

Banister Primary School 8 March 2021 full re-opening risk assessment

Risk assessment lead: Dave Hockin (School Business Manager)

Date of completion: July-August 2020 updated February 2021 to reflect full re-opening on 8 March 2021

Initial School SLT sign off date: 21 August 2020

Date of review by governing body: 27 August 2020 and 24 September 2020

Last reviewed by school: 13 April 2021 (full staff consultations undertaken 22 February and 3 March 2021)

School leaders and governors have used professional judgement based upon current published government advice and will continue to keep the (local and national) position under review. In line with our standard approach to risk assessment we have used the following formulae to identify risk and formulate appropriate countermeasures:

GOV.UK guidance published 2 July 2020

updated 7 August 2020

Updated 28 August 2020

Updated 7 September 2020

Updated 10 September 2020

Updated 17 September 2020

Updated 1 October 2020

Updated 22 October 2020 - changes highlighted in yellow

Updated 5 November 2020 - changes highlighted in orange

Updated 18 November 2020 - changes highlighted in green

Updated 27 November 2020 - changes highlighted in blue

Updated 3 December 2020

Updated 15 December 2020 - changes highlighted in pink

Updated 23 December 2020

Updated 30 December 2020 - changes highlighted in blue

Updated 8 January 2021 (specific Lockdown advice) - changes highlighted in

Updated 18 January 2021 changes highlighted in grey

Updated 2 February 2021

Updated 22 February 2021

Updated 10 March 2021

Updated 29 March 2021

Updated 6 April 2021



guidance updated in terms of assessments, accountability and remove education expectations - no operational changes needed

guidance updated to reflect changes to the isolation period (from 14 days to 10 days from the day after the individual tested positive)

Government guidance includes confirmation that the systems of control remain the right set of measures for the current new variants of COVID-19

Guidance changes do not necessitate a change to the risk assessment

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Impact x Likelihood = Risk

Impact	Score	Health and safety effect
Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
Major	4	Death of an employee, service user, member of the public, etc.
Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant/ Negligible	1	A day to day issue/problem but negligible harm would result.

Likelihood	Score	Expected frequency
Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.

Unlikely	2	Event NOT EXPECTED. Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

Overall risk rating: Impact x Likelihood = Risk						
	Likelihood	Impact				
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	13	15
	2	2	4	6	8	10
	1	1	1	3	4	5

		Impact						
		Level of Risk	Overall Rating	How the risk should be managed				
		HIGH RISK	15-25	Immediate Management Action				
		MEDIUM RISK		Plan for Change				
		LOW RISK		Continue to Manage				
Public Health Advice		Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education.						
System of Controls		We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. By following the governments system of controls we are effectively reducing the risk in our school and creating an inherently safer environment. These measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term.						
What are the hazards?	Who might be harmed and how?	Overarching control measures	Specific control measures	Who is responsible for enacting control measures	By when	Impact score (with controls)	Likelihood score (with controls)	Residual risk assessment

Children enter the school with COVID-19 symptoms.	Children, Staff, visitors and families of our pupils at risk of COVID-19 infection.	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 school.	Ensuring that children, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms, or live in a household with someone who does or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home. Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction ((PCR) test and the next 10 full days.. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms. *Office to follow up all absence and ascertain symptoms beyond "cold" "cough". Parental messaging reinforced to ensure all know it is a legal requirement to stay at home if they are ill with virus symptoms, have tested positive (even if asymptomatic), have been advised by NHS Test and Trace to do so, are awaiting test results, are household members of a positive case (even if asymptomatic) and are required to self-isolate for travel related reasons. Clinically extremely vulnerable children are advised not to attend school.	SLT to communicate key messages, all staff to remain alert and report concerns	08-Mar	3	3	9
			Register of absentees awaiting test results to be maintained by the school office. Return to school not to be permitted until the school has had explicit communication from the parent regarding test results or in the event of the parent being unable to arrange a test that the period of self-isolation has passed.	Office. SLT	11-Sep	3	2	6
			Any children who display symptoms whilst at school will be moved to the Parent Hub, with appropriate adult supervision. The room will be ventilated by opening all windows and have use of private bathroom facilities until their parent/carer arrives to collect them. Bathroom facilities will be cleaned and disinfected before being used by anyone else. Milky Way phone to be taken so contact with main building can be established at all points. Key adult will be someone from the child's bubble where possible. Personal protective equipment (PPE) must be worn by staff caring for the pupil 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).	SLT, all staff to remain alert and report concerns	08-Mar	3	3	9
			As is usual practice, in an emergency, call 999 if someone is seriously ill. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy or hospital.	All staff	03-Sep	3	2	6
			Any members of staff who have helped someone with the symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test), or if they return a positive test result from twice weekly LFD testing, or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.	All staff	02-Feb	3	2	6
			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. The area around the person with symptoms must be cleaned with bleach after they have left to reduce the risk of passing the infection on to other people.	All staff	03-Sep	3	2	6
			In line with Public Health England guidance we will not be routinely taking the temperature of children as it is not recommended as a reliable method of identifying coronavirus (COVID-19).	SLT	03-Sep	3	2	6
			The school will not be open for any commercial or community lettings at weekends and evenings until further notice.	SBM/ Site and Office teams	03-Sep	1	1	1

Poor hygiene increases the likelihood of infection	Children, Staff, visitors and families of our pupils at risk of COVID-19 infection.	2. Clean hands thoroughly more often than usual.	Ensure that pupils clean their hands regularly, including when they first arrive at school, when they return from breaks, when they move from one room to another and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.	All staff	03-Sep	2	2	4
			Senior leaders to be "on hand" each morning on main gates/doors to answer any parental questions and help reinforce key guidelines such as the need for adults to wear face coverings when entering the school site and reminding parents to leave the leaving school site as soon as possible after dropping off their child.	SLT	08-Mar	2	2	4
			Hand sanitiser to be available in all classrooms. Adult supervision of hand sanitiser use at all times to ensure it is not ingested.	All staff	03-Sep	2	2	4
			All staff to build hygiene routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them, explicitly taught within the first few weeks back to ensure routine.	All staff	03-Sep	2	2	4
			Windows and doors will be kept open as much as possible to ensure all areas stay as well ventilated as possible. Internal doors will be propped open, when safe to do so, to reduce the use of door handles and improve ventilation around the building. In colder weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening high level windows in preference to low level to reduce draughts.	All staff	02-Nov	2	2	4
Poor respiratory hygiene increases the likelihood of infection.	Children, Staff, visitors and families of our pupils at risk of COVID-19 infection.	3. Ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach.	Ensure all rooms have sufficient supplies of tissues and bins (with lids) to support all children and adults in following the "catch it, bin it, kill it" routine.	Site team	03-Sep	2	1	2
			All staff to support the embedding of hand cleaning routines into the school day; children with complex needs must be helped to get this right.	All staff	03-Sep	2	2	4
			Individual risk assessments should be undertaken for children with complex needs i.e. those that use saliva as a sensory stimulant to ensure that these children and the staff working with them are supported.	Teachers, SENCO	03-Sep	3	2	6
			The government is not recommending universal use of face coverings in all schools. Primary aged children are not required to wear a mask. They are not required as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.	All staff	09-Nov	2	2	4
			All visitors to be asked to wear face coverings (not face shields) before entering the school building and these should remain in place in all communal areas.	All staff	08-Mar	2	2	4
			All parents and carers to be asked to wear face coverings (masks or face shields) before entering school grounds including during their morning pick-up and after collection slots.	All staff	18-Nov	2	1	2
			All staff will wear face coverings when engaging with parents outside of the school building or in the reception area i.e. at arrival and dismissal or when greeting and speaking to visitors.	All staff	08-Mar	2	2	4
			Staff and adult visitors will be asked to wear face coverings in school in situations where social distancing between adults is not possible (for example when moving around in corridors and communal areas, particularly at busy parts of the day i.e. break and lunch times). We are taking this additional precautionary measure during this period of high coronavirus (COVID-19) prevalence in the community.	All staff	08-Mar	2	2	4
Poor cleaning routines and implementation means that the virus is present on surfaces in school.	Children, Staff, visitors and families of our pupils at risk of COVID-19 infection.	4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergent and bleach.	Deep clean of entire building during the summer break and prior to commencement of the autumn term and each half term until further notice.	Site team	02-Sep	2	2	4

			School to be closed from 6pm on 1 April 2021 to 6am to 19 April 2021 unless staff presence required for critical incident/maintenance.	SLT/Site Team	08-Mar	1	1	1
			Teachers to ensure that surfaces are clear at end of school day to allow cleaners unfettered access to all surfaces.	Teachers	03-Sep	2	2	4
			Frequently touched surfaces being cleaned more often than normal. Handrail on main staircase to be cleaned before and after critical movement times i.e. beginning of day, break and lunchtimes. As a minimum, frequently touched surfaces in classrooms will be wiped down twice a day including at the end of the school day	Site team, cleaning contractors	02-Sep	3	2	6
			Increased daily cleaning regime each evening for each classroom, toilet facilities and shared spaces such as main stairway and handrails to include use of bleach.	Site team, cleaning contractors	02-Sep	3	2	6
			Existing toilet arrangements to remain in place i.e. class bubbles will not be allocated their own toilet blocks, but toilets will be cleaned regularly throughout the day and all children will be encouraged and reminded about hygiene routines i.e. thorough handwashing.	Site team, cleaning contractors and classroom staff	03-Sep	3	2	6
			Class cleaning products (disinfectant wipes) to be located in each room. Children will be taught to clean their own space when they arrive each morning and when they leave each night.	Class staff	03-Sep	2	2	4
			Cleaning disinfectant wipes provided to Office and any staff who work in an office to clean computers, mouse, keyboard, phones, desks and door handles.	All staff	03-Sep	2	2	4
			All waste and rubbish removed every day and checked by site team each morning before children and staff arrive.	Site team	03-Sep	2	1	2
			When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.	Site team, cleaning contractors and classroom staff	03-Sep	2	2	4
Pupils are in contact with too many other pupils throughout the school, exposing the entire school population to COVID-19	Children, Staff, visitors and families of our pupils at risk of COVID-19 infection.	5. Minimise contact between individuals and maintain social distancing wherever possible.	Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. We have successfully used bubbles throughout the previous periods of national lockdown and full re-opening in recognition that children, especially the youngest children, cannot socially distance from each other and this provides an additional protective measure. Maintaining bubbles that do not mix makes it quicker and easier to identify those that might need to self-isolate in the event of an outbreak, whilst also reducing the number of people required to isolate. We fully recognise that some children will not be able to maintain social distancing, and it is acceptable for them not to distance within their bubble. We have assessed that the implementation of class bubbles achieves the greatest reduction in contact and mixing whilst not detrimentally impacting the quality and breadth of teaching.	SLT	08-Mar	3	3	9
			Senior leaders to be "on hand" each morning on main gates/doors to answer any parental questions and help reinforce key guidelines such as the need for adults to wear face coverings when entering the school site and reminding parents to leave the leaving school site as soon as possible after dropping off their child.	SLT	08-Mar	3	2	6
			Face coverings do not need to be worn by Primary aged children. SLT and all staff to remind all staff and pupils to remove any face coverings when they arrive at school. Pupils will be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately upon arrival, dispose of temporary face coverings in a covered bin or place reusable masks in a plastic bag they can take home with them, and then wash their hands again before going to their classroom. Parents who wish their children to wear a face covering whilst in class will be encouraged to discuss their concerns with the school to ensure the risk mitigation measures are fully understood.	SLT, all staff	08-Mar	2	2	4

			All staff to enforce/remind each other, parents and children of the rules and guidance designed to mitigate risk.	All staff	04-Jan	2	2	4
			We will operate in Class bubbles. Bubbles will be kept apart at break and lunchtimes given the limited ability of most children to socially distance. Within bubbles we will endeavour to keep school life as normal as possible with the emphasis for younger children being ensuring bubbles are kept apart, whereas we will work with the older children to maintain distance and not touch staff where possible.	SLT, all staff	08-Mar	3	3	9
			All staff can operate across different bubbles in order to facilitate the delivery of the school timetable, however staff who working across bubbles should try to keep their distance from children and other staff as much as possible, ideally 2 metres from other adults. we recognise that this will not always be possible and the needs of the child will dictate how successfully staff are able to follow this guideline at any particular time. SLT will always sanitise before entering and exiting any classroom and will where possible retain 2m distance at a minimum. If social distancing is not possible when working across bubbles SLT/staff will wear appropriate face coverings.	SLT, all staff	08-Mar	3	2	6
			Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. We know this is not always possible when working with younger children, but we will ask staff to do this when circumstances allow and we believe that will help. In particular, staff are asked to avoid close fact to face contact and minimise time spend within a metre of anyone. We accept that this will not be possible when working with some children, particularly those who have complex needs or close contact care. These children's educational and care support will continue to be provided as normal.	SLT, all staff	03-Sep	3	2	6
			Movement around the building to be restricted during the school day with bubbles to travel together to breaks, lunch and use of outside space	All staff	03-Sep	3	2	6
			Individual sanitisation stations in each class bubble will be replenished daily. Classroom bins will have lids and children will have the "catch it, Bin it and Kill it" message taught and reinforced.	Site Team, Teachers	03-Sep	2	2	4
			Windows and doors will be kept open as much as possible to ensure all areas stay as well ventilated as possible. Internal doors will be propped open, when safe to do so, to reduce the use of door handles and improve ventiation around the building. In colder weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening high level windows in prefrence to low level to reduce draughts.	Teachers	02-Nov	2	2	4
			Use of outside learning spaces to be considered wherever possible.	Teachers	03-Sep	2	1	2
			Existing toilet arrangements to remain in place i.e. class bubbles will not be allocated their own toilet blocks, but toilets will be cleaned regularly throughout the day and all children will be encouraged and reminded about hygiene routines i.e. thorough handwashing.	Site team, cleaning contractors, all classroom staff	03-Sep	3	2	6
			Bubbles will not mix at lunch and break times with no more than three bubbles using the playground/outside space at any one time. Year R will be restricted to the small playground and will use the Outer Space as a dining hall.	All staff	08-Mar	3	3	9
			A rota system will dictate which area of the playground each bubble can use each day and the groups will rotate through the spaces as the week unfolds to ensure the children get to use different spaces during the course of the week. Temporary fencing introduced to playground during week commencing 7/09 to ensure each bubble space is better defined.	All staff	07-Sep	3	2	6

			Bubbles for lunch: Each bubble will get 30 minutes to eat in the main hall (maximum 4 bubbles at a sitting, with 2 metre gap between each bubble). Children eating hot meals and sandwiches will all dine together within their bubble. March 2021 timetable: Year 1 and 2 will eat between 11.30am and 12pm, years 3 and 6 between 12.00pm and 12.30pm and years 4 and 5 between 12.30pm and 1.00pm. The Reception Year group bubble will dine in the Outer Space at 12.00pm	All staff	08-Mar	3	2	6
			Lunch tables will be cleaned and all resources i.e. cutlery will be replaced between each half hour sitting.	Lunchtime team	03-Sep	3	2	6
			Outside space time allocations will be as follows: 12.00 - 12.30pm Year 1 and 2, 12.30 - 1.00pm Year 3 and 6 and 1.00 - 1.30pm Year 4 & 5. Our Reception Year group will be confined to their own playground.	Lunchtime team	08-Mar	3	2	6
			One lunchtime supervisor will be allocated to each bubble to work exclusively and consistently with the group. In the event of a "wet lunchtime" the lunchtime supervisor will remain with the children in their classroom after they have eaten. Higher numbers of consistent staff will be allocated to Yr R	Lunchtime team	03-Sep	3	2	6
			Classrooms will be adapted to support distancing as far as possible in the seating arrangements will be changed to see the majority of children sat side by side and where possible facing forwards, rather than sitting face to face. Any unnecessary furniture and resources will be removed from the classrooms to maximise available space.	Teachers	03-Sep	3	2	6
			No assemblies to take place outside of "class assemblies" until further notice.	SLT	03-Sep	2	1	2
			Additional staff communal areas to be created to restrict the number of adults in a single space at any one time. Ground floor classroom staff to use Parent Hub building, first floor classroom staff to use staffroom and top floor classroom staff to use Boardroom/Small Hall.	All staff	08-Mar	2	2	4
			Whilst acknowledging the principle of separating groups we have also considered the benefits to our parents of offering extended day services to allow them to return to work. Allowing a degree of mixing at the end of the school day to be able to offer our Milky Way club will offer a critical service to working parents whilst also minimising the number of contacts for the majority of the school population. Operating hours to remain 3pm to 5.30pm up to and including Friday 23 April. We are also cognisant that children with siblings will already be mixing across bubbles. Attendance will be by prior booking only and only for essential purposes i.e. to cover work commitments or medical appointments/support when there is no one at home to care for the child. New additions will be considered on an exceptional basis as it is important to keep the groups as consistent as possible. From Monday 26 April all parents may access our Milky Way club without any restrictions on the reasons for which they may attend. Operating hours will revert to 3pm to 6pm from 26 April, but will remain subject to prior booking only. The club will operate on a "bubble" basis with consistent groups of no more than 15 children in each "indoor bubble".	SLT/Office team/Extended day staff	26-Apr	3	3	9
			Breakfast club from 8am - for registered and prearranged children observing social distancing protocol whilst eating breakfast. Breakfast Club will be shorter than usual (maximum 30 minutes) and will only allow seated breakfast (no play activities).	SLT/Office team/Extended day staff	08-Mar	2	3	6
			We will operate staggered start and finish times to ease the possibility of congestion along our Archers Road entrances and to keep groups of parents and children as separate as we can. We have worked to a principle of ensuring that the overall teaching time for children is not reduced. - Posters will be posted on each gate with year groups allocated entrance.	SLT	08-Mar	2	2	4

			Staggered arrival times to apply as follows: Service entrance gate 8.15am to 8.25am Year 6, 8:30am -8:40am Year 1, 8:45am - 8:55am Year 4, Year 1 to enter via classroom doors and Year 6 / 4 to enter via main hall doors.	SLT/all staff	08-Mar	3	3	9
			Staggered arrival times to apply as follows: Main gates 8.15am to 8.25am Year 2 , Main gates 8.30am to 8.40am Year 5, Main gates 8.45am to 8.55am Year 3, Main gates 8:45am - 8:55am Yr R.	SLT/all staff	08-Mar	3	3	9
			Departure arrangements: Year R to dismiss from classroom doors at 3:00pm. Year R parents to use a one-way system for drop off and collection using the ramp to the palyground as a social distanced queuing system.	SLT/all staff	08-Mar	3	3	9
			Departure arrangements: Year 1 to dismiss from classroom doors at 2.45pm.	SLT/all staff	08-Mar	3	3	9
			Departure arrangements: Year 2 to dismiss from Yr 2 Exit and Main stairs at 2:30pm.	SLT/all staff	08-Mar	3	3	9
			Departure arrangements: Year 3 to dismiss from Yr 2 Exit and Main stairs at 2:45 pm. Departure time of 3pm from 5 January 2021 for all vulnerable children and those of critical workers.	SLT/all staff	08-Mar	3	3	9
			Departure arrangements: Year 4 to dismiss from Hall doors using service entrance at 3:00pm.	SLT/all staff	08-Mar	3	3	9
			Departure arrangements: Year 5 to dismiss from the Hall doors at 2.45pm.	SLT/all staff	08-Mar	3	3	9
			Departure arrangements: Year 6 to dismiss from the Year 1 outside space at 3.00pm using the service exit.	SLT/all staff	08-Mar	3	3	9
			Parents who have siblings across year groups will not be allowed to drop off/collect at the same time to minimise the number of parents waiting outside school. Yr R can be picked up with siblings at the older siblings times. Year 4 & 6 siblings to be collected from the ramp door at 3.00pm	SLT/all staff	08-Mar	2	2	4
			All staff should wear face coverings when dismissing children at the end of the school day.	All staff	04-Jan	2	2	4
			All staff to have access to appropriate face coverings that allow communication for use in classroom settings when they feel it appropriate	All staff	08-Mar	2	2	4
			Parents with disabilities or children with disabilities are given access to the staff car park to drop off and collect.	Office staff, SENCO	03-Sep	1	1	1
			The number of parents in the reception area will be limited to a maximum of two at any one time. Hand sanitiser will be available to all visitors at all times.	SLT, Office staff	03-Sep	3	2	6
			Visitors, supply teachers, TMC and Music services can operate between schools, but should ensure that they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide their service as usual. Other visitors such as contractors will be given guidance regarding physical distancing and hygiene regimes on or before arrival. Wherever possible visits will be scheduled to happen outside of school hours. Records of all people on site will be maintained through our Invenry system.	Office staff, SLT	08-Mar	3	2	6
			Senior Leaders will be "on hand" each morning to welcome children and parents, reminding where necessary to need for adults to socially distance whilst on the school site. Children wearing face coverings will be asked to remove them before entering the school building. Children will be helped sanitise hands or wash immediately upon entering the classroom. Temporary face coverings will be disposed of in a covered bin and reusable face coverings are to be placed in a plastic bag that the child can then take home with them.	SLT	08-Mar	3	2	6

			Some children with SEND (whether with educational health care plans or SEN support) will need specific help and preparation for the changes to routine that they will encounter. Teachers and SENCO to plan as to how they meet those needs i.e. social stories.	SENCO, Teachers	03-Sep	3	2	6
			Equipment and resources are integral to education in schools. During the spring term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the summer term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. Classroom based resources, such as books and games, can be used and shared within the bubble. These resources will be cleaned regularly along with all frequently touched surfaces. Any resources that are shared between bubbles will be cleaned meticulously or left unused for 48 hours (72 hours for plastics) where cleaning is not practical. Library will be off limits. Bubble libraries will be created as required as the term progresses.	All staff	08-Mar	3	3	9
			Pupils will be advised to limit the amount of equipment and personal belongings they bring into school each day, to essentials such as hats, coats and lunch boxes. During the national lockdown period we will be able to accommodate children getting changed in school for PE; school uniform to be worn everyday.	SLT to communicate to parents	05-Jan	2	2	4
			In line with the UK recovery roadmap we are permitted to resume educational day visits from 12 April 2021. All trips and visits will be conducted in line with relevant COVID-19 secure guidelines and regulations in place at the time. This will include our system of controls, including observation of our class bubbles and the COVID-secure measures in place at the destination.	SLT	19-Apr	3	2	6
			Office staff to wear face coverings when signing in "late" children or dealing with parental enquiries in the reception area (but outside of the office).	Office staff	04-Jan	2	2	4
			No staff/visitors to enter the office area unless there is a clear business reason to do so.	All staff	04-Jan	2	2	4
			Office staff to distribute post/deliveries only at beginning or end of school day i.e. when no children in class.	Office staff	04-Jan	2	2	4
Unavoidable direct contact leads to the spread of infection.	Children, Staff, visitors and families of our pupils at risk of COVID-19 infection.	6. Where necessary, wear appropriate personal protective equipment (PPE)	The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a 2 metre distance cannot be maintained. where a child already has intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.	All staff	03-Sep	3	2	6
			Children who display coronavirus (COVID-19) symptoms will be isolated in the Parent Hub (under adult supervision) with windows open and use of a private bathroom until parent/carer arrives to collect. One bathroom will be designated for child usage and one for the adult who is supervising to ensure that adults are free to wash their hands after contact. The Parent Hub will remain closed at all times unless it is needed. Deep clean of the building will take place immediately after every use as an isolation room.	SLT, Site team	03-Sep	3	2	6
			Existing school medical room to be used as normal for all other incidences of sickness/first aid that are non COVID related. Office staff to ensure use of PPE when administering any form of first aid.	Office team	04-Jan	2	2	4
			Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitisation measures immediately afterwards including washing hands.	All first aiders	27-Nov	3	2	6

Infections identified in school spread to the wider community.	Children, Staff, visitors and families of our pupils at risk of COVID-19 infection.	7. Engage with the NHS Test and Trace process.	<p>All leaders must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. Children can be tested, including children under 5, but all children aged 11 will need to be helped by their parents if using a home testing kit.</p> <p>School will provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. All visitors will be required to submit contact detail to the office on arrival.</p> <p>All will self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</p>	SLT, all staff	03-Sep	3	2	4
			<p>From Monday 25 January we will be participating in the rapid asymptomatic testing programme. We will offer the opportunity for all staff (and regular visitors) to be tested twice weekly by way of LFD (Lateral Flow Device). Tests will be undertaken by staff at home prior to entering the workplace. The use of these lateral flow devices will allow us to identify individuals with coronavirus (COVID-19) who do not have symptoms, which are thought to make up a third of all cases. Finding asymptomatic cases, along with other prevention and control measures can help us manage transmission by identifying staff who are carrying the virus without displaying symptoms. Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self swab. This approach will be reviewed in the light of any emerging evidence.</p>	All staff	08-Mar	1	1	1
			<p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>the government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We have been promised a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school where we think providing a kit will significantly increase the likelihood of them getting tested.</p> <p>We will ask parents and staff to inform us immediately of the results of any test.</p> <p>the school is registered as a Critical Worker employer to enable us to arrange priority tests for all staff should the need arise.</p> <p>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p>	SLT, all staff	03-Sep	3	2	6

			If someone tests positive, they should follow the "stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection" and 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 any symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first become ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should self-isolate for at least 10 days from the symptomatic person first had symptoms.	SLT, all staff	03-Sep	3	2	6
Poor control measures lead to rapid infection across bubbles.	Children, Staff, visitors and families of our pupils at risk of COVID-19 infection.	8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.	We will take swift action when we become aware that someone who has attended school has tested positive for coronavirus (COVID-19). SLT will initiate immediate contact with the local health protection team. This team will also contact the school if they become aware that someone who has tested positive attended the school - as identified by NHS Test and Trace.	SLT	03-Sep	2	2	4
			The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.	SLT	03-Sep	2	2	4
			The health protection team will work with the school to guide us through the actions we need to take. Based on evidence from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); proximity contacts - extended close contact (within 1- 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person the health protection team will provide definitive advice on who must be sent home. To support them in doing so we will keep records of who is in each bubble and any close contact between children and staff within that group.	SLT	03-Sep	2	2	4
			Template letters will be provided by the health protection team to send to parents and staff if needed. We will not share the names or details of anyone with coronavirus (COVID-19) unless it is essential to protect others.	SLT	03-Sep	2	2	4
			Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a class bubble that has been asked to self-isolate develops symptoms themselves within their 10 day isolation period they should follow "stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection". They should get a test, and: if the test delivers a negative result, they must remain in isolation for the remainder of the 10 day period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. If the test result is positive, they should inform the school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10 day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following "stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection". In line with government guidance we will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.	SLT, all staff	03-Sep	3	2	6

Poor communication with local public health officers lead to uncontrolled outbreaks.	Children, Staff, visitors and families of our pupils at risk of COVID-19 infection.	9. Contain any outbreak by following local health protection team advice.	If the school has two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak. We will work with the local health protection team who will be able to advise if additional action is required.	SLT	03-Sep	3	2	6
			In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure i.e. the year group. It is our belief that by implementing the controls outlined above whole school closure based on cases within the school will not generally be necessary and will only be considered on the advice of the health protection team.	SLT	03-Sep	3	2	6
			In consultation with the local Director of Public Health, where an outbreak in school 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. Testing will focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.	SLT	03-Sep	3	2	6