-style-type: none"> <li>● <b>From 25<sup>th</sup> January</b>, the school will follow the mass asymptomatic testing for <b>primary staff for staff that agree to this as it is voluntary. The recommendation is that this is completed at home twice weekly with 3-4 days between each home test.</b></li> </ul> <p><u>Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</u></p>				

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<p>Response to any infection</p> <p>10. Manage confirmed cases of coronavirus (COVID-19) amongst the school and college community</p>	<b>H</b>	<p><a href="https://publishing.service.gov.uk">Symptomatic children action list schools (publishing.service.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• The school will report anyone tested positive to the Health Protection team</li> <li>• Health Protection will report anyone in school that has tested positive to the school - as identified by NHS Test and Trace</li> <li>• The Health Protection Team will:                             <ul style="list-style-type: none"> <li>○ Carry out a rapid risk assessment</li> <li>○ Confirm who has been in close contact with an infected individual, including:                                     <ul style="list-style-type: none"> <li>▪ Face to face contact &lt; 1m</li> <li>▪ Being coughed on</li> <li>▪ Unprotected (skin-to-skin) physical contact</li> <li>▪ Proximity contact within 1-2m for more than 15 minutes</li> <li>▪ Travelling in a small vehicle or car</li> </ul> </li> <li>○ Ensure they are asked to self-isolate</li> <li>○ Guide the school through the actions they need to take</li> </ul> </li> <li>• People who have been in close contact with the person who has tested positive, will be sent home and advised to self-isolate for 10 days since they were last in close contact with that person when they were infectious</li> <li>• Health Protection will advise who must be sent home</li> <li>• The school will keep proportionate records of pupils and staff in each group and any close contact that takes places between groups</li> <li>• The school will keep in contact with and provide pastoral and education support for individuals who are self-isolating who meet the Public Health definition of vulnerable</li> </ul>	<b><u>HT, SLT, Admin</u></b>	<b><u>05.01.21</u></b>	<b><u>M</u></b>	<b><u>Yes</u></b>

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		<ul style="list-style-type: none"> <li>• Names of individuals will be kept confidential</li> <li>• Parents/carers and staff are asked to inform school immediately about test results:                             <ul style="list-style-type: none"> <li>○ Negative tests: if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating</li> <li>○ Positive tests: they should follow the guidance below:</li> </ul> </li> </ul> <p style="color: blue; text-decoration: underline;"> <a href="#">Stay at home : guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> </p>				
Response to any infection 11. Contain any outbreak by following local Health Protection team advice	<u>H</u>	<ul style="list-style-type: none"> <li>• An outbreak may have occurred if there are two confirmed cases of coronavirus in the school within 10 days or where there is an overall rise in sickness absence where coronavirus is suspected</li> <li>• In the event of an outbreak, the school will follow the advice of the Health Protection team who will be able to advise if additional action is required</li> <li>• In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive</li> <li>• Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with a routine Public Health outbreak control practice</li> </ul>	<u>HT, SLT, Admin</u>	<u>05.01.21</u>	<u>M</u>	<u>Yes</u>
School Operations 12. Transport	<u>M</u>	<p style="color: blue; text-decoration: underline;"> <a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</a> </p> <ul style="list-style-type: none"> <li>• Staff, parents and pupils are encouraged to walk or cycle to school where possible</li> </ul> <p style="color: blue; text-decoration: underline;"> <a href="#">£2 billion package to create new era for cycling and walking - GOV.UK (www.gov.uk)</a> </p>	<u>HT, SLT, Admin</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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		<ul style="list-style-type: none"> <li>Families using public transport should refer to the safer travel guidance for passengers <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>Parents are advised that children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus</li> </ul>				
School Operations 13. Attendance	<u>M</u>	<p><a href="https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-schools-and-childcare-reopening">https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-schools-and-childcare-reopening</a></p> <p><a href="https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year">https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</a></p> <p><a href="https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities">https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities</a></p> <p>Expectations</p> <ul style="list-style-type: none"> <li>During the period of national lockdown, schools will remain open to vulnerable children and young people and the children of critical workers only</li> <li>All other pupils will receive remote education</li> <li>The following pupils should not attend school:                             <ul style="list-style-type: none"> <li>Pupils who are self-isolating</li> <li>Pupils who are clinically extremely vulnerable</li> </ul> </li> </ul> <p>Absence</p> <ul style="list-style-type: none"> <li>The school will continue to record attendance in the register.</li> <li>The school will follow up on absences of pupils who are expected to be in school</li> </ul>	<u>HT, SLT, Admin</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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		<ul style="list-style-type: none"> <li>• Where a parent wishes their child to be absent, the school will authorise this</li> <li>• Absence will not be penalised during the national lockdown period.</li> </ul> <p>Critical workers</p> <ul style="list-style-type: none"> <li>• Are defined in <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</a></li> <li>• Children with at least one parent or carer who is a critical worker <b>may</b> go to school if required <b>as long as staffing/group size allows</b></li> <li>• This includes parents who may be working from home.</li> <li>• The school will speak to parents and carers to identify who needs to go to school. If it proves necessary, schools can ask for simple evidence that the parent in question is a critical worker, such as their work ID badge or pay slip.</li> <li>• The school will not limit the numbers of these pupils who can attend <b>but staff availability and group size will be key to working safely in school</b></li> </ul> <p>Vulnerable Children and Young People</p> <ul style="list-style-type: none"> <li>• Definition includes children <ul style="list-style-type: none"> <li>○ Who have a social worker</li> <li>○ Who have an Education, Health Care Plan (EHCP)</li> <li>○ Who may be vulnerable for another reason <b>identified by the school</b></li> </ul> </li> <li>• The school will allow and strongly encourage parents of <b>these</b> pupils to attend</li> <li>• If vulnerable pupils do not attend, the school will explore reasons for absence by: <ul style="list-style-type: none"> <li>○ working with the local authority</li> <li>○ working with the social worker (where applicable)</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>○ following up with the parent or carer to explore the reason for absence</li> <li>○ considering the child's circumstances and their best interests</li> <li>● If the school grants a leave of absence to a vulnerable pupil, <b>the Trust</b> will               <ul style="list-style-type: none"> <li>○ speak to parents and carers, and social workers (where applicable)</li> <li>○ explore the reasons and any concerns raised</li> <li>○ focus discussions on the welfare of the pupil</li> <li>○ ensure the pupil can access remote education and support home</li> </ul> </li> <li>● Where the school is closed on Public Health advice, we will               <ul style="list-style-type: none"> <li>○ Discuss alternative arrangements for vulnerable pupils with the LA</li> <li>○ work towards welcoming back pupils as soon as possible</li> </ul> </li> <li>● The school will work collaboratively with other schools, the LA, and other local partners (social workers, police, youth services, key workers etc.) to maximise opportunities for face-to face provision for vulnerable children.</li> </ul> <p>Recording attendance</p> <ul style="list-style-type: none"> <li>● Pupils not eligible to be in school will be marked as Code X, as they are not attending because they are following Public Health advice.</li> <li>● Vulnerable pupils are still expected to attend school full time, and they will not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining).</li> <li>● If the parent of a vulnerable pupil wishes their child to be absent, the parent <b>must</b> let the school know.</li> <li>● The school will grant applications for leave of absence given the exceptional circumstances and will record these as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.</li> </ul>				



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School Operations 14. Workforce	<u>M</u>	<ul style="list-style-type: none"> <li>• On current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments</li> <li>• Under the national lockdown, the expectation is that everybody should work from home where possible. The school leaders will determine the workforce that is required in school</li> <li>• Staff not attending school will work from home where possible</li> </ul> <p>All Staff</p> <ul style="list-style-type: none"> <li>• Have been informed of and are required to follow the guidance set out in this risk assessment including:                             <ul style="list-style-type: none"> <li>○ taking particular care to observe good hand and respiratory hygiene</li> <li>○ minimising contact and maintaining social distancing - ideally 2 metres</li> <li>○ where this is not possible avoid close face-to-face contact and minimise time spent within 1 metre of others</li> <li>○ continuing to take care to socially distance from other adults including older children and adolescents</li> </ul> </li> </ul> <p>Staff who are Clinically Extremely Vulnerable (CEV)</p> <ul style="list-style-type: none"> <li>• Following the reintroduction of shielding, staff have been advised they should not attend the workplace</li> <li>• Staff who are identified as Clinically Extremely Vulnerable have been advised to follow the published guidance</li> <li>• The school will discuss with Clinically Extremely Vulnerable staff how they will be supported, including to work from home</li> <li>• Those living with someone who is Clinically Extremely Vulnerable can still attend work where home-working is not possible.</li> </ul>	<u>HT, SLT, Business Manager</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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		<p>Staff who are Clinically Vulnerable</p> <ul style="list-style-type: none"> <li>• Can continue to attend school where it is not possible for them to work at home</li> <li>• While in school they have been advised to follow the measures in this document to minimise the risks of transmission, including:                             <ul style="list-style-type: none"> <li>○ observing good hand and respiratory hygiene,</li> <li>○ minimising contact and maintaining social distancing</li> <li>○ where distancing is not possible to avoid close face-to-face contact and</li> <li>○ minimising time spent within 1 metre of others.</li> </ul> </li> <li>• People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</li> </ul> <p>Staff Shielding</p> <ul style="list-style-type: none"> <li>• People who live with those who are Clinically Extremely Vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</li> </ul> <p>Non Face-to-Face Staff</p> <ul style="list-style-type: none"> <li>• Where some staff roles may be conducive to home working, the school will consider what is feasible and appropriate</li> </ul> <p>Staff who are Pregnant</p> <ul style="list-style-type: none"> <li>• Have been advised to work at home where possible.</li> <li>• Where home working is not possible, the school will follow the advice in the Coronavirus (COVID-19): advice for pregnant employees.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Pregnant women are in the 'clinically vulnerable' category which is described above.</li> <li>• Pregnant women have been advised not to be vaccinated against COVID-19</li> <li>• In addition, the school will also consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks to new and expectant mothers or where a member of staff is breastfeeding</li> <li>• Those living with someone who is Clinically Extremely Vulnerable can still attend work where home-working is not possible.</li> </ul> <p>Staff who may Otherwise be at Increased Risk</p> <p><a href="#">Drivers of the higher COVID-19 incidence, morbidity and mortality among minority ethnic groups, 23 September 2020 - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>○ The school will try as far as practically possible to accommodate additional measures in respect of staff with particular characteristics who may be at comparatively increased risk, see <a href="#">COVID-19: review of disparities in risks and outcomes report</a></li> <li>○ People who live with those who have comparatively increased risk from Coronavirus can attend the workplace where it is not possible to work from home</li> </ul> <ul style="list-style-type: none"> <li>• Health &amp; Safety &amp; Equalities               <ul style="list-style-type: none"> <li>○ Health &amp; Safety and equality risks will continue to be assessed</li> <li>○ First Aiders in school will follow the HSE guidance on first aid during Coronavirus at <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> </ul> </li> <li>• Supporting Staff</li> </ul>				

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		<p><a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p><a href="https://www.gov.uk/government/publications/wellbeing-for-education-return-grant-s31-grant-determination-letter">https://www.gov.uk/government/publications/wellbeing-for-education-return-grant-s31-grant-determination-letter</a></p> <ul style="list-style-type: none"> <li>○ Staff will be supported by governors and senior leaders, having regard for work life balance and wellbeing</li> <li>○ Staff will be given information that explains the measures that are in place and that staff are involved in the process</li> <li>○ The school will continue to provide mechanisms to support staff wellbeing, including where staff may be anxious about attending</li> <li>○ The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and offers targeted support for mental health and wellbeing <a href="http://www.educationsupport.org.uk/">http://www.educationsupport.org.uk/</a></li> </ul> <p>Staff Deployment</p> <p><a href="https://www.gov.uk/guidance/school-workload-reduction-toolkit">https://www.gov.uk/guidance/school-workload-reduction-toolkit</a></p> <p><a href="https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19">https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>● Managers will discuss and agree any changes to staff roles:</li> <li>● Deploying support staff and accommodating visiting specialists</li> </ul> <p><a href="https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/">https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/</a></p> <ul style="list-style-type: none"> <li>○ The school will ensure that appropriate support staff are available for pupils with SEND</li> </ul>				

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		<ul style="list-style-type: none"> <li>○ Support staff may be used to support catch-up provision or targeted interventions if appropriate</li> <li>○ Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a teacher</li> <li>○ Where redeployments are necessary, safe ratios are met and training is undertaken</li> <li>○ Any proposed changes in role or responsibility will be discussed and agreed with the member of staff</li> <li>○ Only support staff with appropriate checks will be allowed to engage in regulated activity. <a href="#">Keeping children safe in education</a>.</li> </ul> <ul style="list-style-type: none"> <li>● Recruitment                             <ul style="list-style-type: none"> <li>○ <a href="https://teaching-vacancies.service.gov.uk/">https://teaching-vacancies.service.gov.uk/</a> <ul style="list-style-type: none"> <li>○ will continue as usual, operating remotely if appropriate</li> <li>○ <a href="https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/">https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/</a></li> <li>○ <a href="https://teaching.blog.gov.uk/2020/06/12/attending-your-first-remote-interview/">https://teaching.blog.gov.uk/2020/06/12/attending-your-first-remote-interview/</a></li> <li>○ Legal requirements for pre-appointment checks will continue to be met</li> <li>○ <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> <li>○ <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a></li> </ul> </li> <li>○ Early career materials have been made available by DfE</li> <li>○ <a href="https://www.gov.uk/government/collections/early-career-framework-reforms">https://www.gov.uk/government/collections/early-career-framework-reforms</a></li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>• Recruitment: Supply teachers and other temporary or peripatetic teachers <a href="http://www.gov.uk">Deal for schools: hiring supply teachers and agency workers - GOV.UK (www.gov.uk)</a> <ul style="list-style-type: none"> <li>○ Will continue to be used as required</li> <li>○ The school will seek to minimise the numbers of different individuals employed by utilising longer assignments</li> <li>○ Such staff will be expected to comply with the school's controls for managing Covid-19</li> </ul> </li> <li>• Teacher trainees may be employed if this is appropriate</li> </ul> <p>Performance Management</p> <ul style="list-style-type: none"> <li>• Appraisals and performance management will continue to be undertaken in accordance with staff contracts of employment</li> <li>• Staff will not be penalised in the appraisal process or in respect of pay progression as a result of restrictions to pupil attendance at school.</li> <li>• Staff taking leave involving foreign travel                             <ul style="list-style-type: none"> <li>○ Staff will be made aware that the government has set a requirement for people returning from some countries to quarantine for 10 days on their return <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk">https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</a></li> <li>○ Staff will also be reminded there may be risk of return travel being disrupted by COVID-19</li> <li>○ Where staff are quarantined during term time, consideration will be given to allowing them to temporarily work from home.</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>• <b>Volunteers</b> <ul style="list-style-type: none"> <li>○ Volunteers may be used as would usually be the case, and they will be properly supported and given appropriate roles</li> <li>○ Checking and risk assessment processes will be followed</li> </ul> </li> <li>• <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> <li>○ Mixing of volunteers across groups will be kept to a minimum and 2m distancing will be observed where possible</li> </ul> <p>Staff Concerns</p> <ul style="list-style-type: none"> <li>• If staff are concerned, including those who may be clinically vulnerable, Clinically Extremely Vulnerable or who believe they may be at possible increased risk from Coronavirus, school leaders will discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</li> </ul>				
School Operations 15. Safeguarding	<b>H</b>	<ul style="list-style-type: none"> <li>• Child Protection Policy has been reviewed by Designated Safeguarding Lead (DSL) to reflect the return of more pupils <span style="color: red;">(when lockdown finishes)</span></li> <li>• <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</a></li> <li>• DSL and deputies are provided with more time, especially in the first few weeks of term, to help them provide additional support to staff and children and the handling of referrals to children social care and other agencies where these are appropriate</li> <li>• DSL will work with outside agencies to look for signs of harms</li> </ul>	<b>DSL &amp; DDSL</b>	<b>05.01.21</b>	<b>M</b>	<b>Yes</b>

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		<ul style="list-style-type: none"> <li>Lead First Aiders have been communicated with re their continued virtual support to pupils who have not been at school (Parent Support Advisor, Nurture Assistants, SENCo to replace 'Lead First Aiders' at OJS)</li> </ul>				
School Operations 16. Catering	<u>M</u>	<ul style="list-style-type: none"> <li>School meals and kitchens will be fully open when school re-opens to all pupils, subject to numbers in school and the availability of catering staff</li> <li>Kitchens will comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></li> <li>Contact between catering staff, lunchtime supervisors and pupils will be minimised</li> <li>The school will continue to provide school meal support for pupils who are eligible for benefits-related free school meals by way of supermarket vouchers</li> </ul>	<u>HT &amp; Cucina</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>
School Operations 17. Estate (Premises)	<u>M</u>	<p><a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a></p> <ul style="list-style-type: none"> <li>Teaching will be delivered on the existing school site</li> <li>All rooms, including staff offices and staff rooms have a maximum capacity set and this is displayed on all entry doors (7 in staff room)</li> <li>Chairs and other furniture have been re-arranged to reflect social distancing and capacity</li> <li>Non-essential visitors' chairs have been removed from offices and other spaces</li> <li>Physical restrictions have been put in place for use of furniture in communal spaces including staff rooms and halls</li> <li>Classroom floors may be physically marked with social distancing for the teacher areas</li> </ul>	<u>HT, SLT Admin &amp; Site Controller</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>



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		<ul style="list-style-type: none"> <li>Need for any minor alterations has been reviewed</li> <li>Usual pre-term building checks are undertaken</li> <li>Water hygiene regime is in place</li> </ul> <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a>				
School Operations 18. Offsite Visits	<u>H</u>	<ul style="list-style-type: none"> <li>Offsite visits are suspended until further notice</li> </ul>	<u>HT, SLT, EVC, Staff</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>
School Operations 19. School Uniform	<u>M</u>	<ul style="list-style-type: none"> <li>Pupils attending school are required to wear their school uniforms</li> <li>Because increased ventilation may make school buildings cooler than usual over the winter months, parents have been advised to provide sufficient suitable clothing in addition to the school uniform</li> </ul>	<u>HT, SLT, Staff, Admin</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>
School Operations 20. Extra-Curriculum Provision	<u>M</u>	<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a> <a href="https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a> <ul style="list-style-type: none"> <li>Breakfast and after-school provision <b>may</b> be operated where possible</li> </ul>	<u>HT, SLT, Staff &amp; Beehive</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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		<ul style="list-style-type: none"> <li>Control measures will include keeping children within their year groups or bubbles where possible</li> <li>If this is not possible then small, consistent groups will be used</li> <li>As with physical activity during the school day, contact sports will not take place</li> <li>Lettings of school premises outside school hours subject to agreement with hirers and compliance with the school house rules and government guidance on working safely during Coronavirus</li> </ul> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</a></p>				
Curriculum, Behaviour and Pastoral Support 21. Key Stage 2	<u>M</u>	<ul style="list-style-type: none"> <li>The school will prioritise the most important components for progression</li> <li>Consideration of how all subjects can contribute to the filling of gaps in core knowledge, e.g. through an emphasis on reading</li> <li>For pupils in <b>Key Stage 2</b> priorities are:                             <ul style="list-style-type: none"> <li>identifying gaps</li> <li>re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics)</li> <li>identifying opportunities across the curriculum so <b>pupils</b> read widely, developing their knowledge and vocabulary.</li> <li>The curriculum to remain broad, so that the majority of pupils are taught a full range of subjects over the year</li> </ul> </li> </ul>	<u>HT, SLT, Staff</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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Curriculum, Behaviour and Pastoral Support  22. Music Dance & Drama	<b>M</b>	<ul style="list-style-type: none"> <li>Singing, wind and brass instrument playing can be undertaken in line with <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></li> </ul> <p>Minimising Contact Between Individuals</p> <ul style="list-style-type: none"> <li>The school will do everything possible to minimise contacts and mixing, to reduce the number of contacts between pupils and staff.</li> <li>This will be achieved through keeping groups separate (in bubbles) <b>and</b> through maintaining the social distance between individuals.</li> <li>The balance between both measures will change depending on the age of pupils, the layout of the building, and the feasibility of keeping groups separate from each other while offering a broad curriculum.</li> <li>Staff will try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from others.</li> <li>Reduction in group sizes may be employed to achieve social distancing during music, dance and drama lessons.</li> <li>Background or accompanying music will be kept at levels which do not encourage teachers or other performers to raise their voices unduly, including where appropriate using microphones</li> <li>Use of microphones will be in accordance with government guidelines on handling of equipment: <a href="#">Guidance for full opening: schools - GOV.UK (www.gov.uk)</a></li> <li>Where there is singing, chanting, shouting or playing wind or brass instruments this will be done in small groups with good ventilation.</li> <li>Singing or layering in choirs or orchestras is on hold until further notice.</li> </ul>	<u>HT, SLT, Music Subject Lead &amp; Staff</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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		<p>Performances</p> <ul style="list-style-type: none"> <li>• Face-to-face performances in front of a live audience will be conducted in accordance with DCMS <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">performing arts</a> guidance, implementing events in the lowest risk order as described.</li> </ul> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></p> <ul style="list-style-type: none"> <li>• Outdoor performance guidance will also be followed at <a href="https://www.eventsindustryforum.co.uk/keeping-workers-and-audiences-safe-during-covid-19-england">Keeping workers and audiences safe during COVID-19 (England)</a> (<a href="https://www.eventsindustryforum.co.uk">eventsindustryforum.co.uk</a>)</li> </ul> <p>Peripatetic Teachers</p> <p><a href="#">Music Education Hubs   Arts Council England</a></p> <ul style="list-style-type: none"> <li>• May be engaged including from music education hubs</li> <li>• Peripatetic teachers are allowed to move between schools</li> <li>• They will be expected to comply with the school's own rules and arrangements for managing and minimising risk, including               <ul style="list-style-type: none"> <li>○ Maintaining distancing requirements with each group they teach</li> <li>○ Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing.</li> <li>○ Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made.</li> </ul> </li> </ul> <p>Playing Outdoors</p> <ul style="list-style-type: none"> <li>• Where possible playing instruments and singing in groups will take place outdoors</li> </ul>				

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		<p>Playing Indoors</p> <ul style="list-style-type: none"> <li>• Numbers will be limited in relation to the available space and ventilation available</li> <li>• Larger rooms with high ceilings will be used to dilute aerosol transmission.</li> </ul> <p><a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic - HSE news</a></p> <p>Singing, Wind and Brass Playing</p> <ul style="list-style-type: none"> <li>• Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.</li> </ul> <p><a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic - HSE news</a></p> <p>Social distancing</p> <ul style="list-style-type: none"> <li>• In the smaller groups where these activities can take place, the school will observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, that 2 metres is appropriate.</li> </ul> <p>Seating positions</p> <ul style="list-style-type: none"> <li>• Pupils will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</li> <li>• Wind and brass players will be positioned so that the air from their instrument does not blow into another player.</li> </ul>				

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		<p>Microphones</p> <ul style="list-style-type: none"> <li>• Microphones will be used where possible or encourage singing quietly.</li> </ul> <p>Handling Equipment and Instruments</p> <ul style="list-style-type: none"> <li>• Increased handwashing will be employed before and after handling equipment, especially if being used by more than one person.</li> <li>• Sharing of instruments and equipment will be avoided wherever possible (<b>groups have their own equipment which is not used by others - Music subject lead identifying Musical instruments for half a term for each year group</b>)</li> <li>• Name labels will be placed on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.</li> <li>• If instruments and equipment have to be shared, they will be disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users,</li> </ul> <p><a href="https://www.gov.uk/guidance/factories-plants-and-warehouses-working-safely-during-coronavirus-covid-19">Factories, plants and warehouses - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• Instruments will be cleaned by the pupils playing them, where possible.</li> <li>• Handling of music scores, parts and scripts will be limited to the individual using them.</li> <li>• The number of suppliers hiring instruments and equipment will also be limited</li> <li>• The School will agree whose responsibility cleaning hired instruments is with the suppliers before they arrive on site</li> <li>• Hire equipment, instruments or tools will also be cleaned on arrival and before first use and before return.</li> </ul>				

## Coronavirus (COVID-19): Risk Assessment - New National Restrictions from 7<sup>th</sup> January 2021

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		<ul style="list-style-type: none"> <li>Equipment and instruments will be stored in a clean location if they are delivered before they are needed</li> <li>Pick up and drop off collection points will be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand.</li> </ul> <p>Individual Lessons and Performance in Groups</p> <ul style="list-style-type: none"> <li>Individual lessons in music, dance and drama can resume.</li> <li>If this means teachers interacting with pupils from multiple groups, then particular care will be taken, in line with the measures set out above on peripatetic teachers.</li> <li>In individual lessons for music, dance and drama, social distancing will be maintained wherever possible, and teachers will avoid providing physical correction.</li> </ul> <p>Social Distancing</p> <ul style="list-style-type: none"> <li>Between pupil and teacher (current guidance is that if the activity is face-to-face and without mitigations, 2 metres is appropriate), accounting for ventilation of the space being used.</li> <li>Pupil and teacher will be positioned side by side if possible.</li> </ul>				
Curriculum, Behaviour and Pastoral Support 23. Physical Activity	<u>M</u>	<p><a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a></p> <p><a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a></p> <p><a href="https://www.youthsporttrust.org/coronavirus-support-schools">https://www.youthsporttrust.org/coronavirus-support-schools</a></p> <p><a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a></p> <p><a href="#">Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>Pupils are kept in consistent groups</li> </ul>	<u>HT, SLT, PE Subject Lead &amp; Staff</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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		<ul style="list-style-type: none"> <li>Sports equipment cleaned between each use by different groups (groups have their own equipment not used by others with PE subject lead identifying outdoor sport/PE for half a term for each year group)</li> <li>Outdoor sports are preferred and prioritised where possible</li> <li>Indoor sports if undertaken will be carried out in a large well-ventilated space</li> <li>Maximising distancing between pupils</li> <li>Paying scrupulous attention to cleaning and hygiene</li> <li>External facilities can also be used in line with government guidance</li> <li>Specific risk assessments will be applied to use of external coaches, clubs and organisations for curricular and extra-curricular activities</li> <li>Physical activities will operate within wider school protective measures</li> </ul>				
Curriculum, Behaviour and Pastoral Support 24. Catch Up Support	<u>M</u>	<p><a href="https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/">https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/</a></p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-catch-up-premium">https://www.gov.uk/guidance/coronavirus-covid-19-catch-up-premium</a></p> <ul style="list-style-type: none"> <li>Individual pupil needs will be assessed in respect of catch up support required</li> <li>Direct or indirect support will be provided</li> <li>The school will also consider participation in the National Tutoring Programme for one to one tuition <a href="https://educationendowmentfoundation.org.uk/covid-19-resources/national-tutoring-programme/">https://educationendowmentfoundation.org.uk/covid-19-resources/national-tutoring-programme/</a></li> </ul>	<u>HT &amp; SLT</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>



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<p>Curriculum, Behaviour and Pastoral Support</p> <p>25. Pupil Wellbeing and Support</p>	H	<p><a href="https://www.gov.uk/guidance/teaching-about-mental-wellbeing">https://www.gov.uk/guidance/teaching-about-mental-wellbeing</a></p> <p><a href="https://youtu.be/MYmBLnSQh3M">https://youtu.be/MYmBLnSQh3M</a></p> <p><a href="http://www.sendgateway.org.uk/download.562CD801-B654-41A5-862E3DF51096D027.html">http://www.sendgateway.org.uk/download.562CD801-B654-41A5-862E3DF51096D027.html</a></p> <p><a href="http://www.sendgateway.org.uk/download.3EBB9861-73CA-4624-A1E2D4BC8ABFE6C0.html">http://www.sendgateway.org.uk/download.3EBB9861-73CA-4624-A1E2D4BC8ABFE6C0.html</a></p> <p><a href="http://www.sendgateway.org.uk/download.AFCE48A2-4932-4462-983D77E17A4AAA01.html">http://www.sendgateway.org.uk/download.AFCE48A2-4932-4462-983D77E17A4AAA01.html</a></p> <p><a href="http://www.sendgateway.org.uk/download.19DF2054-9B87-436C-9D3C8774964FA5EC.html">http://www.sendgateway.org.uk/download.19DF2054-9B87-436C-9D3C8774964FA5EC.html</a></p> <p><a href="https://www.sendgateway.org.uk/whole-school-send/find-wss-resources/">https://www.sendgateway.org.uk/whole-school-send/find-wss-resources/</a></p> <p><a href="https://www.sendgateway.org.uk/whole-school-send/join-our-community-of-practice.html">https://www.sendgateway.org.uk/whole-school-send/join-our-community-of-practice.html</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist for school leaders on behaviour and attendance.pdf</a></p> <p><a href="https://www.gov.uk/guidance/teaching-about-mental-wellbeing">https://www.gov.uk/guidance/teaching-about-mental-wellbeing</a></p> <p><a href="https://www.minded.org.uk/">https://www.minded.org.uk/</a></p> <p><a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></p> <p><a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p> <p><a href="https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning">https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning</a></p> <ul style="list-style-type: none"> <li>• Staff and School Leaders should be aware pupils may be experiencing emotions</li> <li>• Particularly for vulnerable children, including those with complex needs</li> <li>• Pupils requiring support will be identified</li> </ul>	HT, SLT, EdPsychologist, & Staff	05.01.21	M	Yes

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		<ul style="list-style-type: none"> <li>• Senior Leaders will consider the provision of pastoral and extra-curricular activities for all pupils designed to:                             <ul style="list-style-type: none"> <li>○ support the rebuilding of friendships and social engagement</li> <li>○ address and equip pupils to respond to Covid-19 issues linked</li> <li>○ support pupils with approaches to improving their physical and mental wellbeing</li> </ul> </li> <li>• More focused pastoral support will be provided where issues are identified that individual pupils may need help with</li> <li>• Consideration will be given to Children in Need and others including vulnerable pupils who may need additional help or support, e.g. with stress, fear, trauma and bereavement <a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></li> <li>• The School Nursing Services will be engaged to support the health and wellbeing of their pupils, including:                             <ul style="list-style-type: none"> <li>○ support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues</li> <li>○ support for pupils with additional and complex health needs</li> <li>○ supporting vulnerable children and keeping children safe</li> <li>○ delivery of the healthy child programme</li> </ul> </li> </ul>				
Curriculum, Behaviour and Pastoral Support  26. Behaviour Expectations	<u>M</u>	<ul style="list-style-type: none"> <li>• Behaviour Policy updated for Covid-19 <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a></li> <li>• Staff, pupils &amp; parents understand behaviour expectations</li> <li>• Behaviour standards are enforced consistently</li> <li>• Disciplinary and reward outcomes are included</li> </ul>	<u>HT &amp; SLT</u>	<u>05.01.21</u>	<u>L</u>	<u>Yes</u>

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		<ul style="list-style-type: none"> <li>• Staff working with specific pupils who have not re-engaged</li> <li>• Support to overcome barriers to attendance and behaviour</li> <li>• Support pupils with trauma anxiety including bereavement</li> <li>• Staff able to identify social, emotional and mental health concerns</li> <li>• School has access to Educational Psychologists, social workers, and counsellors</li> <li>• Specific support for pupils with SEND</li> </ul> <p><a href="https://publishing.service.gov.uk">Checklist for school leaders to support full opening: (publishing.service.gov.uk)</a></p>				
Assessment and accountability 27. Inspection	L	<ul style="list-style-type: none"> <li>• Routine Ofsted inspections will not be reintroduced until the 2021 summer term</li> <li>• Statutory primary assessments will <b>not</b> take place in summer 2021</li> <li>• STA also reviewing arrangements for implementation of the engagement model for the assessment of pupils</li> </ul> <p><a href="https://www.gov.uk/government/publications/the-engagement-model">https://www.gov.uk/government/publications/the-engagement-model</a></p>	<u>HT &amp; SLT</u>	<u>05.01.21</u>	L	<u>Yes</u>
Assessment and Accountability 28. Accountability Expectations	L	<p><a href="https://www.gov.uk">Coronavirus (COVID-19): school and college performance measures - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• School Performance tables are suspended for the 2019/20 <b>and 1920/21</b> academic years</li> <li>• 2019 data will be used as a starting point for any conversation <b>with Ofsted on our next inspection</b></li> </ul>	<u>HT &amp; SLT</u>	<u>05.01.21</u>	L	<u>Yes</u>

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Contingency Planning for Outbreaks  29. Remote Education	<u>H</u>	<p><a href="https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19">Remote Education Temporary Continuity Direction: explanatory note - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• The school will provide remote education to those pupils unable to attend school and to all pupils in accordance with the DfE Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction – Explanatory Note</li> </ul> <p><a href="https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19">https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</a></p> <p><a href="https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19">Get help with remote education - GOV.UK (www.gov.uk)</a></p> <p><a href="https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19">Get help with technology - GOV.UK (education.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• This will be equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently.</li> <li>• The school will                             <ul style="list-style-type: none"> <li>○ nominate a senior leader with responsibility for remote learning (Stuart Lee)</li> <li>○ teach a planned and well-sequenced curriculum</li> <li>○ use high-quality online and offline resources and teaching videos</li> <li>○ give access to high quality remote education resources</li> <li>○ select the online tools that will be consistently used across the school</li> <li>○ where appropriate distribute school-owned laptops accompanied by a user agreement or contract</li> <li>○ provide printed resources for pupils who do not have online access</li> <li>○ work with families of pupils with SEND to meet their needs.</li> </ul> </li> </ul>	<u>HT, SLT, Computing Subject Lead &amp; Staff</u>	<u>05.01.21</u>	<u>M</u>	<u>Yes</u>

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		<ul style="list-style-type: none"> <li>○ publish information for pupils, parents and carers about our remote education provision on our website by 25 January 2021 <a href="http://www.gov.uk">Providing remote education information to parents: template - GOV.UK (www.gov.uk)</a></li> <li>○ set meaningful assignments each day in a number of different subjects</li> <li>○ set work that is of equivalent length to that undertaken in school                             <ul style="list-style-type: none"> <li>▪ primary Key Stage 2: 4 hours a day</li> </ul> </li> <li>○ provide frequent, clear explanations of new content to pupils</li> <li>○ set clear expectation on how teachers will check work</li> <li>○ Inform parents immediately where engagement is a concern</li> <li>○ gauge how well pupils are progressing</li> <li>○ provide feedback using digitally facilitated or whole-class feedback</li> <li>○ enable teachers to adjust the pace or difficulty of what is being taught</li> <li>○ ensure the expectations are age appropriate</li> <li>○ ensure expectations are appropriate to SEND</li> <li>○ Ensure remote learning is undertaken safely</li> </ul> <p><a href="http://www.gov.uk">Keeping children safe in education - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Safe Remote Learning   SWGfL</a></p> <p><a href="http://lqfl.net">Online Safety - London Grid for Learning (lqfl.net)</a></p> <p><a href="http://ncsc.gov.uk">Video conferencing services: security guidance for... - NCSC.GOV.UK</a></p> <p><a href="http://www.gov.uk">Safeguarding and remote education during coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></p>				

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Contingency Planning for Outbreaks 30. Special Educational Needs	<u>H</u>	<ul style="list-style-type: none"> <li>• The school will continue to use its best endeavors to secure the special educational provision called for by the pupils' special educational needs.</li> <li>• The school will work collaboratively with families, putting in place reasonable adjustments as necessary, so that pupils with SEND can successfully access remote education alongside their peers.</li> <li>• Where remote learning may impact on the way pupils learn then decisions on the types of services that the pupil can access remotely will be considered on a case by case basis, avoiding a one size fits all approach.</li> </ul>	<u>HT, SLT, SENCo &amp; Staff</u>	<u>05.01.21</u>	<u>M</u>	<u>Yes</u>
Contingency Planning for Outbreaks 31. Vulnerable Children	<u>H</u>	<ul style="list-style-type: none"> <li>• The school will                             <ul style="list-style-type: none"> <li>○ keep in contact with vulnerable pupils who are self-isolating</li> <li>○ notify their social worker (if they have one) when a vulnerable child is asked to self-isolate</li> <li>○ Agree with the social worker the best way to maintain contact and offer support to the vulnerable pupil</li> <li>○ Check if a vulnerable pupil is able to access remote education support</li> <li>○ Support them to access it (as far as possible)</li> <li>○ Regularly check if they are doing so</li> </ul> </li> </ul>	<u>HT, SLT, SENCo &amp; Staff</u>	<u>05.01.21</u>	<u>M</u>	<u>Yes</u>
Contingency Planning for Outbreaks 32. Delivering Remote Education Safely	<u>H</u>	<ul style="list-style-type: none"> <li>• The school will keep pupils safe online <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> <li>• Support on delivering online remote education safely is available from: <a href="https://swgfl.org.uk/resources/safe-remote-learning">https://swgfl.org.uk/resources/safe-remote-learning</a> <a href="https://www.lgfl.net/online-safety/default.aspx">https://www.lgfl.net/online-safety/default.aspx</a></li> </ul>	<u>HT, SLT, Computing Subject Lead &amp; Staff</u>	<u>05.01.21</u>	<u>M</u>	<u>Yes</u>

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		<a href="https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidance-organisations">https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidance-organisations</a> <a href="https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely">https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely</a> <a href="https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</a>				
Contingency Planning for Outbreaks  33. Remote Education Support	<u>H</u>	<a href="https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</a> <a href="#">Remote education webinars - GOV.UK (www.gov.uk)</a> <a href="#">Home   EdTech Demonstrator Programme (lgfl.net)</a> <a href="#">Get support guides for laptops, tablets and 4G wireless routers - GOV.UK (education.gov.uk)</a>	<u>HT &amp; SLT</u>	<u>05.01.21</u>	<u>M</u>	<u>Yes</u>
34. Education, Health and Care Plans (EHCP)	<u>H</u>	<ul style="list-style-type: none"> <li>• The school intends to restore full education provision for all pupils with EHC plans.</li> <li>• The school recognises that many pupils will have found restrictions exceptionally difficult socially and emotionally.</li> <li>• Following discussion with the parents and/or the pupil, the school will offer additional support and phased returns where needed.</li> <li>• The decision to isolate or for a full or partial return to school will be subject of a risk assessment in consultation with the parents/carers</li> </ul>	<u>HT, SLT, SENCo &amp; Staff</u>	<u>05.01.21</u>	<u>M</u>	<u>Yes</u>