

School **CV19 and DV risk** assessment: Southampton City Council (source)

Name of school: **Ludlow Junior School**

Name of person filling out this assessment: Simon Watkins / Phil Hepworth/ Debbie Rooke/senior team

Date of completion: 17.6.21 – following briefings on the delta variant

Review date: weekly from w/c 21.6.21

Date of review by governing body: **End of Summer term following national guidance and review**

Supporting guidance:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

<https://www.nga.org.uk/News/NGA-News/May-2020/The-governing-board%E2%80%99s-role-in-the-safe-opening-of.aspx>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In addition to this:

- - <https://neu.org.uk/january-advice>
- <https://www.unison.org.uk/january-schools-advice/>

- Please note that links have evolved over time
- Refer to the latest guidance around the Delta variant and advice to schools

Summer term 2021 – The risk assessment has continued to be followed throughout the Spring and Summer terms. Trustees and the senior team have not relaxed any of the safeguards and precautions on site and will not do so during the latter part of the Summer term. We have agreed to review our RA ready for the Autumn term 2021 based on the impact of the DV and further variants

And:

Please note that we have not been closed during the pandemic period and have strived to provide more than the minimum provision at all times. Our actions have been approved by the LA and we have always had more pupils in school than mandated nationally.

The current prevalence of Covid 19 – and new variants – locally and nationally has forced a rapid replan for the Summer term 2021.

As of Summer 21 the emergence of the DV (delta variant) has prompted further action and communication to staff, and the community

Briefings to staff, parents and the wider community have been copied to trustees

When assessing risk, leaders and governors must use professional judgement and seek further advice as appropriate. We recommend that settings use the following formulae to identify risks and to formulate appropriate countermeasures.

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 or 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	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	2	3	4	5
		1	2	3	4	5
		Impact				

Level of Risk	Overall Rating	How the risk should be managed
HIGH RISK	15-25	Immediate Management Action
MEDIUM RISK	9-12	Plan for Change
LOW RISK	1-8	Continue to Manage

When completing this document please be mindful of the following guidance from the department for education:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>

<https://documents.hants.gov.uk/childrens-services/Edu-settings-COVID19-resource-pack.pdf>

The following principles will apply to this phase of opening by settings:

- children and young people are eligible to attend if they fit the relevant criteria (during key periods)
- Ludlow Junior School is currently open to all pupils
- The prevalence of Covid 19 in the locality and new variants must be considered – the delta variant is of current concern
- staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household
- All staff, families and trustees should be made aware of the current risk assessments and of appendices B and G from the key resources
- protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced
- rules and measures must be reinforced regularly
- Isolation must be used appropriately if pupils or adults are symptomatic

The following template is advisory only and has been adjusted **for Ludlow Juniors**. It takes into account the latest government guidance, professional association guidance and locality data.

This RA should be reviewed weekly during the period of DV focus

Further prompt:

However, schools will need to adapt and amend this to fully identify and reduce the risks to pupils and staff presented by Covid-19. The sections that are populated below include only Covid-19 associated risks. Leaders may wish to incorporate additional elements of their risk assessment process to include guidance on managing the site, remote teaching/working and some specific elements of safeguarding. It is for you to decide how this document will work best for your setting

This update is designed to reflect the data and information available to the leadership group at this point in time

What are the hazards?	Who might be harmed and how?	Existing control measures (what are you already doing?)	Planned, additional control measures to allow for school reopening? (what else are you going to do?)	Who is responsible for enacting these measures?	When will they be completed by?	Impact score	Likelihood score	Risk score
Class/school organisation Close contact with others causes virus to spread throughout the staff and pupil population.	Staff, Pupils, Visitors	Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening	Training for staff and pupils around expectations, rules, staggered start times, changes to entry points, no parents on site, external queuing, all H and S compliancy in place, changes to site map, class allocations, e mail communication, no changes to class composition, preserve bubbles at all times	Senior team	Summer term 21	4	3	12
		For primary schools, classes should normally be split into classes and bubbles maintained). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.. Desks should be spaced as far apart as possible.	Allocation of all pupils into classes, Bubble structure in place and family groups within this (classes), strict allocation of staff, clear staffing plan, site plan, staggered times across the day for all activities, segregated break and lunch, no intermixing, please note 2 m separation is not possible at times, no carpet groups as a default plan, pupils grouped in appropriate settings, vulnerable pupils supported, no change to reg groups, support all staff, no setting	Senior team	Summer term 21	4	3	12
		For secondary schools and colleges, the same principle of halving classes will normally apply. It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages,	IMPORTANT at Ludlow – the government recognises that social distancing of 2m cannot be achieved with 30 pupils but we changed as many aspects of the day as possible to keep distancing in place. No carpet groups as a default, staggered times, site mapping, parent information,	Senior team	Summer term 21	4	3	12

		<p>working under the direction of other teachers in the setting.</p> <p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible</p> <p>THE ITEMS BELOW WILL BE ENTIRELY UNIQUE TO YOUR SETTING. Please amend as appropriate decide which lessons or activities will be delivered:</p> <ul style="list-style-type: none"> • consider which lessons or classroom activities could take place outdoors • use the timetable and selection of classroom or other learning environment to reduce movement around the school or building • stagger assembly groups • stagger break times (including lunch), so that all children are not moving around the school at the same time • stagger drop-off and collection times • for secondary schools and colleges, consider how best to supplement remote education with some face to face support for students • plan parents' drop-off and pick-up protocols that minimise adult to adult contact • in addition, childcare settings or early years groups in school should: 	<p>planning, support and training for staff, use of face coverings, visors etc, keep strict controls on numbers, review daily. Enhance PPE for all</p> <p>Empower all staff to plan seating and delivery areas for the best fit of pupil access and safety. Reinforce wipe down routines for work areas, equipment and copiers etc</p> <p>Re design for all teaching rooms, layout changes, pupil desk planning, individual pupil resources in AfL packs – no shared resources, strict rules, sharing of rules, class charters, changes to behaviour policy. Do not compromise on layout. Alternate seating with empty seats etc PPE, Personalised choices on face coverings, clean down on shared resources, support with additional products</p> <p>Redesign of the curriculum plan, change in lesson teaching styles, more whole family (class) teaching, tightly structured timetables, close segregation of all external areas – 4/5 key play zones, no cross family interaction, staggered breaks and lunch, planning for physical activity, opportunities to use external space,</p>	<p>Senior team</p> <p>Senior team</p> <p>Senior team</p>	<p>Summer 21</p> <p>Summer term 21</p> <p>Summer term 21</p>	<p>3</p> <p>4</p> <p>4</p>	<p>3</p> <p>3</p> <p>3</p>	<p>9</p> <p>12</p> <p>12</p>
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		<ul style="list-style-type: none"> • consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing • consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously • remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere • remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> • accessing rooms directly from outside where possible • considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors • staggering breaks to ensure that any corridors or circulation 	<p>reduced movement in school and emphasise staff to pupil rather than pupil to staff movement, no assembly groups, no queuing at start or end of day on site, staggered entry points, use of all site entrances, emphasis on using external doors to rooms as much as possible, parent queues external to school site, pavement staggering in place, no large group mingling – strict control of the bubble and family groups (if used), no static play equipment in place, plan use of small equipment but reduce handling tasks, close the library, no home/school sharing of resources, individual work stations, tight regimes for handwashing, increased provision for sanitise, remove soft toys and furnishings not easily sanitised, no off site trips, no public transport, ramp up PPE, refocus on social distancing, ensure adequate resources for staff, maintain enhanced cleaning</p>					
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		<p>routes used have a limited number of pupils using them at any time</p> <ul style="list-style-type: none"> staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) <p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that 	<p>Prioritize the use of rooms with external access, one way in place where required, close down non necessary areas, reduce any shared area usage, fully staggered timetable for all parts of the school day, staggered lunch provision, plan meal provision to prevent servery queues and to protect servery staff, all pupils and staff on packed lunches and bento boxes, lunches delivered to the classrooms, no communal eating – pupils eat at their designated desk and then have external break time, all pupils to bring in drinks bottles – no communal fountains, no sharing of rooms by group/classes, staggered and planned toileting times including planned toilet breaks, no ad hoc toilet breaks, training and reminders for all staff and pupils, hand cleaning regime in place, timetable sanitisation breaks, enhance PPE, reduce class sizes</p>	Senior team	Summer term 21	4	3	12
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		<p>multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings</p> <p>For shared rooms:</p> <ul style="list-style-type: none"> use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance stagger the use of staff rooms and offices to limit occupancy <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the 	<p>Outside space in designated zones, 30 pupils in group per zone e.g. 30 pupils garden, 30 pupils MUGA 1 and 2 etc and no mixing of groups, timetabled break and lunch times, use external spaces for teaching and learning if possible dependent on content but be aware of the contact issues from external surfaces, no static external play equipment in place, the above number are absolute maxima,</p> <p>Reduction and removal of use of shared rooms e.g. main hall – use as a corridor only, do not use the hall for collective lunches or activities, no assembly sessions, staggered timetables throughout, no group mixing between bubbles or families, limit office staff numbers, prevent open use of the office, after day 1 plan further the deployment of staff especially in admin and support, continue to review support and well being roles, close out communal staff areas, support staff welfare in smaller areas, use of PPE enhanced, numbers reduced, use outdoor spaces</p> <p>All pupils to have own AfL packs, no shared resources, designated work stations, limited marking of pupil books,</p>	Senior team	Summer term 21	4	3	12
				Senior team	Summer term 21	4	3	12

		same children or young people in one day, or properly cleaned between cohorts	lots of self marking and evaluation in place, no sharing of resources between rooms, library closed, designated group rooms not shared, ensure clear cleaning routines are in place for the site team, closure of the servery, lunches planned and segregated, ensure adequate materials in place to allow for wipe downs etc	Senior team	Summer term 21	4	3	12
<p>Catching / Spreading</p> <p>Exposure from others due to: Living with someone with a confirmed case of COVID-19.</p> <p>Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	Staff, Pupils, Visitors	Persons who are clinically extremely vulnerable and/or shielding do not enter the school site. Appropriate staff members know who these people are to manage risk collaboratively with these individuals.	<p>All shielding guidelines in place, shielding staff working from home, distancing staff encouraged to work from home, information sharing open, amend shielding guidance and other linked categories, use PPE</p> <p>Shielding guidelines have been revised but this has been retained as guidance/reminder</p>	Senior team	Summer term 21	4	3	12
		Pupils who live with shielded and clinically extremely vulnerable people are identified and appropriate risks assessment is undertaken to identify what, if any, onsite provision can be accesses.	Continued review of the pupil groupings and family situations, look at changes to designations, plan for any DV impact in younger families	Senior team	Summer term 21	4	3	12
		Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.	Stock and restock areas frequently, sanitiser for all staff on demand, sanitiser station in place, use outdoor areas, use wipe downs	Senior team	Summer term 21	4	4	16

	<p>Maintain social distancing in line with PHE/DfE guidance</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance/exit and should be used by all persons when entering and leaving the area.</p> <p>Tissues will be provided for all employees. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Contact with those suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</p> <p>Follow good hygiene measures at all times.</p> <p>Should persons disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	<p>In place in line with the restraints of the school – classrooms, PPE, timetable, sanitisation</p> <p>Routines in place for all pupils and staff and form part of the timetable</p> <p>Multiple points around the school and no use of main reception, essential visitors only</p> <p>Tissues provided to all staff and pupils within their work areas, reminders on elbow sneeze etc and being mindful of symptoms</p> <p>Clear guidance and reminders in place, reminders to staff and pupils about hygiene, good timetabling of hygiene breaks, isolation zone, PPE, measures in place to support first aiders,</p> <p>Check currently vulnerable known to the school and update actions if guidance changes over time, be vigilant of the DV updates</p> <p>Self isolation reinforced as basic expectation, joint responsibility, limit working with paper resources, no book collection and marking, reduce copying and handling of papers, check registers and isolation periods, challenge early returns, be persistent around isolation periods, code registers clearly, recheck parent communication</p>	<p>Senior team</p> <p>Senior team</p> <p>Senior team</p> <p>Senior team</p> <p>Senior team</p> <p>Senior team</p> <p>Senior team</p>	<p>Summer term 21</p> <p>Summer term 21</p> <p>Summer term 21</p> <p>Summer term 21</p> <p>Summer term 21</p> <p>Summer term 21</p> <p>Summer term 21</p>	<p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>3</p> <p>4</p>	<p>3</p> <p>3</p> <p>3</p> <p>4</p> <p>4</p> <p>3</p> <p>4</p>	<p>12</p> <p>12</p> <p>12</p> <p>12</p> <p>12</p> <p>9</p> <p>16</p>
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Suspected case whilst working on site	Staff, Pupils, Visitors	<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate and be given the guidance forms in Appendix B and G. All staff and students who are</p>	<p>Isolation space in school in 1 zone, isolated area, well ventilated, access to outdoors for collection, no need to use reception, parent contacts used, isolation space for staff too, closed door, vision screen, additional persons, designated toilet to be used, staff to use PPE when 2m rule or further cannot be observed, be ready to use 999, self isolation rules enforced, testing outline given, reinforce expectations, keep providing support and guidance to families, check and reinforce isolation dates, mark registers clearly</p> <p>Lessons learned from prior lockdowns – plan the pathways for pupils and groups, plan collection points carefully, designate an identified lead on a process – don't have multiple leads, manage quietly and calmly, consider room closures, cleaning regimes, communication strategy, Remember knock ons for split families and other settings if pupil is symptomatic, ensure key teams are informed – SLT, cleaning, site, teaching and support etc maintain open lines of communication</p> <p>Remember to keep running totals of absences, symptoms, test outcomes etc and follow procedures for reporting to LA, DfE and HPT if numbers reach thresholds</p>	Senior team	Summer term 21	4	3	12
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		<p>attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Where the child, young person or staff member tests negative, they must work through the flow chart to identify next steps in isolation or return</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate. At Ludlow this is the class group. Everyone notified of close contact should be provided with the clear information set out in appendices B and G. Clear and precise communication with families and agencies is essential</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. The newly prepared guidance back has clear trigger points for HPT being informed</p>	<p>The use of the bubble and family/class grouping system should closely identify who may require testing. Lack of mobility between groups limits impact. Everyone should be able to access the guidance resources and the reporting resources</p>	<p>Senior team</p> <p>Senior team</p>	<p>Summer term 21</p> <p>Summer term 21</p>	<p>4</p> <p>4</p>	<p>3</p> <p>3</p>	<p>12</p> <p>12</p>
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The needs of specific pupils could lead to increased risk of infection.	Staff, Pupils	<p>Some pupils require intimate care to meet their medical needs. PPE and training will be provided for staff who administer this and this will be detailed in the revised plans for each pupil.</p> <p>If staff are likely to use restrictive physical intervention or positive handling, they will have appropriate training and PPE to hand for immediate use. Revised guidance for staff who use RPI will be developed, discussed and understood.</p> <p>Please consider the specific SEND and safeguarding risk assessments when completing this section.</p>	<p>Very limited numbers in our setting, SENDco to revise approaches on an individual basis and consider training needs related to Y2 pupils currently</p> <p>Staff advised that there should be no PI, revision to the behaviour policy, revise exclusions guidance, PPE, risk assess. Parents to be made aware that behaviours leading to PI during enhanced periods of measures will be dealt with more severely as a consequence of the risks faced by staff</p>	SENDco Senior team	Summer term 21 Summer term 21	4 4	2 5	8 20
Travel off site	Staff, Pupils	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>Work from home wherever possible.</p> <p>All persons to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy, cycle or walk where possible.</p>	None planned – none approved					
Access to & egress from site causes increased spread of virus	Staff, Pupils, Visitors	<p>Where possible, implement the following practices:</p> <p>Stop all non-essential visitors (children of staff) entering site</p> <p>Monitor site access points to enable social distancing – may need to change the</p>	Strict control in place, front entrance locked down, staff on strict rotas, use of multiple entry points, video phone entry on front office used, clear handwashing plan in place for staff	Senior team	Summer term 21	4	3	12

	<p>number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Remove or disable entry systems that require skin contact e.g. fingerprint scanners.</p> <p>Require all persons to wash or clean their hands before entering or leaving the site.</p> <p>Allow plenty of space (two metres) between people waiting to enter site.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p> <p>Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</p> <p>Visitors No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.</p> <p>Staff Staff who are showing any of the signs of Covid-19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need</p>	<p>and pupils, reinforce 2m queue on pavements for parents, tight cleaning regime in place and monitored, no non essential visitors, contractors managed via external entrances, clear signage in place,</p> <p>Reminder to all staff:</p> <p>Staff Staff who are showing any of the signs of Covid-19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>All staff to receive appendix B and G guidance</p> <p>Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>On arrival all staff are required to wash hands or use the sanitiser provided in reception.</p> <p>Hand washing with soap to be at least 20 seconds each time.</p> <p>Staff to self monitor and colleague monitor – colleagues may not be aware of symptoms</p> <p>Essential visitors only in place. Reduce numbers and reasons for visits. Clear communication to parents, staff, community</p>	Senior team	Summer term 21	4	2	8
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		<p>for self-isolation as advised by the Government.</p> <p>On arrival all staff are required to wash hands or use the sanitiser provided in reception.</p> <p>Hand washing with soap to be at least 20 seconds each time.</p> <p>In addition, you may need to consider:</p> <ul style="list-style-type: none"> • encouraging parents and children and young people to walk or cycle to their education setting where possible • making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel • ensuring that transport arrangements cater for any changes to start and finish times • making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers • taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts 						
Poor communication means that staff,	Staff, Pupils, Visitors	Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare	Ensure clear signage and guidance, update to the school website, keep all parents off site wherever possible	Senior team	Summer term 21	4	4	16

<p>parents, pupils or visitors do not follow guidance.</p>		<p>setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</p> <p>Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p> <p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p> <p>Engage parents and children in education resources such as e-bug and PHE schools resources</p> <p>Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</p> <p>Communicate early with contractors and suppliers that will need to prepare to support your plans for operating for</p>	<p>unless collecting vulnerable pupils, publicise collection and drop off points and times,, reinforce queuing and waiting off site, flag resources to parents for education, plan cleaning regimes, PPE, face covering, reduction in numbers if required, plan isolation carefully, plan the isolation of a class carefully, route traffic to low risk areas e.g. RAMP door/gate Reinforce the use of calls, emails, video platforms</p> <p>Ensure parents and staff are aware of the training and support resources</p>					
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		<p>example, cleaning, catering, food supplies, hygiene suppliers</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</p>						
Allocation of Staff causes increased spread of virus	Staff	<p>Staffing allocation is done on a weekly basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher. • All staff medical needs to be discussed with the Head teacher prior to them entering the school if required • Staff to avoid the use of the staff room unless for individual use when using essential equipment • Use outdoor spaces, social distancing, satellite spaces. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.- • Timetables are currently full but subject to revision <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p>	<p>Staffing rotas clear and advised in advance, training and guidance provided, orientation to site layout, reinforce timetables for the day/week, plan use of exit and entry points and closure of reception, , senior team to jointly plan the deployment of staff, first aid plan in place including for the playground – triage and delivery, PPE offered as required but users to take all steps to support distancing, areas cleaned on completion, continue to review staffing levels, take into account operational capacity if staff absence rises sharply, bear in mind the number of staff in the DV focus age group</p> <p>Ensure a return to the safe operating routines from close to Christmas</p> <p>Deliver regular reminders to staff</p>	Senior team	Summer term 21	4	3	12

		There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom in order to meet expectations and outcomes required – they are spread out across the school site and in classroom bases.	Encourage safe staffing levels, rota all groups of staff where possible as required, designate responsible leaders daily in the event of isolation protocols or reporting, reinforce social distancing rules, keep staffing in focus and reconsider needs, provide training and orientation to groups, designate start and leaving points, review levels if infection rises, must retain class structure, keep staff movement to a minimum and within the guidelines. Remember to use risk assessment as the starting point when planning activities and deployment	Senior team	Summer term 21	4	3	12
Cleaning does not prevent the spread of the virus	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <p>follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p>	<p>Site team devise a comprehensive cleaning schedule, ensure deeper clean areas are targeted thoroughly, handwashing stations refreshed, sanitisers full, gel available to staff, react to class closures and pupil isolations, ensure efficient information sharing, remember I zone usage and isolation</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning • clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing • are encouraged not to touch their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • maintain through the day 	Senior team	Summer term 21	4	4	16

		<p>ensure that all adults and children:</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning • clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing • are encouraged not to touch their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <p>ensure that help is available for children and young people who have trouble cleaning their hands independently</p> <p>encourage young children to learn and practise these habits through games, songs and repetition</p> <p>ensure that bins for tissues are emptied throughout the day</p> <p>where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>use public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-</p>	<p>cleaning</p> <ul style="list-style-type: none"> • clearly sign closed rooms • share information openly • keep wipe down routines in focus • support staff and pupils with expectations • reinforce the use of PPE as required <p>Use well ventilated rooms and maximise natural ventilation, commission air con units, commission hand dryers, maximise thermal comfort if possible, all aircon is non recirculatory</p>	Senior team	Summer term 21	4	3	12
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		<p>bacterial gel and cleaning products if needed</p> <p>there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</p> <p>Only cleaning products supplied by the school are to be used.</p>						
Deliveries & Waste collection means outside workers expose the school population to the virus	Staff, Pupils, Delivery drivers, Waste collection operatives	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	Ensure clear delivery routines in place, only receive deliveries outside, washdown in place after handling deliveries, waste collection plans in place, consider routines for the PHS works and mats	Senior team	Summer term 21	3	3	9
Contractors expose the school population to the virus	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p>	Essential contractors only, site team to plan the schedule of visits, no use of main reception, signage and advice provided to contractors, social distancing enforced, cleaning regime in place	Senior team	Summer term 21	2	3	6

		<ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>						
Canteen use – exposure to virus from large numbers of persons	Staff, Pupils	<p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Food and drink should only be consumed in dedicated facilities.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact.</p> <p>Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used.</p> <p>(IF, as a last resort behind providing pre-wrapped food, any cutlery is provided this should be handed out by staff wearing</p>	Already covered					

		<p>gloves or allocated separately to users and not provided in communal storage where users select their own. Also food displays should be protected against contamination by coughing, sneezing, etc.)</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>						
Use of Changing facilities, showers and drying rooms increases the spread of virus	Staff, Pupils	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p>	Remind staff of distancing, 1 adult per toilet and lock down some pupil cubicles to improve separation, use PPE, timetables all control measures, reduce numbers	Senior team	Summer term 21	4	3	12

		Bin liners should be used in all bins						
Emergency procedures (Fire alarm activations etc) cause pupils and staff to come into close contact	Staff, Pupils, Visitors, Contractors	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).	Revise the fire evac plan and muster points accordingly and review as new pupil groups attend	Senior team	Summer term 21	3	3	9
School specific risks								

Comments:

In addition to this we need to look at ongoing guidance from the LA and national sources.

Guidance from professional associations has been referenced as has the local and national data on infections.

With the current focus on the Delta Variant we need to be ready for an agile response to locality changes

It is essential that all teams and the community maintain open and transparent communication

Measures should be clear to everyone and all staff should feel supported in working safely in school

Key activities will be reviewed and replanned, where possible, to improve DV secure delivery

