

Public Health England Telephone Number: 020 3326 1658
NHS advice team for schools with confirmed cases: 0800 046 8687



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 (extended following Guidance for the full opening of schools). Updated to reflect latest government guidance.

Risk	Control Measures	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p><i>The risk of increased transmission of Virus</i> Organisation</p>	<ul style="list-style-type: none"> Increased time for soft start /end of day 8.35-9.10/3.00-3.30 to allow for an effective flow of families-see TT below 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) From 3:45 they will go to the small hall-socially distanced SLT to be informed of late pick-ups -to contact parents to remind them of times. A log is to be kept for each year group 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- rota in place. 	
	<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 avoid interactions with teachers-email/phone calls. Parents to email 'home learning' email. 	<p>SLT agree who will 'monitor' each entrance/exit-safeguarding children. SLT will be at each point reminding parents of social distance rule and disperse groups if formed.</p>



	<ul style="list-style-type: none"> • Parents not to enter classrooms –children collected at door. • 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-</i> <i>consistent groups reduce the risk of</i> <i>transmission</i></p>	<ul style="list-style-type: none"> • Children kept in separate class bubbles • To limit interaction, sharing of rooms and social spaces between groups as much as possible • 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. 	
	<ul style="list-style-type: none"> • Playtimes-staggered-use of all play areas-see TT below A bag for each class of playground equipment 	
	<ul style="list-style-type: none"> • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable-PPA specialist provision will involve these teachers working across year groups. Teacher to 'distance' from children 	
	<ul style="list-style-type: none"> • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual 	
	<ul style="list-style-type: none"> • No trips or visits –this will be reviewed half termly-first review October 30th 2020 	
	<p>Lunch times</p> <ul style="list-style-type: none"> • Lunch areas agreed for each class bubble-see below • Universal FSM children/FSM children to be provided with a hot meal • A timetable-below for the use of the hall • Tables cleaned between each year group • All 'other' children to bring a packed lunch • Packed lunches for years 3,4,5,6 in classrooms • All children have their own labelled water bottle • Children should be encouraged to exert themselves-non-touch running games. Class play equipment. 	<p>Simon/Reon-to put together a pack of ideas/train SMSAs</p>



	<ul style="list-style-type: none"> • Children are not to use the adventure playground-to be reviewed at half term • Children should be encouraged to use the toilet before lunch breaks. • SMSAs 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 1 m distances • If school cutlery/dishes are used, they must be rinsed and placed in the dishwasher-dishes/cutlery etc not to be left in classrooms • PPA-in year team-staff to use the meeting room and ensure that they are not sat within 1 metre of another staff member • 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><i>The risk of increased transmission of Virus</i> <i>The Adaption of the site</i></p>	<ul style="list-style-type: none"> • Everyone in the building to socially distance (apart from within class bubbles) • This will be supported with reminder posters. 	
	<ul style="list-style-type: none"> • Limit the number of visitors to the school during school hours. -Only essential visitors-to be agreed by SLT • A log of visitors must be kept • Visitors must complete a Covid-19 declaration form • No volunteers at this time-this will be reviewed at the end of September 	



	<ul style="list-style-type: none">• 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.</p> <p>The protective measures will be discussed before the visit and agreed.</p>	
	<p>Staff working across the Federation</p> <p>The Executive Headteacher</p> <ul style="list-style-type: none">• The EHT will alternate weekly between schools. There will be a break of three consecutive days between each school. The dates will be agreed by the EHT and HTs at each school• The EHT will ensure that he limits the number of face to face meetings with staff to only 'essential' meetings. He will stringently follow the control measures stated in each school's Risk Assessments.• He will limit the areas that he occupies/uses in each school.• If there is an outbreak at one school, he will not attend the other school until it is agreed 'safe' to do so.• The EHT will log his day at each school using the visitors proforma. <p>The Bursar/Business Manager</p>	



	<ul style="list-style-type: none"> • The Bursar will have set days at both schools; these will be agreed by the HTs at each school. • The Bursar will be work from her Office; she will limit the number of face to face meetings with staff to only 'essential' meetings. She will stringently follow the control measures stated in each school's Risk Assessments. • She will limit the areas that she occupies/uses in each school. • If there is an outbreak at one school, she will not attend the other school until it is agreed 'safe' to do so; she is set up with Remote Access for both schools. • The Bursar will log her day at each school using the visitor's proforma. 	
	<ul style="list-style-type: none"> • Limit the opportunity for bubbles to become mixed • No breakfast or after school clubs to be run as this will mean that children will be crossing bubbles. • 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. Coats/bags on their chairs. • Resources-staff to decide which resources can be used and allocated. • The Open Plan Reception Learning area to be divided into defined classes (no free flow) through use of furniture • No communal spaces for 'bubbles' 	



	<ul style="list-style-type: none"> • One reception class to use the nursery classroom. • Nursery to move into the Childrens’ Centre area. To be reviewed half termly • It is important that classrooms are kept well ventilated windows/doors opened 	
<p><i>The risk of increased transmission of Virus</i> <i>The Adaption of the site</i></p>	<ul style="list-style-type: none"> • Signage/Vinyl-indicate distancing/ways in and out/distance from front of classroom entrances. • Posters-made to place 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 • Markers outside 2 M distance-waiting • No entry sign on indoor door • Parents not to use it as a thoroughfare. Only staff to sign in. An additional ‘tap in’ to be installed for staff. • Staff -not to use it to access the staffroom. Access to staffroom through doors upstairs. • Only 3 staff in the reception area at a time. • Hand sanitiser to be used by visitors 	
	<ul style="list-style-type: none"> • Welfare Room • Only 2 children in medical room at a time. Teachers to call medical room before sending children. Other children to 	



	<p>wait outside at a 2m distance. Welfare staff to ensure chairs are placed outside each morning at an appropriate distance</p> <ul style="list-style-type: none"> • 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. 	
	<ul style="list-style-type: none"> • Corridors/upstairs area/Stairs-to keep to one side. 	
	<ul style="list-style-type: none"> • The reprographics office-only 2 staff to use at a time. Other office space to be used - Michelle move next to Dee. • Markers/posters outside AHT offices 	
<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 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 	



	<p>breaks, sneezing coughing, after using the toilet and when they/if they change rooms.</p> <ul style="list-style-type: none"> • Staff also to wash hands on arrival-or use sanitiser • 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 	
	<p>Cloakrooms</p> <ul style="list-style-type: none"> • Children put lunch boxes on trolleys/tables, coats on seats-to avoid congestion in the cloak room. PE kits to be worn on the day they are doing the lesson. • Cloakrooms not to be used. 	
<p><i>The risk of increased transmission of Virus</i></p> <p><i>Practices through the day</i></p>	<ul style="list-style-type: none"> • Soap checked every morning/lunch time • Sanitiser also available for staff • Paper towels available for children to dry hands • Disposable tissues readily available in every classroom 	



	<ul style="list-style-type: none"> • 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. 	
	<p>Outdoor Learning/Nature Garden</p> <ul style="list-style-type: none"> • If classes wish to use an outdoor learning area, such as the field, it needs to be agreed with member of SLT and posted on Frog. • Class bubbles to attend the Nature Garden with Forest School Leaders only. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Nature Garden equipment and resources that are shared between classes or bubbles should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> </div>	
	<p>Music Lessons</p> <ul style="list-style-type: none"> • Singing can go ahead during lessons but only under the clear guidelines issued by the DfE in their updated Guidance for full opening: Schools September 17th 2020 	



	<ul style="list-style-type: none">• Music performance in groups <i>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space.</i>• The volume element will need to be carefully controlled and if children find this too difficult then singing will not be able to take place.	
	<ul style="list-style-type: none">• Caretaker on duty at all times. Rota agreed with Annmarie 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	



<i>Resources</i>	<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.• 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. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.• Agreed use of laptops/iPad- allocated. Clean or leave for 72 hours if used by another bubble.• 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	
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	<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.• 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.• 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	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	



	<p>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>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.	
<p><i>A child/staff member becomes unwell</i></p>	<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 2 members 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 need• If 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 know	



	<ul style="list-style-type: none">• Welfare 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 done• The 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.• 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.	
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	<p>When a child, young person or staff member develops symptoms compatible with coronavirus 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 data-bbox="734 448 1482 879" style="border: 1px solid black; padding: 5px;"><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 hours (if you usually have a cough, it may be worse than usual) 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></div> <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 '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>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</p>	<p>Information sheet to be sent home with any child who develops symptoms informing the family of what they need to do.</p>
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	<p>coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days</p> <p>If anyone in the school have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period.</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>	
<p><i>Response to any infection</i></p> <p><i>Test and Trace</i></p>	<p>staff members and parents/carers understand that they will need to be ready and willing to:</p> <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</p>	



	<p>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. The government guidelines state that they will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test.</p> <p>We have a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <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	
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	<p>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 14 days.</p>	
<p><i>Informing the Health Protection Team</i></p>	<p>Swift action will be taken when we are aware someone who has attended school has tested positive for coronavirus (COVID-19) The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</p> <ul style="list-style-type: none">• The Dfe have set up a new service (18th September)The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).• This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE's existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest	



	<p>public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.</p> <ul style="list-style-type: none">• Based on the advice , schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:<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• The advisors will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places 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	
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	<p>the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-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:</p> <ul style="list-style-type: none">• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation 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 their setting 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 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’	
Contain any outbreak by following local health protection team advice	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and 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>	<p>Pupils who are shielding or self-isolating</p> <p>We will follow government advice-they have stated in their guidance that much more is now known about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. However we understand-</p> <ul style="list-style-type: none">• a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test	



	<p>result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). We will record these absences in line with government advice.</p> <ul style="list-style-type: none">• shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding• if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).• some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).• Risk Assessments/Care Plans will be completed for children with health concerns <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education. We will monitor engagement and keep in weekly contact.</p>	
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<i>Staff who are clinically vulnerable or extremely clinically vulnerable</i>	<ul style="list-style-type: none">• Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1st August as long as they maintain social distancing.• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • <i>Staff who are pregnant</i> 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>. They can also return to work in September. An individual RA will be completed. • Risk assessments to be completed if staff are 'vulnerable'	
<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.	



<p><i>Risk of individual pupils who may not socially distance</i></p>	<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>	
<p><i>Well-Being</i></p>	<ul style="list-style-type: none"> • Well-Being Curriculum to be agreed in year teams-look at well-being page • Plan lessons-mental health, pastoral or wider wellbeing support for children returning to school • Bereavement policy updated/completed • 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. 	
<p><i>Safeguarding</i></p>	<p>Safeguarding policy to continue to be followed</p> <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-liaise with social workers regarding their risk assessment if not at 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. 	



	<ul style="list-style-type: none"> All Staff have completed NSPCC child protection Level 1 online training (September 2020) 	
<p><i>A Recovery Curriculum</i></p>	<p>Curriculum Priorities</p> <ul style="list-style-type: none"> The Curriculum remains broad and ambitious 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 the case of local lockdown, bubbles having to self-isolate or individual children have to self-isolate. Remote education. Where needed is high quality and aligns as closely as possible with in school provision If children have experienced loss/trauma this will be referred to the SEND Department-to put a plan in place for support. 	
<p>Communication</p>	<p>Parents</p> <ul style="list-style-type: none"> Parents will be reminded of elements of the Risk Assessment Parents will be reminded not to gather at the school gates/quad. And the need to make an appointment to talk to a member of staff We will communicate arrangements for their child attending school from the 4th September-website/text messaging We will communicate what proactive steps we are taking to make the school a low-risk place for their child We will telephone parents who wish to speak to someone regarding the RA 	<p>Annmarie to write a letter for the website regarding returning to school</p>



	<ul style="list-style-type: none"> • What we need them to do-such as drop off and collection. • We will keep parents updated and inform them if anything needs changing/any updates. <p>Families using public transport should refer to the safer travel guidance for passengers.</p>	
	<p>Governors Risk assessment sent to the COG/Governor Health and Safety Representative-Zoom meeting with HT Date agreed with Governors and signed off-Tuesday 2nd June 2020 Site Visit by Health and Safety Governor: Tuesday 2nd June 2020</p>	
	<p>Updated Risk Assessment shared with staff week beginning 6th July Discussed with Union Representative-weekly Sent to Governors Tuesday 7th July Agreed at FGB Meeting Thursday 9th July Updated 28th August/11th September in line with changes to the guidance for full opening</p>	

Planning for Tiered Local Restrictions

Tier	What it means for our school	Actions we will take
1	We will remain open for all pupils We will ask staff, visitors and parents to wear face masks when moving around communal areas	We will share factsheets on face coverings with parents and staff so that everyone knows what to expect. We will put up posters in public areas of the school so that people know how to properly remove their face coverings
2 (Secondary Schools will move to a rota system, Remain open for vulnerable)	We will remain open for all pupils We will maintain the same rules on face coverings on site as in Tier 1	



children. Children of key workers)		
3 (Secondary Schools-remote leaning for all pupils/ open for vulnerable, children of key workers)	We will remain open We will maintain the same rules on face coverings on site as in Tier 1	
4 Primary & Secondary will remain open for vulnerable pupils and the children of critical workers	We will only remain open for vulnerable pupils and the children of critical workers We will provide remote education for all other pupils We will maintain the same rules on face coverings on site as in Tier 1	We will strongly encourage vulnerable pupils to continue attending school. We will work with social services to agree plans. Risk Assessments will be agreed for children with EHCPs. Free School Meals We will work with Chartwells to prepare food parcels for all pupils eligible for free school meals who are not on site and hot meals for those children on site. Teaching Assistants/HLTAs will be placed on a rota system for critical worker provision/children with a social worker. Children will be in bubbles of no more than 10. 2 TAs/HLTAs to each bubble. Children with an EHCP-provision put in place by the SEN department-one to one TAs. There will always be 2 members of SLT on site-including DSL/Deputy DSL. 1 member of the SEN department There will be 2 staff with paediatric first aid. There will be 2 staff to run the office. 1 caretaker. Cleaning services will be agreed.

	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Time	8.35-9.10	8.35-9.10	8.35-9.10	8.35-9.10	8.35-9.10	8.35-9.10	8.35-9.10



Wembley Primary School Risk Assessment: Phased return to school WEMBLEY PRIMARY SCHOOL Updated July 2020

Start of the day	Entrance	Reception doors	Main gate	Main gate	Main gate	Main gate	Small hall	Small hall
Break time	Time		10.15-10.30	10.15-10.30	10.15-10.30	10.35-10.50	10.55-11.10	10.55-11.10
	Location	Rec	1 2 7 8	3 4 5 8	6 9 8 10	3 4 5 9	1 2 7 9	3 4 5 6
							Thursday 10.20-10.30	
							11 12 13 14	
Lunch time		11.30-12.30	11.30-12.30	12.00-1.00	11.30-12.30	12.00-1.00	12.00-1.00	12.30-1.30
Eating lunch		11.30-12	12-12.30	12.30-1.00	11.30-12	12.00-12.30	12:30-1.0	1.00-1.30
Place		Hall	Hall	Hall	Class	Class	Class	Class
Play		12-12.30	11.30-12.00	12-12.30	12-12.30	12.30-1.00	12.00-12.30	12.30-1.00
Playground		R R R R	1 2 7 8	3 4 6 8	5 8 8 10	1 2 7 9	1 2 7 9	3 4 5 6
Children return to class 5 minutes before the end of their lunch break								

		Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
End of day Time		3.05-3.20	3.05-3.20	3.05-3.20	3:05 - 3.20	3.20-3.30	3.20-3.30	3.30
Location		Classes	Back of year 1 Classes	Back of year 2 Classes	Classes	In front of hall	MUGA	Main playground

Playground areas

1. Playground 1
2. Playground 2
3. Playground 3
4. Playground 4
5. Playground 5
6. Quiet Area
7. Muga
8. Back of classrooms (years 1,2 and 3)
9. Sports hall
10. Mini Pitch
11. Quad
12. Quad
13. Front of main hall
14. In class/field





Lunchtime areas for staff

YEAR GROUP	EYFS	1	2	3	4	5	6
LUNCH - TIME	11:30 – 12:30	11:30 – 12:30	12:00 – 1:00	11:30 – 12:30	12:00 – 1:00	12:00 – 1:00	12:30 – 1:30
EYFS Area	√						
Children's Centre Area				√			
Children's Centre Office							
Staffroom		√			√		
Sacred room						√	√
Meeting Room			√				