

**The Three Saints Academy Trust  
GENERAL SCHOOLS RISK ASSESSMENT**



**NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.  
The general risk assessment below MUST be amended to reflect each school's specific controls on an ongoing basis.**

<b>PART A. ASSESSMENT DETAILS:</b>			
<b>Area/task/activity:</b> School opening arrangements during COVID-19 restrictions			
<b>Location of activity:</b> St Mary and St Thomas CE Primary School, Barton Close, St Helens, WA102HS			
<b>Team/School name: Address &amp; Contact details:</b>	St Mary and St Thomas Church of England Primary School	<b>Name of Person(s) undertaking Assessment:</b>	Lyndsey Lewis
		<b>Signature(s):</b>	<i>L. Lewis</i>
<b>Headteacher (Name):</b>	Lyndsey Lewis	<b>Date of Assessment:</b>	31/08/21
<b>Signature:</b>	<i>L. Lewis</i>	<b>Planned Review Date:</b>	Dynamic review as new guidance is received, minimal monthly.
<b>How communicated to staff:</b>	Online sharing with opportunity for questions. Risk assessment shared during INSET with opportunity for questions/ discussion. Staff received copy of Risk Assessment via email.	<b>Date communicated to staff:</b>	1/09/21

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>School regularly refers to official advice from the DfE, PHE, H&amp;S and HR.</li> <li><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</a></li> <li><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></li> <li>Headteacher keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required.</li> <li>RCO's guidance on pregnancy and Covid: <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#occupational">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#occupational</a> <a href="https://www.gov.uk/government/news/school-contingency-plans-to-be-implemented-as-cases-rise">https://www.gov.uk/government/news/school-contingency-plans-to-be-implemented-as-cases-rise</a></li> </ul> <p>Latest guidance published 06/07/21.</p> <ul style="list-style-type: none"> <li><a href="#">early years and childcare providers</a></li> <li><a href="#">Schools Covid-19 operational guidance</a></li> <li><a href="#">Further education Covid-19 operational guidance</a></li> </ul>
Prevention of spread of the disease, including testing using LFT and/or/PCR	Employees and regular visitors to school e.g. peripatetic teachers and tutors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Staff will be asked to undertake twice weekly LFT whenever they are on site until the end of September, when this will be reviewed.</li> <li>Staff or pupils who are symptomatic, will be asked to take a PCR test.</li> <li>If they meet the following exemption guidelines they no longer have to isolate if they have been in contact with someone who has tested positive while waiting for the results of the PCR test. <ul style="list-style-type: none"> <li>– If have received both doses of the vaccine, and received the second dose at least two weeks ago</li> <li>– If they are under 18</li> <li>– If they are on or participated in a MHRA approved clinical trial and had second dose at least two weeks ago</li> <li>– If they can prove they cannot be vaccinated due to a medical reason.</li> </ul> </li> <li>Additional information on PCR test kits for schools and further education providers is available.</li> </ul>

<b>PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents/incidents	<ul style="list-style-type: none"> <li>• If necessary, employees at work will be briefed prior to pupils arriving on site to clarify any changes in roles &amp; responsibilities for the day, impact on planned activities for pupils, essential employee tasks to be undertaken, etc.</li> <li>• All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns.</li> <li>• All new employees and students are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities.</li> <li>• The CEO, or other nominated senior personnel, contacts school daily to offer support and advice and to monitor the current working arrangements.</li> <li>• Staff may have some with additional responsibilities e.g. cleaning, supervising pupils isolating in the isolation room</li> </ul>
Impact of reduced staffing levels on pupil activities and work tasks	Employees, pupils, contractors, visitors	Potential infectious disease, Injury or harm from accidents,	<ul style="list-style-type: none"> <li>• As of 19/07/2021, current government guidance states that pupil activities and staff work tasks can be carried out as normal.</li> <li>• Staff will be asked to undertake twice weekly LFT whenever they are on site until the end of September, when this will be reviewed.</li> <li>• Dynamic risk assessment will be completed to consider the impact on safety in event of reduced staffing levels and to clarify what control measures need to be implemented. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative one will need to be done instead.</li> <li>• The Headteacher or other senior personnel, will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary.</li> <li>• Staffing levels are reviewed and where necessary advice will be taken from CEO/Trust; concerns about staffing capacity will be discussed with the Trust.</li> <li>• Where it is necessary to deploy existing staff differently, this will not be at the expense of SEND pupils and changes will be discussed and agreed with the member of staff to ensure they have the appropriate the skills, expertise and experience to carry out the work.</li> <li>• Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and nonmaintained special schools and in accordance with the freedoms provided under the funding agreement for academies).</li> </ul>

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Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<p>Guidance from 19/07/21</p> <ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone.</li> <li>• Maintain appropriate cleaning regimes.</li> <li>• Keep occupied spaces well ventilated.</li> <li>• Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>• The ‘catch it, bin it, kill it’ approach continues to be very important.</li> <li>• Pupils will be reminded to avoid touching their faces with unwashed hands and good respiratory hygiene will continue to be promoted.</li> <li>• Where necessary, PPE to be worn, I.e if somebody has tested positive.</li> <li>• If necessary, the Headteacher will arrange for a deep clean to be carried out.</li> </ul> <p><b>Note:</b> For instances where it is necessary for a deep clean to be carried out following a suspected case of COVID-19 virus on site a deeper clean will be required in accordance with the guidance, <a href="#">COVID-19: cleaning in non-healthcare settings</a></p>
Spread of COVID-19 virus via air borne particles.	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<p>Guidance from 19/07/21</p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>5. The ‘catch it, bin it, kill it’ approach continues to be very important.</li> </ol>
Ventilation	Employees, pupils, visitors,	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Occupied spaces will be kept well ventilated while ensuring a comfortable teaching environment is maintained.</li> <li>• Ventilation will be maximised wherever possible, for example, opening windows and propping open doors, as long as they are not fire doors, and where it is safe to do so (bearing in mind safeguarding in particular).</li> <li>• Consideration will be given to ventilation when holding events where visitors are on site e.g. family worship, coffee morning, parent meetings</li> <li>• Natural ventilation will include opening windows and doors (even internal doors can assist with creating a throughput of air.)</li> <li>• In cooler weather windows should be opened just enough to provide constant background ventilation, but opened fully during breaks to purge the air in the space.</li> <li>• External doors will be left open whenever possible, but always when the room is not in use (as long as the door is not a fire door, and only when safe to do so)</li> </ul>

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			<ul style="list-style-type: none"> <li>Mechanical ventilation systems -these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible systems should be adjusted to full fresh air or, if not the systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply).</li> <li>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measure should also be used as appropriate:</li> <li>Opening high level windows in preference to low level to reduce draughts</li> <li>Increasing the ventilation while spaces are unoccupied (e.g. in between lessons, playtimes, lunchtimes, end of the day, during outdoor lessons)</li> <li>Encouraging pupils and staff to wear additional layers under their uniform/ clothing</li> <li>Rearranging furniture, wherever possible to avoid people sitting in draughts</li> <li>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>CO2 monitors and Hepa filters/ air purifiers to be considered if budget allows</li> </ul>
<p>Employees, pupils and visitors displaying symptoms of the virus.</p> <p><b>*</b></p> <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend school, given the potential risk to others. If a parent or carer insists on a pupil attending school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. This decision would need to be carefully considered in light of all the circumstances</p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> <li>Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a> for advice on dealing with the situation.</li> <li>Employees, pupils and visitors should stay at home and seek a PCR test if they are displaying symptoms of the virus*</li> <li>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</li> <li>If anyone in the school becomes unwell with symptoms of coronavirus (COVID-19) infection, they should go home immediately, isolate, seek a PCR test and advised to follow <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>School will act upon the advice given by NHS Test &amp; Trace.</li> <li>Employees who have assisted someone who has taken ill with COVID-19 symptoms do not need to go home unless they display the symptoms themselves.</li> <li>If a pupil displays symptoms, they will be placed in a separate room and a window will be opened in the room for increased ventilation.</li> </ul>

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List of significant hazards (something with the potential to cause harm) and current public health advice.	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Caring for a child in school who is displaying symptoms of the virus.	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• If a child is displaying symptoms and is awaiting collection, they should be moved, if possible, to a well-ventilated room where they can be isolated behind a closed door, depending on age and needs of child, with appropriate adult supervision if required.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use the disabled bathroom (KS2). The bathroom must then be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE must be worn by staff caring for the child while they await collection if 2m social distancing cannot be maintained (see use of PPE)</li> <li>• Anyone with coronavirus symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. School has COVID testing PCR kits that can be offered to parents.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. The following guidance should be followed: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>
Asymptomatic testing	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</li> <li>• Staff will commence testing from 3 working days before the start of term</li> <li>• All staff to be strongly encouraged to participate in the testing programme of primary school staff.</li> <li>• Staff to be made aware of privacy notice.</li> <li>• All staff to test twice a week – Sunday and Wednesday evenings only.</li> <li>• Regular supply staff and students to take part in testing.</li> <li>• Regular visitors to school to take part in testing.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Tests for school staff only.</li> <li>• In event of nose bleed, swab the other nostril.</li> <li>• Staff who have been vaccinated and who have had covid to take part in testing.</li> <li>• All staff to report outcome of testing school via the centralised email address, and to NHS Test &amp; Trace <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></li> <li>• Outcome of all staff tests to be recorded on Testing Register</li> <li>• Staff who test positive or receive two void results to isolate immediately for 10 days (including all household members), and arrange to have a PCR test, close contacts identified and asked to isolate for 10 days.</li> <li>• The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.</li> <li>• Damaged tests or tests with missing parts to be reported to school and 119 (nonclinical issue).</li> <li>• School to report repeated or similar issues that may arise to DFE via the helpline.</li> <li>• Staff to follow instructions when taking test.</li> <li>• All staff to watch video prior to taking first test</li> <li>• Clincial issues when taking the test leading to harm – contact 111 or 999</li> <li>• Do not eat or drink 30 minutes before taking the test.</li> <li>• Tests to be stored securely in school at room temperature. Tests at home to be stored at room temperature.</li> <li>• Covid Registration Assistant to be appointed – role to give out tests and record staff test results and liaise with Covid Co-ordinator as necessary.</li> <li>• Testing Register and Test Kit Log to be saved securely.</li> <li>• Covid Registration Assistant to advise Covid Co-ordinator as further tests need to be ordered.</li> <li>• As tests arrive on site, Covid Registration Assistant to complete stock check and store securely.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Covid Registration Assistant to make arrangements for issuing tests as necessary to staff</li> <li>• Staff to sign for their tests.</li> </ul>
Tracing Close Contacts & Isolation	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Settings only needed to do contact tracing up to and including 18/7/21. Close contacts will then be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> <li>• As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> <li>- they are fully vaccinated</li> <li>- they are below the age of 18 years and 6 months</li> <li>- they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>- they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. School will also encourage all individuals to take a PCR test if advised to do so.</li> </ul> </li> <li>• Anyone who tests positive for Covid, even with both vaccinations, will still have to self-isolate for 10 days as before.</li> <li>• Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</li> <li>• School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive</li> </ul>



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			cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.
Lockdown measures	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</li> </ul>
Contingency plans for outbreak	Employees, pupils, visitors	Quality of Education	<ul style="list-style-type: none"> <li>Threshold for a possible outbreak and when public health will be contacted for advice is: <ul style="list-style-type: none"> <li>- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> </li> <li>School will have a contingency plan (sometimes called outbreak management plans) outlining how school will operate advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in school will only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</li> <li>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</li> <li>The contingency plan outlines the extra action that will be taken if the number of positive cases substantially increases. The DFE contingency framework will inform this plan.</li> <li>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare</li> </ul>

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			settings – or a small cluster of settings – as part of their outbreak management responsibilities.
Managing a confirmed case	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Staff and pupils with a positive LFD test result should self-isolate in line with the guidance. They will also need to get a free PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>• Positive Case: Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</li> <li>• Further guidance is available on testing and tracing for coronavirus (COVID-19).</li> </ul>
Containing an outbreak of the virus	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• School will make sure that the 'Contingency Plan' covers the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups if there is a local outbreak.</li> <li>• School will work in consultation with the local Director of Public Health in line with routine public health outbreak control practice., where an outbreak in a school is suspected/confirmed.</li> <li>• School will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19. We will do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. School may be offered public health support in managing risk assessments and communicating with staff and parents.</li> </ul>
Admitting children and staff back into school	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school, school can take the decision to refuse the pupil if, in school's reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> </ul>

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Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• 19/07/21 - If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</li> <li>• Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance.</li> <li>• Appropriate PPE should also be used if administering first aid to child who is displaying symptoms of the coronavirus.</li> <li>• Insufficient levels of PPE should be reported to the Headteacher.</li> <li>• Staff to have watched following video about putting on and removal of PPE <a href="https://youtu.be/-GncQ_ed-9w">https://youtu.be/-GncQ_ed-9w</a></li> <li>• Following wearing and disposing of PPE, hands should be washed for 20 seconds.</li> </ul>
Reduced first aid provision.	Employees, pupils, visitors, contractors, parents, members of the public	Untreated injuries	<ul style="list-style-type: none"> <li>• Normal first aid provision and procedures to resume on site from 19/07/21.</li> <li>• First Aiders are aware of <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders</a></li> <li>• Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</li> <li>• Carbon copy of first aid note to be given to the child who will hand it to their parent. First aider to annotate slip in accident book with 'discussed with parent' and sign. Parent not to sign book. First aider to enter accident onto Arbor and send text to parents.</li> <li>• In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance.</li> </ul>
Reduced fire and lock-down arrangements.	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression.	<ul style="list-style-type: none"> <li>• Employees aware of the fire and lock-down procedures e.g. the fire officer will address any concerns, e.g. areas of a building that may not have been checked; take out the register and emergency grab bag; to call/liaise with the Police, to lead pupils to a 'safe area' depending upon the type of security threat/lock-down.</li> <li>• All usual checks in place, e.g. daily checks to ensure all fire doors are kept unlocked and will be available in the event of an emergency.</li> <li>• From 19/07/21, no social distancing rules will be necessary between Key Stages.</li> <li>• Class fire registers completed at each registration and used in event of evacuation.</li> </ul>

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			<ul style="list-style-type: none"> <li>In the event of an outbreak, social distancing control measures to be re-introduced e.g. no crossing of classes when walking to identified 'safe area.'</li> </ul>
Reduced premises inspections, tests, servicing and maintenance.	Employees, pupils, visitors, contractors, parents, members of the public	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis.	<p>Premises management inspections, testing and servicing of plant, equipment, etc. are kept up to date for all parts of the building that remain in use e.g.</p> <ul style="list-style-type: none"> <li><u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc.</li> <li><u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed, they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process.</li> <li><u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria.</li> <li><u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The school's property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up to date.</li> <li><u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc.</li> </ul> <p>Records of all testing and checks will be kept.</p> <p>Records will also be kept of any areas that have <b>not</b> been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.</p>
Contractors and visitors to site	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>From 19/07/21, normal visitor procedures will resume.</li> <li>All visitors will follow the Government's guidance and the school's procedures.</li> <li>Contractors and visitors must obtain permission before attending the site.</li> <li>Key contractors will be made aware of the school's control measures and ways of working.</li> <li>Physical contact in greetings to be avoided e.g. hand shakes</li> </ul>

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			<ul style="list-style-type: none"> <li>• Site managers and office staff welcoming contractors and visitors to seek assurances that they are in good health.</li> <li>• In the event of an outbreak, only essential visitors will be permitted on site when the children are in attendance, and they will be instructed to socially distance from staff.</li> </ul>
Social contact	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• The government guidance informs that it is no longer necessary to keep children in consistent groups. This means that bubbles will not need to be used after 19/07/21 or for any summer provision. School plans to maintain bubbles until the end of the current school term (22/07/21).</li> <li>• Schools will make sure that outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups if there is a local outbreak.</li> </ul>
Classroom organisation	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• From 19/07/21 Classroom organisation will no longer be restricted.</li> <li>• Classrooms should be well ventilated</li> <li>• Soft furnishings and soft toys may be reintroduced.</li> <li>• Classrooms to be left tidy at the end of the day, no rubbish/clutter on floor or tables, all personal resources tidied away.</li> <li>• In the event of an outbreak, classroom organisation may be reconsidered and control measures re-introduced e.g. front facing desks in rows, reduced sharing of equipment.</li> </ul>
Cleaning	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<p>Guidance from 19/07/21</p> <ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone.</li> <li>• Maintain appropriate cleaning regimes.</li> <li>• Keep occupied spaces well ventilated.</li> <li>• Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>• The 'catch it, bin it, kill it' approach continues to be very important.</li> <li>• In the event of an outbreak, enhanced cleaning will be introduced.</li> </ul>
Cleaning of Hands	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<p>Guidance from 19/07/21</p> <ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone.</li> <li>• Maintain appropriate cleaning regimes.</li> <li>• Keep occupied spaces well ventilated.</li> </ul>

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			<ul style="list-style-type: none"> <li>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>Hand sanitiser to be available in all rooms without a sink.</li> <li>Small children and pupils with 'complex needs' to be helped to clean hands properly.</li> <li>Skin friendly skin cleaning wipes can be used as an alternative.</li> <li>Cleaning of hands to be built into the school routines &amp; culture.</li> </ul>
Hand sanitiser	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Hand sanitiser to be available in all rooms without a sink.</li> <li>Pupils to be supervised so that it is not ingested.</li> </ul>
Travelling to and from work.	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>19/07/21 - For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. School to encourage parents, staff and pupils to walk or cycle to school if possible. For some families, driving children to school will also be an option.</li> <li>All staff to wash hands on entering work.</li> </ul>
Wrap Around & Breakfast club (Hall)	Employees, pupils	Potential spread of infectious disease	<p>Before and after school provision will resume as normal from September 2021.</p> <ul style="list-style-type: none"> <li>Children will not need to be in key stage bubbles.</li> <li>More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children..</li> <li>Children to wash hands before entering and on leaving the provision.</li> </ul>
Intervention	Employees, pupils	Potential spread of infectious disease	<p>Academic and Therapeutic interventions will resume as normal in September 2021</p> <ul style="list-style-type: none"> <li>Children will not need to be in class or key stage bubbles.</li> <li>Record should be kept of groups to be used in case of contact tracing.</li> </ul>
Staffroom	Employees, pupils, visitors, contractors	Potential spread of infectious disease	<p>Normal staffroom use may resume in September 2021</p> <ul style="list-style-type: none"> <li>Use no longer limited to Key Stage.</li> <li>Individual staff to take responsibility for cleaning up after themselves and keeping the room clean/tidy.</li> <li>Where visitors use staffroom cutlery/ crockery, these will be washed in the dishwasher</li> <li>In the event of an outbreak, number of staff permitted to use staffroom at any one time will be restricted.</li> </ul>
PPA & staff absence	Employees, pupils, visitors	Potential spread of infectious disease	Normal PPA and absence cover to resume in September 2021.

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			<ul style="list-style-type: none"> <li>In the event of staff staff absence or an outbreak, arrangements for staffing and/ or may change.</li> <li>TAs may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies) if there are staff shortages.</li> </ul>
Arriving at and leaving school	Employees, pupils, parents	Potential spread of infectious disease	<p>Barton Close to be a pedestrian zone from 8-10am and from 2-4pm (Agreed with LA highways department). Barrier to be manned from 8.40 to 9.10am and 2.45-3.15pm.</p> <ul style="list-style-type: none"> <li>R/ KS1 children to enter via the main school entrance.</li> <li>KS2 children to enter via the KS2 external gate</li> <li>Children to exit by their classroom fire door where possible.</li> <li>Y1 to exit via the main school entrance</li> <li>Y4 to exit via the KS2 door</li> <li>Late arrivals to go to the main entrance and collected by class TA.</li> <li>Children encouraged to cycle or walk to school.</li> <li>Y6 children may walk home, after school, if parents have given written permission.</li> </ul>
Playtime & lunchtime	Employees, pupils	Potential spread of infectious disease	<p>Normal playtime and lunchtime procedures to resume from September 2021.</p> <ul style="list-style-type: none"> <li>School will continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.</li> <li>Children and staff may bring lunchboxes into school.</li> <li>Children no longer required to eat in classrooms</li> <li>Children no longer required to avoid playground equipment.</li> <li>Small equipment may be shared between classes and key stages.</li> </ul>
Use of bathrooms	Employees, pupils, visitors, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Children may use toilets as normal from September 2021 without restrictions.</li> <li>Normal supervision applies.</li> <li>Children to be reminded to wash their hands.</li> </ul>
Movement around building	Employees, pupils, visitors, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>No restrictions on movement around the building from September 2021</li> </ul>
Parental communication	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Continue to encourage parents/carers to communicate by telephone, text and email.</li> <li>Member of staff on front door to take messages in the morning.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Face to face meetings may resume from 19/07/21.</li> <li>• In the event of an outbreak, parents/ carers access to site will be restricted.</li> </ul>
Attendance	Employees, pupils, parents	Potential spread of infectious disease	<p>19/07/21 School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</p> <ul style="list-style-type: none"> <li>• Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus).</li> <li>• Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</li> <li>• For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.</li> <li>• Further guidance about the use of codes is provided in the school attendance guidance.</li> <li>• A home visit will only take place if where there are concerns about the child's welfare.</li> </ul>
Travel & Quarantine	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Holidays in term time are unauthorised.</li> <li>• Travel legislation must be adhered to.</li> <li>• Parents travelling abroad should bear in mind the impact on their child's education which may result from the term time holiday and any requirement to quarantine or isolate upon return.</li> </ul>
Clothing	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Pupils to wear full and correct school uniform.</li> <li>• Clothing does not need to be cleaned any more than normal or cleaned using different methods from normal.</li> <li>• Schools to be mindful of families who may be experiencing financial pressures.</li> </ul>
Educational Visits	Employees, pupils, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• From September 2021, schools will resume educational visits.</li> </ul>
Residential	Employees, pupils, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• From September 2021, schools will resume educational visits.</li> <li>• Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. We continue to recommend you do not go on any international visits</li> </ul>



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			<ul style="list-style-type: none"> <li>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</li> </ul>
Transitional, taster and open days	Employees, pupils, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Risk assessed as due to take place.</li> <li>These may take place with some adaptations as deemed necessary.</li> <li>In the event of an outbreak, these will be cancelled or postponed and moved online.</li> </ul>
BAME staff & pupils	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>No additional risk assessment in place for BAME employees or pupils.</li> </ul>
ITT Students	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>School has hosted ITT students throughout the COVID pandemic and will continue to do so.</li> <li>ITT students will receive full induction which will include coronavirus risk assessment/ protective measures.</li> </ul>
Volunteers	Employees, pupils, , parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>From May September 2021, volunteers may be used to support the work of the school. It remains important that they are properly supported and given appropriate roles.</li> <li>Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.</li> <li>In the event of an outbreak, volunteers will no longer be permitted to enter the school.</li> </ul>
Removal of face coverings	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>From 19/07/21 face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas.</li> <li>If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms.</li> </ul>
SEND (EHCP or SEN Support)	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>All children, including those with SEND will attend school as normal</li> <li>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Further information is available in the guidance on supporting pupils at school with medical conditions.</li> <li>Continued support will be offered in adapting to routines using social stories.</li> </ul>

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			<ul style="list-style-type: none"> <li>School will ensure that appropriate support is made available for pupils with SEND who are learning remotely.</li> </ul>
Supply teachers, sports coaches and visitors, including Inspection	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Supply teachers, peripatetic teachers and other temp staff can move between schools and classes within school.</li> <li>Specialist interventions can run as usual.</li> <li>For state-funded schools, it is intended that Ofsted will return to a full programme of routine inspections from September 2021 and will aim to inspect every state-funded school within the next 5 academic years. This will mean an extension of up to 6 terms in 15 the inspection interval for those schools not inspected since the start of the pandemic. Regulations will give effect to these arrangements. Within the 5-year period, Ofsted will continue to prioritise schools most in need of inspection, particularly those with the lowest Ofsted grades. It will also prioritise outstanding schools that were previously exempt from routine inspection that have gone the longest without a visit.</li> </ul>
Individual and frequently used equipment.	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>From 19/07/21, classroom-based resources e.g. learning resources, books and games can be used and shared.</li> <li>Shared resources should be cleaned before and after use with anti-bac wipes/ hot soap and water e.g. i-pads, science equipment</li> <li>This will be reviewed in the event of an outbreak.</li> <li>Children will wash their hands before and after using frequently used equipment.</li> </ul>
Items brought from home.	Employees, pupils	Potential spread of infectious disease	<p>Items can be brought into school as normal from September 2021. To include, but not restricted to:</p> <ul style="list-style-type: none"> <li>Lunch boxes</li> <li>Coats</li> <li>Hats</li> <li>Books</li> <li>Book bag</li> <li>PE Kits</li> <li>Suntan lotion (as per policy)</li> </ul>
Use of public transport.	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>19/07/21 - For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. School to encourage parents, staff and pupils to walk or cycle to school if possible. For some families, driving children to school will also be an option.</li> </ul>

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Entering the school building	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Entry to school is via the main entrance, sign in using badge, wash hands and go directly to class.</li> </ul>
Pupils who are shielding or self-isolating	Pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Shielding was a temporary measure to protect the most vulnerable during peaks of the pandemic. Current advice is that people no longer need to shield.</li> <li>Pupils or staff who are isolating because they have been tested positive or in contact with a positive case, should follow the appropriate guidance.</li> </ul>
Pupils and families who are anxious about return to school	Pupils, parents	Well-being and mental health	<ul style="list-style-type: none"> <li>All pupils have been in school throughout the summer term and well-being concerns are continually being assessed and addressed.</li> <li>TI has been used to support pupils individually or in groups as needed.</li> </ul>
Staff who are clinically vulnerable or extremely clinically vulnerable	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV should currently attend their place of work if they cannot work from home. DHSC will publish updated guidance before Step 4. We encourage staff to access the vaccine and enable staff who are eligible for a vaccination to attend booked vaccine appointments even during term time.</li> </ul>
Staff who are pregnant	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>As a general principle, pregnant women are advised to follow the relevant guidance available for <a href="#">clinically-vulnerable people</a>.</li> </ul>
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Some people, with particular characteristics, may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">. COVID-19: review of disparities in risks and outcomes report</a>.</li> <li>School leaders will as far as practically possible to be accommodating of additional measures where appropriate.</li> <li>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> </ul>
Vulnerable children	Vulnerable pupils	Safety and wellbeing	<ul style="list-style-type: none"> <li>Where pupils who are self-isolating are within the definition of vulnerable, school will keep in contact with them.</li> <li>When a vulnerable pupil is required to self-isolate, school will: <ul style="list-style-type: none"> <li>notify their social worker (if they have one)</li> <li>agree with the social worker the best way to maintain contact and offer support</li> </ul> </li> <li>School will: <ul style="list-style-type: none"> <li>check if a vulnerable pupil is able to access remote education support</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>• support them to access it (as far as possible)</li> <li>• regularly check if they are accessing remote education</li> </ul>
Recruitment	Employees, pupils	Inadequate staffing Staff appointed who are unsuitable	<ul style="list-style-type: none"> <li>• Recruitment will continue as usual.</li> <li>• From the start of the autumn term checks will revert to being carried out in person.</li> <li>• Recruitment can be continued but face-to-face interviews should be avoided.</li> </ul>
Staff taking leave.	Employees, pupils	Education not delivered by class teacher.	<ul style="list-style-type: none"> <li>• As would usually be the case, staff need to be available to work in school during term time and therefore the booking of any holidays should take into account any time required to quarantine.</li> <li>• All pupils and staff travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. Those arriving from a 'red list' country or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home.</li> </ul>
Employee isolation and reduced communication/ mental health & wellbeing.	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>• Schools will make sure that 'Outbreak Management Plans' cover communication, mental health and wellbeing of employees.</li> <li>• Staff to be made aware of the support offered by the DFE <a href="#">extra mental health support for pupils and teachers</a> and <a href="#">Education Support Partnership</a> which is a free helpline for school staff and targeted support for mental health and wellbeing.</li> </ul>
Safeguarding	Pupils	Pupils not effectively safeguarded against abuse.	<ul style="list-style-type: none"> <li>• Child Protection and Safeguarding Policy is revised annually and is available to read on the trust website.</li> <li>• Remote Learning Policy and updated Acceptable Usable Policy identify and mitigate against risks whilst working online. All parents of children who access remote learning are required to give consent.</li> </ul>
School kitchen	Pupils	Pupils do not have access to nutritious food.	<ul style="list-style-type: none"> <li>• The kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</li> <li>• School kitchens will comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> </ul>
Homework	Pupils	Learning not consolidated/ extended.	<ul style="list-style-type: none"> <li>• Homework will resume, as normal, from September 2021.</li> <li>• Homework will cover spelling, mental maths and curriculum enhancement activities aimed at addressing the unique needs of our pupils.</li> </ul>

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Written feedback	Pupils	Pupils rates of progress hindered and develop misconceptions	<ul style="list-style-type: none"> <li>Staff to continue wash hands before and after marking pupils' books.</li> </ul>
Homeworking with DSE	Employees and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions.	<ul style="list-style-type: none"> <li>Employees required to self-isolate will be required to work from home if well. SLT may determine work to be completed. This will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.</li> <li>Homeworkers can refresh their DSE knowledge if the feel this is necessary by contacting the Headteacher for information.</li> <li>The HSE video on <a href="#">temporary working at home – workstation setup</a>; and, if they continue to experience any issues:</li> <li>Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home.</li> </ul>
Curriculum expectations	Pupils	Poor quality of education	<ul style="list-style-type: none"> <li>The curriculum to remain broad and ambitious: all pupils to be taught a wide range of subjects.</li> <li>Remote education, where needed, will be of high quality and align as closely as possible with in-school provision:</li> <li>DfE key expectations for revised curriculums to be met:</li> </ul> <p><b>Teach an ambitious and broad curriculum</b>  Prioritisation within subjects of the most important components for progression. Consideration to be given to how all subjects can contribute to the filling of gaps in core knowledge e.g. an emphasis on reading.</p> <p><b>Return to the school's normal curriculum in all subjects by summer term 2021.</b>  Substantial modification to the curriculum so teaching time is prioritised to address significant gaps in pupils' knowledge.</p> <p><b>Plan on the basis of the educational needs of pupils</b>  Curriculum planning informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills</p> <p><b>Develop remote education so that it is integrated into school curriculum planning</b>  Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown.</p> <p><b>Specific points for early years foundation stage (EYFS)</b>  For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.</p>

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			For Reception, consider how all groups of children can be given equal opportunities for outdoor education.
Music and Drama	Pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Music and Drama curriculums will be fully reinstated from September 2021</li> </ul>
PE	Pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• PE curriculum will be fully reinstated from September 2021</li> <li>• School will resume work with external coaches, clubs and organisations for curricular and extra-curricular activities</li> </ul>
Collective Worship	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Worships to continue to be online, other than year group worships</li> <li>• Family worship to be watched by other class and family of class lead worship only.</li> </ul>
Church services	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Family of class leading service and other class to attend</li> <li>• Service or dress rehearsal to be filmed for other year groups to watch in class.</li> <li>• In-school Eucharist – online during Autumn term, to be reviewed.</li> </ul>
Family events e.g. Coffee Mornings, Enterprise Fair	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Individual events to be risk assessed</li> <li>• Attendance to be limited e.g. one class and their family, in some cases it will not be appropriate to invite family members due to nature of event/ social mixing</li> </ul>
Mentoring conversations	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• To take place online</li> </ul>
Staff meetings & insets	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Face to face with staff spaced out.</li> <li>• Largest spaces to be used.</li> <li>• Staff to wear face masks if in smaller spaces.</li> </ul>
Catch Up Funding	Pupils	Lost learning Gaps in learning Significant difference between attainment of pupils who have been in full time education and those who have not.	<ul style="list-style-type: none"> <li>• Catch-up funding will continue to be used to support pupils to make up education missed as a result of the pandemic. Further information is available on education recovery support. Support may be in the form of, but is not exclusive to: <ul style="list-style-type: none"> <li>○ catch-up premium • recovery premium • summer school programme • tutoring (including the National Tutoring Programme and 16 to 19 tuition fund) • teacher training opportunities • curriculum resources • specialist settings • wider continuous professional development resources, including to support teacher wellbeing and subject-specific teaching</li> </ul> </li> <li>• Long- and medium-term plans have been adapted to promote catch-up and fill gaps.</li> <li>• Catch-up premium is being used to support pupils (see catch-up premium plan)</li> <li>• Confirmation of further and additional funding by government to extend the Catch-up programme. Need to be identified by schools.</li> </ul>

<b>PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
PSHE	Pupils	Poor pupil mental health and wellbeing.	<ul style="list-style-type: none"> <li>PSHE to be taught as per the curriculum from September 2021.</li> </ul>
Pupil Behaviour	Pupils	Behaviour and attitude to learning poor.	<ul style="list-style-type: none"> <li>Addendum to Relationships &amp; Behaviour Policy drafted and shared with staff, pupils and parents, and is available to view on the school website.</li> <li>Normal behavioural expectations are discussed and communicated throughout the class charter.</li> <li>Expectations, rewards and sanctions are clearly communicated and understood by pupils and staff.</li> </ul>
Local Lockdown	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.</li> </ul>
Contingency plans for outbreak	Employees, pupils, parents	Quality of education	<ul style="list-style-type: none"> <li>From 16/08/21, responsibility for track and trace will no longer be the responsibility of schools</li> <li>If schools have several confirmed cases within 14 days, this may be considered an outbreak and should be reported to the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the <a href="#">contingency framework</a> in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</li> <li>Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</li> </ul>
Remote education	Employees, pupils, parents	Quality of education	<ul style="list-style-type: none"> <li>Remote education provided will be equivalent in length to the core teaching pupils would receive in school.</li> </ul>

<b>PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>We will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.</li> <li>Where a class, group or small number of pupils need to self-isolate, or there is a national or local lockdown requiring pupils to remain at home, school will offer immediate remote education.</li> </ul>
Safe delivery of remote education	Employees, pupils	Safeguarding related	<ul style="list-style-type: none"> <li>Keeping children safe online is essential.</li> <li>The statutory guidance Keeping Children Safe in Education will be adhered to to protect pupils online.</li> <li>A live lesson Risk Assessment is in place and made available to parents/ carers</li> <li>Parents/ carers will give consent to their child's camera being on/off</li> <li>Parents and pupils will complete Acceptable User Policy</li> <li>Safeguarding Addendum to our Child Protection &amp; Safeguarding Policy to be drafted and reference safe delivery of remote education</li> <li>E-Safety lessons and reminders will be delivered during period of whole class Remote Education.</li> </ul>
Office	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>The office will be staffed as normal from September 2021.</li> <li>In a lockdown situation this will be reduced to 1 person, with the other working from home.</li> <li>Other members of staff not to enter the office without prior agreement.</li> </ul>
Reprographics	Employees, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Photocopier use will return to normal on September 2021.</li> </ul>
Running out of PPE	Employees, pupils, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>19/07/21 Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</li> <li>Site Manager to report on quantities of PPE &amp; cleaning products each week to Business Manager.</li> </ul>
IT	Employees, pupils, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>IT Support Worker will return to duties as normal from September 2021.</li> </ul>

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies, please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in ..... (Name of school)



Signed:

Name:

Risk Assessor:

<b>PART C: ACTION PLAN Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>