Step 4 of the roadmap marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions advising schools on how to protect themselves and others, alongside targeted interventions to reduce risk, to COVID-19 becoming a virus that we learn to live with and reduce the disruption to our pupil’s education. It is anticipate there may be further changes to this document should there be changes in national guidance.

Control Measures that will continue, include;

1. Ensure good hygiene for everyone.

2. Maintain appropriate cleaning regimes.

3. Keep occupied spaces well ventilated.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This assessment and the Public Health advice is provided to support the school management to reduce the risk of transmission of coronavirus (COVID-19) in their school. A draft Outbreak Management Plan guide is included at the end of this document including the control measures that may need to be considered for re-introduction (for a limited time and the advice provided by Health Protection,) to help manage outbreaks in your school.

This generic assessment follows the Governments guidance **(DfE School Operational Guidance. Updated 07 21**) which covers the expectations for the support of all pupils including children with special educational needs and disability (SEND) and those with education, health and care plans, within the school.

Links to guidance:

* DfE Schools COVID-19 operational guidance Dated 06 07 21
* <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf>
* Guidance Rapid asymptomatic testing in specialist settings (applies from Step 4) Updated 080721
* Rapid asymptomatic testing in specialist settings (applies from Step 4) - GOV.UK ([www.gov.uk](http://www.gov.uk))

This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe working environment for both staff and pupils of the school.

**COVID-19: RISK ASSESSMENTS SCHOOL OPENING SEPTEMBER 2020**

|  |
| --- |
| **BUILDING SAFETY: Responsibility: LG (Business Manager)** |
| **DATE** | **IDENTIFY HAZARDS** | **WHO MIGHT BE HARMED AND HOW** | **WHAT ARE THE RISKS** | **ACTION TO REMOVE OR LESSON THE RISK** | **RECHECK: WHEN AND HOW** |
| Reviewed 1.6.20 & 6.8.20 | Areas that are used constantly by staff and children.  | all building users: | Possibility of contracting COVID-19 (low) | Regular contact with ISS (cleaning contractor) to plan and undertake a thorough clean and disinfect of all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. – SBMAdditional cleaning requirements are agreed, cleaning schedules and additional hours of work - including extra clean mid day of toilets and classrooms. Including deep cleaning if needed. – SBM and HTAdditional wipes and/or cleaning equipment left in all communal places and staff use the policy **wipe in / wipe out** when they use or touch anything that others are likely to touch/use.Hand gels to be located in the school reception area for a visitor to use before they are allowed into the secure area of the school. Signposts in reception area to highlight social distancing for all visitors to be maintained.Open windows, roof vents and doors in classrooms to promote through ventilation re-emphasis this and ask parents to make sure children have jumpers on and maybe tshirts under their shirts.If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. **On evacuation, the wedge must be removed.**Compliance with current hygiene standards published by the UK Government.[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](https://clicktime.symantec.com/3NifDSGZL8w4QBTyb4LH1Xa6H2?u=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Factions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020%3Futm_source%3D3daf3f8c-87d9-4a78-90ec-6196e4a070e5%26utm_medium%3Demail%26utm_campaign%3Dgovuk-notifications%26utm_content%3Ddaily)<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>  | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21

1.11.201.11.20* Reviewed 31.8.21
* Reviewed 17.1.22
 |
| Reviewed 1.6.20 & 6.8.20 | Fire | All building users | Hurt by fire (low) | Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff.Prior to the increased occupancy of the school:* Physically test the fire alarm system and emergency lights are operational.
* Carry out weekly checks of alarms systems, call points and emergency lighting.
* Carry out regular hazard spotting to identify escape route obstructions.
* Check that all fire doors are operational.
* Fire drills should continue to be held as normal.
* Review, update and test individual named PEEP’s

Compliance with the RR(FS)O BB100 | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |
| **DATE** | **IDENTIFY HAZARDS** | **WHO MIGHT BE HARMED AND HOW** | **WHAT ARE THE RISKS** | **ACTION TO REMOVE OR LESSON THE RISK** | **RECHECK: WHEN AND HOW** |
| Reviewed 1.6.20 & 6.8.20 | Legionella Management | All Building Users | Low – this has been checked through out school during the lockdown and a contract in place. | **Domestic hot water services**This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)Continue hot water generation servicing in line with your legionella maintenance schedule.Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the [Approved Code of Practice](https://www.hse.gov.uk/pubns/books/l8.htm) and [HSG 274](https://www.hse.gov.uk/pubns/books/hsg274.htm).* If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc.
* If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system
* Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services.

**Re-opening after a lengthy closure**Before resuming normal operation and where necessary, discuss with you site manager to carryout appropriate checks and flushing of the complete system for all hot and cold water pipes (including drinking water) and certify the water system is safe before the buildings are reoccupied.  | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |
| Reviewed 1.6.20 & 6.8.20 | Asbestos Management | All Building Users | Low – no building work has been completed | Compliance with Asbestos Reg 12 & HSG 264There has been no maintenance or alterations to the building during the closure or reduced occupancy of the building. However, inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice. | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |
| Reviewed 1.6.20 & 6.8.20 | Contractors  | All building Users | Low  | Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))* Observe good hygiene practice.
* Contractors to sign in and out as is normal practice
* Consider times when contractors can complete work within the school day/before or after school.
 | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |
| 6.8.20 | Statutory Requirement for Servicing of plant and Equipment.Pressure systemsPassenger LiftsLifting equipment | All building users | Low | Compliance with PSSR 00 LOLAR 98HSE Guidance Note to Dutyholders and Inspectors.<https://www.hse.gov.uk/news/work-equipment-coronavirus.htm> **Required** - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap. | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |

**COVID-19: RISK ASSESSMENTS**

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| **Wider opening to ~~Year 1, Reception and Year 6~~ ALL CHILDREN: Responsibility - SLT** |
| **DATE** | **IDENTIFY HAZARDS** | **WHO MIGHT BE HARMED AND HOW** | **WHAT ARE THE RISKS** | **ACTION TO REMOVE OR LESSON THE RISK** | **RECHECK: WHEN AND HOW** |
| Reviewed 1.6.20 & and updated 6.8.20 | Access control in and around the building | Staff, parents and children.  | Parents dropping children offChildren wanting contact with staff Walking around school | \* Current government guidelines followed<https://www.gov.uk/coronavirus>* Information shared with parents before the start of term. Signs on fences and at key points - information for parents. Reminder information sent in regular newsletters and posts on Dojo and facebook.
* All persons have a duty of care to look after themselves and others. They should be mindful of maintaining a respectable distance.

No staggered start to the day – there will be a 10 minute time slot where families can drop off at 3 points in school – these are specifically highlighted for particular year groups. To minimise the number of adults on site at the end of the day there is a slight stagger still to the end of the day. * Change the entrance so that children are dropped of at the gate and there is less time for parents to need to be around the school at drop off – still partially in place.
* At pick up parents to enter via the Y2/3 gate and leave via the Y4/5/6 gate. SLT to take keys out with them when on the playground welcoming the parents in. One-way system in operation on the outdoor area. Discourage parents from gathering at school gates.
* Children to remain in their section of the corridor and only staff to take messages to office and to other adults in school. Where possible use TEAMS to deliver messages.
* Maintained cleaning in the toilets and around school.
* Staff to keep mobile phones on in the classroom for easy contact and limit transmission of virus on other hand held devices.
* Hand sanitiser stations will be ~~positioned on different entrances to the building and must be used by all staff and visitors~~ in class and different points round school.
* On the thinner corridors, when busy, staff and children to wait until others pass adhere to them so they don’t need to pass in smaller spaces.
* All staff and visitors to wear face masks while walking round school and in communal areas and wear visors if they want to. Face masks to still be worn around school during busy times.
* <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
 | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22

1.11.20 reviewed 31.8.21* Reviewed 31.8.21
* Reviewed 17.1.22
* Reviewed 17.1.22
* Reviewed 31.8.21
* Reviewed 17.1.22
 |
| Reviewed 1.6.20 & 6.8.20 | Food prepSocial distancing in kitchen  | Children, kitchen staff | Contact with other staff | * Contractors to ensure work environment is COVID safe.
* Staff using online system in the morning
* No mixing of children on tables in both halls.
* Cleaning and other equipment to be kept in hall and studio

COVID Standards for kitchensGuidance for Food Businesses on Coronavirus. Dated 06 01 21<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>  | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed March 21
* Reviewed 31.8.21
* Reviewed 17.1.22
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**COVID-19: RISK ASSESSMENTS**

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| **DATE** | **IDENTIFY HAZARDS** | **WHO MIGHT BE HARMED AND HOW** | **WHAT ARE THE RISKS** | **ACTION TO REMOVE OR LESSON THE RISK** | **RECHECK: WHEN AND HOW** |
| 6.8.20 | Staff and children catching COVID-19 (Use of school PODs (2 year groups) and Bubbles (year group)). | Staff, children and visitors | Catching COVID-19 | GOV.UK Guidance. Follow the [social distancing guidelines](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults) Where possible within the school, keep a safe distance. However, it is acknowledged that social distancing for very young children will be harder to maintain. To help minimize the risk of the virus spreading to both staff and pupils, the school will: * Inform children, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus as well as an unexplained headache or S&D (COVID-19)
* Staff and visitors to wear face mask and/or visor when in all communal areas during busy times.
* All rooms are ventilated well – windows/doors to be opened wide during any break and monitoring of room ventilation and appropriate heating levels by all staff.
* Staff to be specifically challenged, by any member of staff, where close contact is seen. To inform SLT if the breach continues.
* Class assemblies will be in place and if whole school ones are done these are to be through zoom/teams. There will be a range of assembly formats – whole school via Zoom and during September will complete department assemblies in the studio and hall.
* Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.
* Review where required the EHCP, Individual RA and other support plans of the named pupils.
 | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21

1.11.201.11.20* Reviewed 31.8.21
* Reviewed 31.8.21
* Reviewed 17.1.22
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| **DATE** | **IDENTIFY HAZARDS** | **WHO MIGHT BE HARMED AND HOW** | **WHAT ARE THE RISKS** | **ACTION TO REMOVE OR LESSON THE RISK** | **RECHECK: WHEN AND HOW** |
| 6.8.20 | Contact with others that have tested positive for COVID-19**Test and Trace** | Staff, children and visitors  | Catching COVID-19 | Maintaining records of staff and visitors to support the NHS Test and TraceThe following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:

|  |  |
| --- | --- |
|  **Staff*** the names of staff who work at the premises
* a contact phone number for each member of staff
* the dates and times that staff are at work

  |  **Visitors*** the name of the visitor. If there is more than one person, then you can record the name of the ‘lead member’ of the group and the number of people in the group
* a contact phone number for each visitor, or for the lead member of a group.
* date of visit, arrival time and departure time the name of the member of staff who they are meeting, or activity being delivered on behalf of the school.
 |

Staff to inform line manager if suffering from symptoms. Book a test and if positive test send information. Date of first symptoms, date of test, result date and reference from NHS (This is on the email sent and is a combination of letters and numbers). This MUST also be completed during any school holiday.If you have ~~2 or more~~ several confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak. Call the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case as well as contacting HPCC on 01942 404240 to seek advice.  | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 17.1.22

1.11.206.3.20Reviewed 31.8.21 |
| 23.1.21 | Support of management of Testing– staff testing | Staff, children and visitors | Support the management of COVID-19 | From January 2021, rapid-result tests have been provided to schools, starting with secondary then including Primary schools, special schools and alternative provision:All school staff will be offered twice weekly LFD testing to be completed at Home - this will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmissionPrimary School Pupils will not be tested with LFD. If staff are a confirmed contact they are asked to test daily for 10 days, or until the case is out of isolation. **Confirmatory PCR tests*** Staff with a positive LFD test result should self-isolate in line with the [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). They will need to get a PCR test if they have symptoms. If they have no symptoms the LFD is the indicator of COVID.
* Whilst awaiting the PCR result, the individual should continue to self-isolate.
* If the PCR test is taken **within 2 days** of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to their setting, as long as the individual does not have COVID-19 symptoms.
* Those with a negative LFD test result can also continue to attend school.
* Staff/children can test on Day 5 and Day 6 (24 hours apart); they can return to school as soon as they have their second negative LFD. While in school, staff must maintain social distancing and continue testing until Day 10. If school don’t get the LFD results then they can attend again on Day 11.

Guidance Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools. Updated 29 02 21[Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools)Maintaining Records of staff Customers and Visitors to Support NHS Test & Trace. 11 01 21<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily>  | * Reviewed Mar 21
* Reviewed 17.1.22

31.8.21* Reviewed 17.1.22
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| --- | --- | --- | --- | --- | --- |
| **DATE** | **IDENTIFY HAZARDS** | **WHO MIGHT BE HARMED AND HOW** | **WHAT ARE THE RISKS** | **ACTION TO REMOVE OR LESSON THE RISK** | **RECHECK: WHEN AND HOW** |
| Reviewed 1.6.20 & 6.8.20 | Risk of catching COVID-19 | All Children and staffStaff that fall into the vulnerable group for either ethnically diverse communities, age, clinically vulnerable or has someone at home who is extremely clinically vulnerable.  | Too much contact with othersTaking virus home to others | To implement any new government advice relating to children of families within the ethnically diverse communities risk group and other groups. This needs reviewing for ECV staff.Line Manager to complete a 1:1 informal discussion with any member of staff within a vulnerable risk groups including ethnically diverse communities, to offer reassurance for any concerns and/or support within the ability of the school. – all RA for staff who were shielding need to be reviewed. To maintain support for staff who are vulnerable in the light of any new variants.School [Employee Assistance Programme](http://thehub/MyEmployment/Working-life/Wellbeing/Employee-Assistance-Programme.aspx) can help provide support, advice and information. Call them on 03303 800 658 (calls charged at local rate). | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21

1.11.2031.8.21* Reviewed 17.1.22

Reviewed 31.8.21 |
| 6.8.20 | Staff gatherings:communication with staff / staff training | Staff | Personal safety  | Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times, if appropriate.* All PPA to be taken at home using zoom/teams or in groups of no more than 3.
* School briefing to be carried out via Zoom/team on Friday morning at 8.30 – all staff invited.
* Staff meetings and any meetings where possible to be conducted via Zoom or TEAMS. If there are any CPD or department meeting from an outside provider that can’t be delivered virtually then social distancing must be followed.
* As much as possible previous restrictions will still apply.
 | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |
|  | First Aid | Staff | Contracting COVID-19 due to close proximity of support needed. | * If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained.
* If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.
* Staff who have helped anyone with suspected symptoms does not need to go home ~~and self-isolate for 14 days~~ unless they develop the symptoms themselves if they are a contact they are asked to complete daily LFD tests.
* If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then face shield protection should also be worn.
 | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 17.1.22
 |
| 6.8.20 | Off Site Visits | Staff and pupils | Catching COVID-19 | Safe Working in Education, Childcare and Children’s Social Care Settings including the Use of Personal Protective Equipment 16 06 20:Vehicles are an enclosed space with a higher risk of transmission of the virus. * use a vehicle with a bulkhead or partition that separates the driver and passenger,
* the driver and passenger should maintain a distance of 2 metres from each other the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so.
 | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 17.1.22
 |
| 6.8.20 | Breakfast club and after school clubs | Staff, pupils and parent/carers | Catching COVID-19 | Only Key worker or working families can access the breakfast clubs initially. Payments must the right money – no change given. Coins will be places into Milton before counting it. This will be reviewed at the end of September.There will be an area for each bubble in the school hall and resources won’t be shared. <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>  | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |
| 6.8.20 | Employee Well being | School Staff and their families | Anxiety | * [Employee Assistance Programme](http://thehub/MyEmployment/Working-life/Wellbeing/Employee-Assistance-Programme.aspx) can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7
* [Citizens Advice](https://www.cawb.org.uk/) – offer free, independent, confidential and impartial advice on a range of financial issues.
 | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
 |
| 6.8.20 | Spike in coronavirus and Anxiety | School Staff, Pupils and Parents | Lack of educational and SEMH support if forced to close. | Help contain any outbreak by following the advice of the local health protection team advice.Specific details will be provided to the schools affected by the LA based on the Government advice and scientific evidence at that time.Clear plans in place to support all pupils in the event of an outbreak and a close of the bubble or the whole school.  | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 17.1.22
 |
| **Further Information**:The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site. |

**MAINTAIN THIS IN THE EVENT OF FURTHER CLOSURES TO ALL CHILDREN OR BUBBLES: Jan 2021 August 21**

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| **Staff working at school with KW and Vulnerable children**  |
| **DATE** | **IDENTIFY HAZARDS** | **WHO MIGHT BE HARMED AND HOW** | **WHAT ARE THE RISKS** | **ACTION TO REMOVE OR LESSON THE RISK** | **RECHECK: WHEN AND HOW** |
| Reviewed 1.6.20 & 6.8.20 | Risk of catching COVID-19 | Staff who are working with children  | Parents dropping children offChildren wanting contact with staff  | Risk assess children depending on needs and behaviours before agreeing a place in school.Discuss with parent/careers about the risk and if they need to be in school – SLT only.Ensure social distancing with parents at all times, but more importantly when parents from key workers or vulnerables are collecting children.Ensure children wash their hands on entry to school at the beginning of the school day and regularly throughout the day. Adults to use hand sanitiser (must be kept out of reach of children).Wipe down surfaces and door handles regularly; put resources and toys in Milton solution (must be kept out of reach of children). Use sniffle stations for sneezes and tissues. Remind children about social distancing.Children who have challenging behaviour in school have individual risk assessments completed which identifies the risk and if a school place can be offered.  | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
 |
| Reviewed 1.6.20 & 6.8.20 | Risk of catching COVID-19 | Staff being in the school building | When staff are in the staff room Staff showing symptoms of COVID-19Parents picking up packs of work | Ensure social distancing at all times with other staff members.Do not enter offices or classrooms to talk to other staff unless you can social distanceWash hands when enter the school building. Regularly wash hands and use hand sanitiser throughout the school day. If showing symptoms contact WSC or line manager to let them know. Follow government guidelines for self-isolation. Access test for yourself and family: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
 |
| Reviewed 1.6.20 & 6.8.20 | Risk of catching COVID-19 | Staff in the office | Visitors arriving Parents picking up packs of work | Ensure the office screen is closed at all times. Put notice on the entrance: only 1 person in the reception area at any time. Ask them to stand back by the outside door before opening the office screen. Once information shared close the screen. If any item is passed through make sure you wash and hand gel hands before continuing with work.  | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
 |

**COVID-19: RISK ASSESSMENTS**

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| **Staff making contact with children virtually:**  |
| **DATE** | **IDENTIFY HAZARDS** | **WHO MIGHT BE HARMED AND HOW** | **WHAT ARE THE RISKS** | **ACTION TO REMOVE OR LESSON THE RISK** | **RECHECK: WHEN AND HOW** |
| 12.1.21 | E-Safety Concern | Pupils and staff | Unwanted intruders entering live lessons. | Zoom lessons have encrypted URL invites plus unique meeting IDs and passwords. Children are instructed not to share these details. Waiting room enabled and children’s devices to be named appropriately. Waiting room requires the teacher’s approval for a pupil to join. This means that no pupil attendees can join before the host/teacher. Once all pupils have been admitted from the waiting room and a register quickly taken, the host/teacher will lock the zoom meeting which prevents anyone else from entering. | March 21 |
| 12.1.21 | E-Safety Concern | Pupils and staff | Inappropriate behaviour / language being broadcast to all participants. | ‘*Host to put attendee in the waiting room*’ feature enabled. This allows teachers / hosts to immediately remove a pupil from the zoom temporarily. If there is good reason, the pupil can be immediately removed permanently from the session and will not be able to re-join. Host has enabled the ‘*mute participants’* feature which disables the pupils’ ability to unmute themselves. All pupils are ‘muted on entry’ as the teachers have this feature enabled on their zoom accounts. Teachers/hosts have the ‘*always show meeting control bar*’ feature enabled so that they can respond quickly to incidences of inappropriate behaviour & safeguarding concerns. Teacher/co-hosts always insist on pupils’ cameras being ‘*switched on*’ so that they can effectively manage behaviour and conduct. | March 21 |
|  |  |  | Participants sharing inappropriate content to all attendees.  | ‘*Host only*’ feature is enabled for screen sharing by all teachers, therefore, preventing pupils or other attendees from sharing their screens.  |  |
|  |  |  | Pupils / attendees are able to privately chat without the host being able to monitor. | ‘*Private chat*’ feature is disabled for all teacher accounts. |  |
|  |  |  | Children not appropriately dressed for zoom lessons. | Virtual LSJP Parent Guide to stipulate school expectations of dress code and teachers/hosts to exercise their rights to remove pupils from lessons if suitable dress code is not adhered to. |  |
|  |  |  | Safeguarding concerns  | Each teacher host to have a teaching assistant present on the zoom lesson to support with any concerns or to step in if the teacher has to address any urgent safeguarding issues. Again, the use of the ‘remove pupils’ feature or ‘place in the waiting room’ feature can be deployed if necessary. All safeguarding concerns to be reported on CPOMS and directly to the DSL. |  |

**COVID-19: RISK ASSESSMENTS**

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| **Staff working at home: in the event of a closure or PPA** |
| **DATE** | **IDENTIFY HAZARDS** | **WHO MIGHT BE HARMED AND HOW** | **WHAT ARE THE RISKS** | **ACTION TO REMOVE OR LESSON THE RISK** | **RECHECK: WHEN AND HOW** |
| Reviewed 1.6.20 & 6.8.20 | Screen time | Staff working for long hoursStaff not taking enough breaks or at appropriate times | Back problemsSore eyes | Make sure your workspace is comfortable and away from distractions, where possible (see NEU advice: <https://neu.org.uk/advice/coronavirus-safe-home-based-working>) Ensure staff give themselves enough breaks away from the computer screen. | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |
| Reviewed 1.6.20 & 6.8.20 | Lone working | Staff feeling disconnected with work and colleagues  | Mental Health of staff  | Keep in touch with colleagues at work through text, call or video conferencing.If there are any concerns contact line manager | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |
| Reviewed 1.6.20 & 6.8.20 | Effect on mental health and well-being | Staff feeling stressed or isolated.  | Juggling working from home with own childcareFeeling disconnected with colleagues (see above) | Plan in some time to go outside each day, before, after or during your working day.Make sure you get a regular breaks and a lunch break. Make this time to connect with colleagues or family members.Take some time to research a topic that has interested you and not had time to prior to working at home.Timetable your work alongside your childcare needs and if struggling contact your line manager. | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |

**COVID-19: RISK ASSESSMENTS**

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| **Welfare checks and FSM drop offs on vulnerable families when isolating.**  |
| **DATE** | **IDENTIFY HAZARDS** | **WHO MIGHT BE HARMED AND HOW** | **WHAT ARE THE RISKS** | **ACTION TO REMOVE OR LESSON THE RISK** | **RECHECK: WHEN AND HOW** |
| Reviewed 1.6.20 & 6.8.20 | Visiting alone  | Staff being harmed | Unknown adults at the address  | Contact social worker prior to visiting to check risk and only go to houses where there is no known risk. Let the office know where you are going and who you are visisting.**Do not** go inside the home.Always report to office/designated leader when intend to complete home visits. Report any incidents or disagreements with parents / carer at the earliest opportunity. Leave a list of houses visiting and times and check in with school contact before you leave and during visits – agreed times.**Do not** deviate from the details under any circumstances unless you alter the details at the office.Always report to the office once you have completed a visit and let colleagues know if you are returning to work or going home. | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |
| Reviewed 1.6.20 & 6.8.20 | Risk of contracting COVID-19 | Staff member being infected by COVID-19 | Knocking on the front doorChildren wanting to come and say hi – getting too close | Wear gloves, knock and wait on the pavement – at a distance of more than 2 metres away from the door. Member of staff asks parent/child to stay at the door while you talk to them.  | * July 2020
* To be reviewed end Sept 20
* Reviewed Jan 21
* Reviewed 31.8.21
* Reviewed 17.1.22
 |

**UPDATED GOVERNMENT GUIDANCE:**

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| **GUIDANCE** | **UPDATED** | **LINK** |
| Guidance Cleaning in Non-Healthcare settings outside of the Home. COVID Standards for kitchens | 16 10 20 | <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  |
| Guidance for Food Businesses on Coronavirus.  | 06 01 21 | <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>  |
| Maintaining Records of staff Customers and Visitors to Support NHS Test & Trace.  | 11 01 21 | <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily>  |
| COVID-19 Guidance for Managing Playgrounds and outdoor Gyms.  | 28 01 21. | <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms> |
| Stay at Home Guidance for Households with Possible Coronavirus Infection | 15 02 21 | <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> |
| Actions for schools during the Coronavirus Outbreak (DfE School Operational Guidance).  | 22 02 21 | [Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)  |
| Guidance: Actions for schools during the coronavirus outbreak.  | 22 02 21 | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>  |
| Protective measures for Holiday and After School Clubs, and other Out-of-School settings during Coronavirus (COVID-19) outbreak.  | 23 02 21 | <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>  |
| Guidance for Parents and Carers of children attending out of school settings during Coronavirus  | 23 02 20 | <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak> |
| DfE Guidance What parents and carers need to know about early years providers, schools and colleges  | 24 02 21 | [What parents and carers need to know about early years providers, schools and colleges - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak) |
| Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from Covid-19.  | 25 02 21 | <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  |
| Guidance: Coronavirus (COVID-19): advice for pregnant employees  | 26 02 21 | <https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees> |
| Guidance Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools.  | 29 02 21 | [Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools) |
| DfE Face Coverings in Education.  | 01 03 21 | [Face coverings in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/face-coverings-in-education?utm_medium=email&utm_campaign=govuk-notifications&utm_source=3a807be2-0b24-4fea-b6a4-0c75d24190cc&utm_content=daily) |
| Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) Updated  | 01 03 21 | <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> |
| National Lockdown: Stay at Home.  | 03 03 21 | <https://www.gov.uk/guidance/national-lockdown-stay-at-home> |
|  | January 22 | <https://www.gov.uk/coronavirus>  |

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| **Outbreak Management Plan – September 2021**This draft Outbreak Management Plan (OMP) (**Not yet** clarified in guidance.) outlines how the school should operate if additional measures are recommended for your setting or for the local area. The Director of Public Health, (Wigan) the Public Health England Health Protection Teams or the Local Authority may recommend specific measures are re-introduced to help manage the COVOD-19 outbreaks in the school or the community, plus additional measures in response to a variant of concern, based on the Government advice and scientific evidence at that time.N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY |
| Contingency planning to provide continuity of education in the case of a local outbreak | Major unplanned event. Anxiety | School staff and families |  | If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.Schools Outbreaks to be classified as ‘several’ cases within 14 daysRestrictions on pupil attendance should only be considered as a last resort, following the DfEs Contingency Framework and in collaboration with the guidance provided by the Wigan’s Health Protection CC and the Local Authority.  | * Ensure remote learning platform remains.
* Provision in place for key worker children attendance. (as per national lockdowns)

DfE helpline on 0800 046 8687 and selecting option 1 for advice on theaction to take in response to a positive case. Additionally - contact HPCC Team on 01942 404240 to notify your incidents and seek advice. |
| Variant of Concern (VoC) | Infection rate | Staff and Pupils |  | When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.  | * For secondary schools onsite Asymptomatic Testing Sites (ATS) in place.
* Increased use of home testing for staff.
* Primary school pupils not currently tested
 |
| School educational management |  | Staff and Pupils |  | Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.* Maintain good hand hygiene (Frequent cleaning)and respiratory measures, (Catch it. Bin it. Kill it.)
* Sanitising points, etc.
* Review Cleaning schedules to ensure enhanced cleaning is being maintained.
* Year/ class group bubbles re-introduced
* Layout of class to forward facing desks may be reintroduced
* Staggered entrance/ exit times (if possible)
* Use of different entrances for specific groups (if possible)
* Staggered/limited use of communal areas - hall/ dining room, play periods, etc.
* Suspension of school assemblies
* Use of shared resources
 | Follow the advice of the local Health Protection team advice. |
| Temporary re-introduction of face coverings. |  | Staff and Pupils |  | In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use. Primary and Secondary School* Face coverings worn by staff and visitors, in communal areas unless they are exempt.
 | Secondary School* Face coverings worn by students in communal areas/ all areas

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. |
| Shielding - CEV  |  | Staff and Pupils |  | Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.Pupils may be subject to the recommendations of a Clinician supporting the childSHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT. | * Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs.
* Remote learning platform in place for children who are advised to shield.
 |
| Out of School Visits |  | Staff and Pupils |  | Temporary limit to certain school activities;* residential educational visits
* day visits
* open days
* transition and taster days
* parental attendance in settings
* performances in settings
* Sessional activities (Xmas play/Choirs, etc.
 | Help contain any outbreak by following the advice of the local Health Protection team advice.  |
| **Further Information**:The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site. |