



This Risk Assessment has been created following the Government Guidance (The Systems of Control), taking into consideration the planning guide for primary schools (NEU,GMB,Unison,Unite) and consultation with Governors and staff. The following measures have been put into place in order to safeguard the whole school community. This will be subject to review and be updated in line with any changes to Government Guidance as and when necessary.

Updated on 24th May following the planning guidance for early years and childcare

Updated 2nd July/ 20th August/September/ 27th October (extended following Guidance for the full opening of schools). Updated to reflect latest government guidance.

Updated January 2021- Restricting attendance during the national lockdown: schools. January 2021. The school will be open in line with government guidance for children of critical workers and vulnerable children and children who attend our Nursery. We continue to follow the systems of Control Prevention & Response- detailed in the guidance.

Risk	Control Measures	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>The risk of increased transmission of Virus Organisation</i>	<ul style="list-style-type: none"> • School open from 8.30am -3pm for key worker /vulnerable/EHCP children • Nursery provide ‘usual’ times .8.30-11.30/12.30-3.30 • Families to come through main doors and straight to classes • Nursery children to use the Nursery entrance-this will be locked and unlocked by Nursery staff • If children are not picked up at designated time-they are to remain in classrooms/dismissal spaces until picked up. (not to go to welfare room) • SLT to be informed of late pick-ups -to contact parents to remind them of times. A log is to be kept for each bubble by SLT. Actions agreed if lateness is a pattern. 	
	<p>Different entrances/exit points-see below</p> <ul style="list-style-type: none"> • There will be markers to indicate which side to enter/leave • All entrances/exits monitored by a member of SLT whilst social distancing. 	

	<ul style="list-style-type: none"> • Minimise number of parents-only one parent/sibling to pick up/drop off • Parents to be reminded not to gather in the outdoor areas/entrances/exits/quad area-to talk to other parents. • Parents to use floor markings outside entrances to keep a social distance from other families • Parents to avoid interactions during drop offs or pick ups with teachers to interact via email/phone calls. Parents to email 'home learning' email. • Parents not to enter classrooms –children collected at door-years reception-year 3/outside hall years 4-6 • Parents/Carers to wear face masks/coverings on school grounds (unless they are exempt) • All information to be posted on website. And use of group Call/emails 	
<p><i>Children/Staff kept in 'bubbles'</i> <i>Only mix in small consistent groups- consistent groups reduce the risk of transmission</i></p>	<ul style="list-style-type: none"> • Children kept in separate key worker/class bubbles • Each bubble to be kept apart from other bubbles • Generally Children and Staff not to move between bubbles-if this is necessary it must be after a weekend break. • It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their bubble. <p>Lunch times</p> <ul style="list-style-type: none"> • Lunch areas agreed for each key worker bubble. • All children attending provision to be provided with a hot meal • Only reception bubble to use the hall for lunch. All other children eat lunch in their bubble class • All children have their own labelled water bottle 	



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	<ul style="list-style-type: none">• Children should be encouraged to exert themselves-non-touch running games. Class play equipment.• Children are not to use the adventure playground.• Children should be encouraged to use the toilet before lunch breaks.• SMSAs /Staff attached to each class bubbles	
	<ul style="list-style-type: none">• Staff not to sit in staffroom unless they are on the rota.• Staff may use fridges/microwaves etc-but must adhere to 2m distance.• If school cutlery/dishes are used, they must be rinsed and placed in the dishwasher-dishes/cutlery etc not to be left in classrooms• Staff to eat lunch in their classroom/designated area-see above re: use of staff room and dishes etc.	
	<ul style="list-style-type: none">• No communal gatherings-no assemblies, concerts etc• CPD in small Teams-socially distanced or online-Inset sessions will continue to be on a Tuesday 3.45-4.45	
	<p>Tutoring</p> <ul style="list-style-type: none">• 1:1 tuition service using online company (Third Space Learning)• Primarily year 6 pupils (potentially year 2 later in the half term)• Pupils in maximum of 8 per bubble• Split into groups between main and small hall (partitions in place)• Key worker pupils kept together in main hall• Pupils enter via small hall entrance (if not in key worker provision)• Children sanitise hands on entry to hall• All pupils have own laptops	



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	<ul style="list-style-type: none">• Mainly, pupils have own handsets (where paired these are wiped and boxed for 48 hours between use)• Kept at 2 metres or further whilst in session• 2 adults max to support and supervise• Adults wear masks• Pupils exit via small hall entrance• Laptops are wiped once pupil has finished	
<i>The risk of increased transmission of Virus The Adaption of the site</i>	<ul style="list-style-type: none">• Everyone in the building to socially distance (apart from within class bubbles)-see below for details• This will be supported with reminder posters. <ul style="list-style-type: none">• Only essential buildings/ground maintenance to visit school during this lockdown period• Visitors must complete a Covid-19 declaration form• No volunteers at this time• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.• The Risk Assessment will be available on our website• Where visits can happen outside of school hours, they should. <p>We will ensure that appropriate support is available for children with SEN, from specialist staff from outside the school. We aim to limit direct close contact and proximity contact as much as possible. Details of this is outlined in the Visitor Protocol document. The protective measures will be discussed before the visit and agreed.</p>	
	Staff working across the Federation No staff to work physically across the federation during the period of lockdown.	



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	<p>After School Clubs No breakfast or after school clubs to be run as this will mean that children will be crossing bubbles.</p> <ul style="list-style-type: none">• This will include clubs run by the school or run on the school site by outside agencies	<ul style="list-style-type: none">• Put the information regarding clubs on the school website
	<p>Classrooms/SEN Room</p> <ul style="list-style-type: none">• Mats/soft furnishings to be bagged and stored-to include all soft toys, any toys that are hard to clean, such as those with intricate parts. Remove pillows, beanbags, rugs.• Tables moved so that children in years 1-6 are facing the front/in horseshoe. Coats/bags on their chairs.• Resources-staff to decide which resources can be used and allocated.• Classrooms allocated to each bubble• It is important that classrooms are kept well ventilated windows/doors opened-see below	
	<p>Ventilation arrangements</p> <p>Keeping occupied spaces well ventilated</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This will be achieved by:</p> <ul style="list-style-type: none">• natural ventilation – opening windows and possibly doors (in cooler 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). <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during</p>	

	<p><u>the coronavirus outbreak</u> and <u>CIBSE coronavirus (COVID-19) advice</u>.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g., during break and lunch, when a room is unused) • To ensure children are wearing jumpers-there should not be a need for coats/scarves etc. • rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	
	<ul style="list-style-type: none"> • Signage/Vinyl-indicate distancing/ways in and out/distance from front of classroom entrances. • Posters placed around the school reminding staff/pupils-how to wash hands • Posters placed in AHT offices-socially distance from the door. Floor markings for outside offices/classrooms/school office. 	
	<ul style="list-style-type: none"> • Doors where possible propped open-to limit use of door handles. • Fire doors are not to be propped open-only left open-they will automatically close as fire doors. 	
	<p>The reception/office Area</p> <ul style="list-style-type: none"> • Shields around the reception area • Closed-only for essential reasons parents to visit reception-parents encouraged to ring/email • The main entrance will be used for the entry and exit of bubbles at the start and end of the day. • Markers outside 2 M distance-waiting 	



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	<ul style="list-style-type: none">• Staff -not to use it to access the staffroom. Access to staffroom through doors upstairs.• Hand sanitiser to be used by visitors• Welfare Room• Only 2 children in medical room at a time. Teachers to call medical room before sending children. Other children to wait outside at a 2m distance. Welfare staff to ensure chairs are placed outside each morning at an appropriate distance• For daily administration of medication-another space may need to be identified and used.• Small hall will be used if a child is suspected of having COVID-19. Parents pick up from the small hall-they should not enter the site. Information given to parents regarding testing.• Corridors/upstairs area/Stairs-to keep to one side.• The reprographics office-only 2 staff to use at a time. Other office space to be used - Michelle move next to Dee.	
<p><i>The risk of increased transmission of Virus</i></p> <p><i>Practices through the day & Fire safety/lockdown</i></p>	<p>Fire drills</p> <ul style="list-style-type: none">• If the fire alarm rings staff and pupils to exit the building immediately to line up at the assembly point. Please use all space of the assembly point-do not stand closely to another class/bubbles.• The classes/bubbles do not need to follow the 2m distancing rule when exiting with their class.• Regular Review of PEEPs to ensure arrangements are still adequate and relevant• Alarm will continue to be tested on a Monday at 2.30pm	

	<p>Lock Down</p> <p>Follow the school's existing lock down procedures.</p>	
	<p>Washing hands</p> <ul style="list-style-type: none"> • Children frequently wash hands-for 20 seconds. At the start of the day-before lunch. After lunchtime. After breaks, sneezing coughing, after using the toilet and when they/if they change rooms. • Staff also to wash hands on arrival-or use sanitiser • Staff to wear face masks/visor when walking through school corridors • Reminders how to wash hands properly signs in toilets/sinks • Where appropriate staff supervise handwashing • Tap left on when 'bubbles' are washing hands • Warm water to be used • Videos shared with children-weekly-on a Monday morning. • Also, staff to explicitly teach handwashing (and supervise), tissue disposal and toilet flushing <p>Teachers to share appropriate elements of the behaviour policy/hand washing video every Monday-reminders.</p>	
	<ul style="list-style-type: none"> • Children are encouraged not to touch their mouth, eyes and nose • Good respiratory hygiene will be promoted. All members of the school community will be reminded to use a tissue or elbow to cough or sneeze and use bins for tissue waste (catch it, bin it, kill it). Tissues available in all classrooms • Lidded bins in every classroom • All adults follow the guidance of – HANDS; FACE; SPACE remind children using NHS videos. 	
	<p>Cloakrooms</p>	



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	<ul style="list-style-type: none">• Children put lunch boxes on trolleys/tables, coats on seats-to avoid congestion in the cloak room• Cloakrooms not to be used.	
<i>The risk of increased transmission of Virus</i> <i>Practices through the day</i>	<p>Children and staff must stay at home if they</p> <ul style="list-style-type: none">• Are ill with virus symptoms• Have tested positive, even if asymptomatic• Have been advised by NHS Test and Trace to do so• Are household members of a positive case, even if that case is asymptomatic• Are required to self-isolate for travel-related reasons	
	<p>Rooms</p> <ul style="list-style-type: none">• Soap checked every morning/lunch time• Sanitiser also available for staff and children• Paper towels available for children to dry hands• Disposable tissues readily available in every classroom• Where possible, all spaces should be ventilated using natural ventilation (opening windows and where and when appropriate doors)	
	<p>Each class has designated toilets.</p> <ul style="list-style-type: none">• Children to be shown which toilet to use and a notice placed on door• Children to be told not to stop and talk to other children outside toilets.• Children take it in turns to go to the toilet and wait in classroom.• Hand dryers switched off –Hand towel dispensers put up in toilet areas & bins. Hand towel Dispensers checked at end of day.	



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	<p>Outdoor Learning/Nature Garden The Nature garden not to be used during Lockdown</p>	
	<p>Music Lessons</p> <ul style="list-style-type: none">• Music Lessons to be provided online/remote Learning	
	<ul style="list-style-type: none">• Caretaker on duty at all times. Rota agreed with HT for following week. This will then be shared with SLT/office.	
	<p>Cleaning</p> <ul style="list-style-type: none">• Toilets cleaned at lunchtime• Cleaning company to be given advice on how/what to clean at the end of each day. This is also to be checked/supervised by member of the caretaking team All frequently touched surfaces, handles, equipment and toilets to be thoroughly cleaned each day. Each cleaner has a checklist which is ticked and signed. See advice PHE-Covid-19: cleaning non-healthcare settings guidance• Cleaning resources available in classes/offices-including cleaning wipes	
<p>Resources</p>	<ul style="list-style-type: none">• Class bubbles may share class resources. resources not to be shared between bubbles unless cleaned or stored• Children to be provided with a pencil case and basic resources.• At the end of the session resources to be stored in children's individual trays-not taken home• Children to use same allocated desk each day.• Children have the same allocated laptop during the period of lockdown	



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	<ul style="list-style-type: none">• Classrooms will be thoroughly cleaned at the end of each day and between weeks• Sandpit (EYFS) must not be used• Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. No Resources to be shared between bubbles.• It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, and if appropriate mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources	
	<ul style="list-style-type: none">• School uniform - Children will be expected to wear school uniform/school PE kits. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.	
	<ul style="list-style-type: none">• Photocopies-Staff to use photocopies in the hall/staffroom-do not use the photocopier in the reprographics office.• If a member of staff is using the photocopier, please keep a 2m distance. Use hand sanitiser before touching the machine and after use.• Hand sanitiser available from a member of SLT.	
Social distancing	<ul style="list-style-type: none">• Ideally, adults should maintain 2 metre distance from each other, and from children.	



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	<ul style="list-style-type: none">• Key worker cover there is no obligation for staff to sit within 1 metre of children• The DfE Guidance states that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. School will provide PPE to staff providing close contact.• Adaptations are to be made to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.	
PPE	<p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in primary schools 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. Face coverings are required at all times on public transport (for children, over the age of 11)</p> <p>Staff should wear face masks when moving around the building-particularly through corridors</p>	

	<p>The majority of staff in education settings 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:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. 	
<i>Lateral Flow Testing</i>	<ul style="list-style-type: none"> • Testing of staff will take place twice a week, (Wednesday and Sunday evening) for staff who are in school at the start and end of the week. This will include teaching staff, administrative staff and ancillary workers. Staff will take these tests at home. These tests are to be taken 3-4 days apart. • Staff who are in school for 2 or 3 consecutive days will only need to take the test once. • If there are a couple of days gaps between visits to schools e.g. Monday and Thursday, then the test will need to be taken twice. • Staff who are in for one day will need to take the test once. • If staff come in to pick up some equipment and are only in for a few minutes then they will not need to take the test but must not come into close contact with any other member of the school staff. • Tests to be taken before staff come into work. 	

	<ul style="list-style-type: none">• Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution.• Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.• Information booklet given to staff including:<ul style="list-style-type: none">• what rapid testing is, about using the how to guide and the video content available• the requirement for them to report their test results.• the process and who to contact if they have an incident while testing at home.• Covid Co-ordinator: Simon Barr (Deputy Head)• Covid Registration Administrators: Stavroula Louca, Sheila O'Connor• Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will collect their first set of tests and instructions on Monday 25th January from the Welfare Room.• The tests will be stored in the Welfare Room• Kits are not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees.• The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.	
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	<ul style="list-style-type: none">• Enough space for social distancing will be allowed when giving out tests.• Void, double void and positive results are communicated to the school once the test is completed.• A negative test is assumed by 8:30 am on Monday and Thursday• Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.• Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.• Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled• Test conducted on a dry, clean, flat surface.• Hands washed or use sanitiser before taking the test.• Online information, training and webinars available. Video available on how to take your own test. https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ• Information with the kits to be followed.• Regular communication with staff about the testing process.• If test is void, take another test. If 2 void results in a row, a PCR test should be taken.• If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.	
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	<ul style="list-style-type: none">Covid Coordinator to be responsible for incident reporting on a school wide issue.	
<i>A child/staff member becomes unwell</i>	<ul style="list-style-type: none">If a child feels unwell in a classroom-a member of the welfare team (wearing full PPE-see guidance) needs to be called and the child taken to the welfare room/agreed space.There must always be a member of staff on duty with Paediatric first aid. We may need to use 'other' staff to cover welfare from the list of staff with paediatric first aid.Staff should also try to ensure that they remain 2 metres away while still aiming to provide the reassurance and care children will needIf anyone becomes unwell with a new continuous cough or a high temperature (37.5) and /or a new continuous cough in an education setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance Welfare must let a member of SLT knowWelfare to provide families who are picking children up (suspected Covid-19) with an easy to follow flow guide so that parents are clear regarding what needs to be doneThe office must contact parents immediately for them to pick up their child from school (check emergency numbers)A waiting area will be set up for a child awaiting collection- Usually the small hall. The child will social distanced from member of welfare staff. Room should be well ventilated.If the unwell child needs to go to the bathroom while waiting to be collected, they will use the toilet in the small hall. This will then be out-of-order until it is cleaned.	

	<ul style="list-style-type: none"> • Parents to pick up from front of school –to wait outside. Child use small hall entrance. • Parents to be reminded they must not send children to school if feeling unwell • A member of SLT to be informed of any children sent home with Covid-19 symptoms • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS test & Trace. • 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 after they have left to reduce the risk of passing the infection on to other people. 	
	<p>When a child, young person or staff member develops symptoms compatible with coronavirus</p> <p>Pupils, staff and other adults must not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in at least the last 10 days,</p> <div style="border: 1px solid black; padding: 10px;"> <p>The main symptoms of coronavirus (COVID-19) are: a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24</p> </div>	Information sheet to be sent home with any child who develops symptoms informing the family of what they need to do.

	<p>hours (if you usually have a cough, it may be worse than usual)</p> <p>a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p>	
	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). <i>Tests can be booked through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS119 for those without access to the internet.</i> Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p>	

<i>Response to any infection</i>	staff members and parents/carers understand that they will need to be ready and willing to:	
<i>Test and Trace</i>	<ul style="list-style-type: none">• book a test if they are displaying symptoms.• All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit• 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 & Trace• self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) <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.</p> <p>We have a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of getting tested.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p>	



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	<ul style="list-style-type: none">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.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 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 became 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 continue self-isolating for the full 10 days.	
<i>Informing the Health Protection Team</i>	<p>Swift action will be taken when we are aware someone who has attended school has tested positive for coronavirus (COVID-19)</p> <ul style="list-style-type: none">We will contact Dfe service if it is felt we require support on the action to be taken DfE's coronavirus helpline number on 0800 046 8687, and selecting option 1.Schools must send home those people who have been in close contact with the person who has tested	

	<p>positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • 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 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person • We will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. • A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. 	
Contain any outbreak by following local health protection team advice	If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and	

	<p>must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p>Since the school will be implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a 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 first 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.</p>	
<i>Staff and children who may be vulnerable</i>	Pupils/staff who are shielding or self-isolating <ul style="list-style-type: none"> Clinically extremely vulnerable children or staff who receive a shielding letter/advice must not attend school. They can work from home. 	
<i>Staff who are clinically vulnerable or extremely clinically vulnerable</i>	<ul style="list-style-type: none"> <i>Staff who are pregnant</i> 	



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	<p>As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for <u>clinically-vulnerable people</u>.</p> <ul style="list-style-type: none">• Staff who are clinically vulnerable can continue to attend school, they must take particular care to observe good hand and respiratory hygiene.• Risk assessments to be completed if staff are ‘vulnerable’• Those living with someone who is clinically extremely vulnerable can still attend work. They should follow good prevention practice in the workplace and home settings.	
<i>Increased risk to specific groups e.g. BAME</i>	Risk assessments to be completed if staff are ‘vulnerable’	
<i>Journeys to and from school</i>	<p>The school will promote TFL Guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <ul style="list-style-type: none">• Parents/Carers to be made aware of recommendations on transport to and from school, reduce unnecessary travel on buses/trains.	
<i>Risk of individual pupils who may not socially distance</i>	<ul style="list-style-type: none">• Behaviour policy updated-behaviour policy to reflect new rules and routines-changes communicated to parents. <p>All SEND risk assessments updated and shared with parents</p>	
<i>Well-Being</i>	<ul style="list-style-type: none">• Well-Being Curriculum to be agreed in year teams-look at well-being page	



Wembley Primary School Risk Assessment:

	<ul style="list-style-type: none">• Plan lessons-mental health, pastoral or wider wellbeing support for children –Remote Learning and then returning to school• SLT on hand to support staff-keep in contact through teams/zooms/WhatsApp• Resources available on Frog• We will provide more focused pastoral support where issues are identified that individual pupils may need help with-referrals will be made to SLT• The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.• The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.	
<i>Safeguarding</i>	Safeguarding policy to continue to be followed <ul style="list-style-type: none">• The safeguarding policy has been updated to take regard of the statutory safeguarding guidance• Children who have a CP/CIN plan-are expected to be at school-A member of the SLT will liaise with social workers if children in this group are absent from school.• DSL/Deputy DSL on site-if both unwell and not able to be on phone contact-other members of SLT with Level 3 training will take on the role of the designated lead-All Assistant Headteacher.• All Staff have completed NSPCC child protection Level 1 online training (September 2020)	
<i>A Recovery Curriculum</i>	Curriculum Priorities <ul style="list-style-type: none">• The Curriculum remains broad and ambitious	



Wembley Primary School Risk Assessment:

<i>Remote Learning</i>	<ul style="list-style-type: none">• There will be a need to address gaps in children's knowledge and skills• Formative assessment will be important to address gaps-this should be effective and not high stakes.• There may be a need to support children in maintaining focus on learning• Remote education will be provided in line with our policy. This clearly states expectations• If children have experienced loss/trauma this will be referred to the SEND Department-to put a plan in place for support.	
Communication	Parents We will ensure that we communicate regularly with parents through our dedicated email account, phone call, letters. The reception desk will be open Monday-Friday 8.30am-4pm	
	Governors Updated Risk assessment sent to the COG/Governor Health and Safety Representative	
	Updated Risk Assessment shared with staff Discussed with Union Representative-weekly	

