

Coronavirus (COVID-19): risk assessment for reopening Pathfinder Schools in September

Name of School: Hempland Primary School

Assessment conducted by: Ann Kirkpatrick Consulted with: Lee Haynes Abbie Innes Michelle Bowling Sam Wilsden Mike Wells	Job title: School Business Manager Interim Executive Headteacher Head of School Chief Operations Officer, PMAT Estates Manager	Covered by this assessment: Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors
Date of initial assessment: 17 July 2020	Review interval: Recommend weekly until October Half Term or as guidance changes	Date of next review: Reviewed - 29 Sept, 21 Oct, 05 Nov, 10 Dec, 4 Jan

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Schools must ensure this risk assessment reflects local arrangements within their context.

Activity/ Situation	Full reopening of school – September 2020					
	Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	Parents ☒
Hazard(s)	<ul style="list-style-type: none"> ✗ Awareness of policies and procedures ✗ Social distancing measures not followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities 					

	Risk rating	Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	High (H)	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	Medium (M)	Medium (M)	Low (L)
	Minor Causes physical or emotional discomfort.	Medium (M)	Low (L)	Low (L)

Risk Rating	Guidance and Trust control measures control measures	How has the control measure been implemented	In place (Yes/No/ Outstanding) If outstanding add to action plan	Risk Rating following Action
Prevention				
H	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> ● Ensure nobody comes into school who displays Covid-19 symptoms or has tested positive in the last 7 days ● Anybody who develops symptoms to be sent home as soon as practicably possible. ● Creation of an appropriate, ventilated isolation room (and toilet to be made available) whilst child is collected ● PPE to be available for all staff caring for a child displaying symptoms (Gloves, face shield, apron) ● Ensuring anyone who has made contact with somebody displaying symptoms washes their hands thoroughly with soap and water for 20 seconds 	<ul style="list-style-type: none"> ● Via communication with staff (guidelines) - sign on entrance doors re no entry with symptoms ● Dealt with as per COVID 19 guidelines which have been provided to staff ● Disabled toilet available to be used. This will also be used by an SEN child. Enhanced cleaning to take place if anyone with COVID-19 symptoms has used. ● SBM's office to be used as an isolation room should a child need to wait to be collected. ● Stocks of PPE equipment available in disabled toilet, SBM's office (isolation room) and school office ● Guidelines communicated to all staff with handwashing signs displayed around school 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	L

H	<p>Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> ● Hand wash or sanitiser stations to be available to all personnel in school including when they arrive at school, when they return from breaks, when they change rooms and before and after eating ● Supervision of hand sanitiser use given risks of ingestion particularly with small children. Skin friendly wipes can be used as an alternative ● Handwashing must be for a minimum of 20 seconds with soap and water ● School must Build hand washing routines into school culture 	<ul style="list-style-type: none"> ● Signs displayed around school. Teachers reminding pupils during the school day and at key times e.g. lunch, breaks, visits to toilet. Hand sanitiser available in all classrooms, entrance and offices. ● Children are encouraged to wash hands with soap and water however if not possible then they are supervised using hand sanitiser. ● Baby wipes available for children in EY & Y1 ● Children have been shown how to wash hands effectively and are reminded throughout the day. ● Children are routinely washing hands before entering school, before and after eating and after visiting the toilet. <p>Entry and handwashing facilities plan below:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Class</th> <th>Entry</th> <th>Wash facility</th> <th>Exit</th> </tr> </thead> <tbody> <tr> <td rowspan="2">EY</td> <td>KS</td> <td>EY Cloakroom</td> <td>Portable sink</td> <td>Class door</td> </tr> <tr> <td>CH</td> <td>EY Cloakroom</td> <td>Portable sink</td> <td>EY Cloakroom</td> </tr> <tr> <td rowspan="2">Y1</td> <td>CB</td> <td>Y1 Cloakroom</td> <td>Toilets/Class sink</td> <td>Class door</td> </tr> <tr> <td>AB/EC</td> <td>Class door</td> <td>Toilets/Class sink</td> <td>Class door</td> </tr> <tr> <td rowspan="2">Y2</td> <td>RH</td> <td>Y2 Cloakroom</td> <td>Toilets/Class sink</td> <td>Y2 Cloakroom</td> </tr> <tr> <td>AWh</td> <td>Y2 Cloakroom</td> <td>Toilets/Class sink</td> <td>Class door</td> </tr> <tr> <td rowspan="2">Y3</td> <td>KB</td> <td>Y3 Cloakroom</td> <td>Classroom sink</td> <td>Class door</td> </tr> <tr> <td>AWi</td> <td>Y3 Cloakroom</td> <td>Toilets</td> <td>Class door</td> </tr> <tr> <td rowspan="2">Y4</td> <td>BD/TC</td> <td>Y4 Cloakroom</td> <td>Classroom sink</td> <td>Class door</td> </tr> <tr> <td>GD</td> <td>Class door</td> <td>Portable sink</td> <td>Class door</td> </tr> <tr> <td rowspan="2">Y5</td> <td>PG</td> <td>Class door</td> <td>Portable sink/Class sink</td> <td>Class door</td> </tr> <tr> <td>AS</td> <td>Class door</td> <td>Portable sink/Class sink</td> <td>Class door</td> </tr> <tr> <td rowspan="3">Y6</td> <td>FP</td> <td>Y5/6 Cloakroom</td> <td>Toilets/Cleaning Sink</td> <td>Cloakroom door</td> </tr> <tr> <td>HH</td> <td>Y5/6 Cloakroom</td> <td>Toilets/Cleaning Sink</td> <td>Cloakroom door</td> </tr> <tr> <td>JP</td> <td>Y5/6 Cloakroom</td> <td>Toilets/Cleaning Sink</td> <td>Cloakroom door</td> </tr> </tbody> </table>	Year	Class	Entry	Wash facility	Exit	EY	KS	EY Cloakroom	Portable sink	Class door	CH	EY Cloakroom	Portable sink	EY Cloakroom	Y1	CB	Y1 Cloakroom	Toilets/Class sink	Class door	AB/EC	Class door	Toilets/Class sink	Class door	Y2	RH	Y2 Cloakroom	Toilets/Class sink	Y2 Cloakroom	AWh	Y2 Cloakroom	Toilets/Class sink	Class door	Y3	KB	Y3 Cloakroom	Classroom sink	Class door	AWi	Y3 Cloakroom	Toilets	Class door	Y4	BD/TC	Y4 Cloakroom	Classroom sink	Class door	GD	Class door	Portable sink	Class door	Y5	PG	Class door	Portable sink/Class sink	Class door	AS	Class door	Portable sink/Class sink	Class door	Y6	FP	Y5/6 Cloakroom	Toilets/Cleaning Sink	Cloakroom door	HH	Y5/6 Cloakroom	Toilets/Cleaning Sink	Cloakroom door	JP	Y5/6 Cloakroom	Toilets/Cleaning Sink	Cloakroom door	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
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H	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>			L																																																																								

	<ul style="list-style-type: none"> ● Provision of tissues and lidded bins ● Supporting younger children or those with complex needs to understand that this is now part of how school operates ● If necessary individual risk assessments will need to be carried out for children who spit or use saliva as a sensory stimulant ● Face coverings may be used within the classroom under the direction of the Headteacher ● Face coverings are recommended at any point where social distancing cannot be maintained and must be used at all times when moving around the school outside of the classroom 	<ul style="list-style-type: none"> ● Tissues readily available for all children. Bins with lids provided to classrooms/washrooms - further bins have been purchased and received ● Good hygiene habits and routines are being promoted throughout the school day to all pupils ● Individual risk assessments for any pupils who require specific care are available in school ● Face coverings must be worn by members of staff in all shared areas and when moving around school at all times of day. Face coverings only to be worn in class if agreed by Headteacher and completion of individual pupil or staff risk assessment. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>F</p>	
	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <ul style="list-style-type: none"> ● Creation of a cleaning schedule that ensures cleaning is generally enhanced and carried out in line the current advice on COVID-19: cleaning of non-healthcare settings guidance (due to be updated by the end of the summer term) ● More frequent cleaning of rooms/ shared areas that are used by different groups ● frequently touched surfaces being cleaned more often than normal ● different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet 	<p>Please add cleaning schedule as an appendix to this RA</p> <p>Apart from normal daily cleaning routines, the following will also take place:</p> <ul style="list-style-type: none"> ● An additional clean midday covering any shared areas such as toilets, door handles 	<p>Y</p>	M
H	<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>5 Bubbles will be arranged as follows:</p> <p>Early Years & Year 1 (120 pupils)</p> <p>Year 2 (60 pupils)</p>	<p>Y</p>	L

	<ul style="list-style-type: none"> ● Creation of the smallest size bubbles that will allow all children to return to school ● All bubbles must operate in isolation from other bubbles ● Limit the use of all shared and social spaces between bubbles ● Where larger bubbles exist (more than one standard size class) the focus must be on other control ● Measures i.e. cleaning, respiratory hygiene, hand washing, minimising contact with anybody who is symptomatic ● Encouragement of social distancing where the age of the group allows. Younger children are not expected to socially distance, however staff must try to maintain a 2m distance from children whenever possible. ● Where staff need to move between groups they should try to keep their distance from children and staff, ideally 2 metres. Where this is not possible with younger children the member of staff should be risk assessed individually (using the trust RA process) 	<p>Year 3 + 1 Year 4 class (90 pupils) 1 Year 4 class + Year 5 (90 pupils) Year 6 (60 pupils)</p> <ul style="list-style-type: none"> ● Bubbles will not mix during the school day ● Where the age of the group allows, pupils will be encouraged to socially distance at all times including outside where specific areas will be designated for each bubble. ● Staff moving between groups will be advised re social distancing. ● All staff have been risk assessed and this has been taken into account when planning staffing 	<p>Y Y Y Y</p>	
	<p>Measures within the classroom</p> <ul style="list-style-type: none"> ● Where the age of the group allows staff should work from the front of the classroom ideally at a distance of 2m from children ● All classrooms in KS2 and above must have a marked “safe zone” in which the teacher should work from, which allows a 2m distance to be maintained from children. If the teacher needs to leave this “safe zone” 	<ul style="list-style-type: none"> ● Teachers, where possible, will endeavour to socially distance from pupils. ● Staff working with any children with complex needs have individual risk assessments in place. ● Classes arranged with children either facing forwards or sitting side by side. 	<p>Y Y Y Y</p>	<p>L</p>

	<p>it should be by exception and additional PPE should be considered i.e screens/face coverings.</p> <ul style="list-style-type: none"> ● In KS2 and above where a teacher does leave their “safe zone” they should continue to observe social distancing at 1m minimum distance for less than 1 minute ● Teachers should be conscious of cumulative contact time. 15 minutes contact is not defined as 1 period of time but may be amassed throughout the day i.e. 3 x 5 minute close contacts ● Where 2m distancing is not appropriate adults should minimise the time spent with 1m of anyone and try to avoid all face to face contact - Remembering that contact time is cumulative throughout the day ● All staff working with children with complex needs who need some contact will need to be individually risk assessed, there educational care and support should continue as normal, however each member of staff will require their own RA and as a result potentially different PPE or working location within the classroom ● Classrooms to be set up with children forward facing, they can be sat next to each other. ● All large gathering to be avoided such as assemblies and collective worship ● Timetabling should avoid students and staff using corridors, entrances and exits at the same time as another group (Also consider the amount of time needed for cleaning between each group) 	<ul style="list-style-type: none"> ● Weekly praise assembly every Friday. Assemblies are held in bubbles and are at allocated times throughout the day. ● Teacher areas marked out at front of classes in KS2 to ensure social distancing. Additional PPE used in agreement with headteacher and following individual risk assessment. ● All 1:1 staff to have individual RA which details additional measures, eg PPE. <p>Lunches and breaks to be organised as follows:</p> <p>EARLY YEARS AND KS1</p> <table border="1" data-bbox="1093 655 1765 1161"> <tr> <td>11.30 – 11.50</td> <td>EYs lunch</td> <td>60 children</td> </tr> <tr> <td>12.00 – 12.20</td> <td>Year 1 lunch</td> <td>62 children</td> </tr> <tr> <td>12.20 – 12.30</td> <td>CLEAN</td> <td></td> </tr> <tr> <td>12.30 – 12.50</td> <td>Year 2 lunch</td> <td>62 children</td> </tr> <tr> <td>12.50 – 1.00</td> <td>CLEAN</td> <td></td> </tr> </table> <p>KS2</p>	11.30 – 11.50	EYs lunch	60 children	12.00 – 12.20	Year 1 lunch	62 children	12.20 – 12.30	CLEAN		12.30 – 12.50	Year 2 lunch	62 children	12.50 – 1.00	CLEAN		Y	
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	<ul style="list-style-type: none"> • Timetabling to allow for minimal mixing of groups – lunches and breaks may need to be staggered 	<table border="1"> <tr> <td data-bbox="1090 193 1317 336">11.50 – 12.10</td> <td data-bbox="1317 193 1606 336">YEAR 3 & BD/TC CLASS lunch</td> <td data-bbox="1606 193 1765 336">90 children</td> </tr> <tr> <td data-bbox="1090 336 1317 440">12.10 – 12.20</td> <td data-bbox="1317 336 1606 440">CLEAN</td> <td data-bbox="1606 336 1765 440"></td> </tr> <tr> <td data-bbox="1090 440 1317 584">12.20 – 12.40</td> <td data-bbox="1317 440 1606 584">YEAR 5 & GD CLASS lunch</td> <td data-bbox="1606 440 1765 584">90 children</td> </tr> <tr> <td data-bbox="1090 584 1317 683">12.40 – 12.50</td> <td data-bbox="1317 584 1606 683">CLEAN</td> <td data-bbox="1606 584 1765 683"></td> </tr> <tr> <td data-bbox="1090 683 1317 782">12.50 – 1.10</td> <td data-bbox="1317 683 1606 782">YEAR 6 lunch</td> <td data-bbox="1606 683 1765 782">60 children</td> </tr> </table> <ul style="list-style-type: none"> • Only 2 options will be available daily. • One meat option and one vegetarian option. • One pudding option (no yoghurts) • No jacket potato option. • Lunches will be plated up by kitchen staff. MSAs will collect from serving hatch and take straight to tables. No children will queue and will enter the dining halls and sit straight away. • Tables numbered and children are seated at the same table each day. • MSAs will clean tables between bubbles. 	11.50 – 12.10	YEAR 3 & BD/TC CLASS lunch	90 children	12.10 – 12.20	CLEAN		12.20 – 12.40	YEAR 5 & GD CLASS lunch	90 children	12.40 – 12.50	CLEAN		12.50 – 1.10	YEAR 6 lunch	60 children		
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H	Staff shared areas			L															

	<ul style="list-style-type: none"> ● Staff room use should be minimised as far as reasonably possible, whilst ensuring staff have a reasonable break ● Where staff can take breaks in classrooms or less busy communal areas they should ● Shared items such as microwaves and kettles need to be regularly cleaned particularly between a crossover of staff from different groups ● Staff should be mindful of cumulative contact time, 15 minutes can be amassed throughout the day and not necessarily in one period ● Soft furnished chairs should be allocated to individual groups or replaced with plastic chairs ● All staff must remain 2m apart at all times, even staff within bubbles ● Office staff should try to operate to 2m distancing 	<ul style="list-style-type: none"> ● Staff breaks, in line with pupils, will have staggered break times. ● Limited number of staff to be allowed in staff room at any one time. ● Staff advised to clean equipment after use ● All soft chairs to be replaced with hard, cleanable furniture and placed 2m apart. ● Shared areas to have a maximum number of staff at one time as follows: Copier Room - 1 person Main school office - 2 persons Ann's office - 2 persons Jill's room - 2 persons Meeting room with air con - 4 persons Staffroom - 6 persons Staffroom kitchen area - 1 person ● No other members of staff allowed in school office ● Staff will have own named chairs ● Staff meetings to take place in school halls to enable social distancing or virtually. ● Staff constantly reminded via bulletins and briefings to ensure cumulative contact time, 15 minutes can be amassed throughout the day and not necessarily in one period ● 2m social distancing or if less than 1 metre then not for more than 1 minute 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>y</p> <p>y</p>	
H	<p>Measures for arriving at and leaving school</p> <ul style="list-style-type: none"> ● Where the building allows arrangements should be made to avoid bringing groups together at the start and end of the day ● Where this is not possible a staggered start and finish time may be necessary 	<p>Start and end of the day lengthened to allow for a flow of children into school:</p> <p>Start of day Whole school: 8.30-9.00 End of day</p>		M

	<ul style="list-style-type: none"> Where children or adults use face coverings to travel to school they must be secured in a plastic bag and taken home Schools should consider the promotion of face coverings for parents when dropping off and collecting children 	<p>EY, Y1 & Y2: 2.45-3.05 Y3, Y4 & Y5: 2.55-3.15 Y6 3.15</p> <p>Parents reminded to wear face coverings via updates and newsletters</p>	Y	
H	<p>Non-school staff</p> <ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Contractors visits should ideally be arranged outside of school hours, where this can't happen contractors should be made aware of the restrictions of movement in school and comply with 2m distancing Peripatetic staff can be used but they must comply with the schools control measures and ensure 2m distancing. In the case of tuition careful consideration must be given to the space being used – small rooms with poor ventilation must be avoided. All instruments bar wind can be resumed, a decision on group lessons is TBC Volunteers may be used within consistent bubbles whilst adhering to 2m distancing A record of all visitors to school must be maintained which includes their location and if necessary which group they have worked with. 	<ul style="list-style-type: none"> School will try to minimise use of supply teachers by either utilising own staff and restricting staff attending external CPD during the school day. Only urgent repairs to be carried out during the school day, by appointment only. Non-urgent work to be arranged out of hours, where possible Peripatetic staff to be allowed in school for any music lessons and will work with specific children in well ventilated areas No volunteers will be working in school Should it be necessary for visitors to attend then the record is kept in the visitors book noting who they are visiting In line with track and trace all visitors will be asked to leave a contact number with the office on arrival Visitors will be escorted to the place where they are required to be. Visitors will be limited to essential visitors only, i.e. for EHCP meetings. Parents by appointment only 	Y Y Y Y Y Y	L
H	Resources			L

	<ul style="list-style-type: none"> ● Staff and children to have individual frequently used items such as pens and pencils – These should not be shared ● Classroom resources such as book and games can be shared with a bubble but must not be moved between bubbles ● Some resources can be shared such as sports, art or science equipment. These will need to be cleaned between bubbles or left in “quarantine” for 48 hours (72 hours for plastics) ● Soft items such as cuddly toys, Rugs, fabrics, soft furnished chairs etc should remain out of use due to their difficulty in cleaning ● The use of hard to clean items such as play doh and sand pits are discouraged ● Outdoor play equipment can be used but must be cleaned in between bubbles and hand washing in place before and after use. ● Pupils should be asked to bring in the minimum amount of equipment required for the day – such as lunch, coats, books and stationary. Bags are permitted. ● Resources, such as books, can move between home and school but on a limited rotation and only when essential to education and development. ● Where staff share resources i.e. laptops they must be cleaned in between uses ● School uniform does not require cleaning any more than normal and so schools should communicate with parents that uniform is expected from September. 	<ul style="list-style-type: none"> ● Each child is provided with their own named personal zip loc folder which contains any resources they need which is kept in their class at all times. ● Resources will not be shared between bubbles. ● Tubs and sterilising tablets are available in all classrooms ● All soft resources have been removed from classrooms ● Staff advised that these types of resources are not to be used. ● Parents advised of minimum equipment pupils are allowed to bring into school via updates/bulletins ● Books and resources moved between home and school will be placed in storage area provided in classrooms for 72 hours prior to being used again. ● Staff advised to clean their own equipment, such as laptops, Ipads, etc. ● All classrooms are provided with a pack of cleaning materials including wipes. ● Parents to be advised via bulletin. ● The sharing of outdoor equipment will be kept to a minimum and if shared then cleaned in between bubbles with children washing hands before and after use. ● Parents will be advised via updates/bulletins the expectations of pupils from September 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
H	<p>Physical activity</p> <ul style="list-style-type: none"> ● Outdoor sports should be prioritised 		<p>Y</p>	L

	<ul style="list-style-type: none"> Where outdoors spaces cannot be used large indoor spaces can be used. All contact sports must be avoided Equipment must be thoroughly cleaned between groups Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. 	<ul style="list-style-type: none"> Weather permitting, sports will be played outdoors, alternatively the halls will be utilised Children will not play any contact sports such as football/netball etc. Any equipment used will be cleaned between groups No external curricular or extra curricular clubs will take place before the October half term - providers have been advised of this and this will be reviewed prior to October half term 	<p>Y</p> <p>Y</p> <p>Y</p>	
H	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>PPE is recommended in the following circumstances:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used Where social distancing cannot be maintained within the classroom, or other location, staff should consider the use of additional PPE 	<ul style="list-style-type: none"> PPE is available in the disabled toilet and specified isolation room. It will be preferable for the child to be supervised outside if possible when waiting for collection and maintaining social distancing. For staff providing any intimate care, PPE equipment will continue to be worn 	<p>Y</p> <p>Y</p>	M
H	<p>Responding to an infection</p> <ul style="list-style-type: none"> All children and staff in school advised not to attend if they are displaying symptoms. Anyone displaying symptoms to be sent home as soon as reasonably possible 	<ul style="list-style-type: none"> Staff have been given the guidelines on what actions should be taken if anyone displays symptoms. 	<p>Y</p> <p>Y</p>	M

	<ul style="list-style-type: none"> ● Person displaying symptoms to book a test using the online portal – Schools can support if parents have problems using the service. ● In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital ● The person display symptoms must self-isolate pending test results. ● School to contact central team using covidnotification@pmat.academy regarding any potential cases ● In the autumn terms schools will be provided with home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. ● Parents and staff will need to inform the school immediately of the test result. ● If somebody tests negative and has no further symptoms they can stop self-isolating and return to school ● if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. 	<ul style="list-style-type: none"> ● Parents have also been provided with the guidelines and what they should do should their child or a family member develop symptoms ● School admin team are aware of reporting procedures regarding any potential cases ● Parents/staff advised to contact school immediately with any results of test <p>Isolation periods: Staff/pupils with symptoms - if tested negative then can return to school if well. If positive then self isolate for 10 days. If a contact has tested positive then self isolate as directed by track and trace, unless becoming symptomatic.</p> <ul style="list-style-type: none"> ● Side effects of children taking a vaccination or teething ● Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child’s health, they should seek advice from their GP or NHS 111 	<p>Y</p> <p>Y</p>	
H	Managing confirmed cases of coronavirus (COVID-19) amongst the school community			M

	<ul style="list-style-type: none"> ● School to contact central team using covidnotification@pmat.academy who will liaise with the local health protection team regarding the next steps ● The school must work with the local health protection team providing all information requested. School should be able to easily provide the HPT with information of people within the group of the infected person and where appropriate of any additional groups. ● The health protection team will provide definitive advice on who must be sent home, all schools must follow this advise ● A template letter will be provided from the HPT to send to parents and staff if required. Confidentiality must be maintained of the names of those with infection not shared. ● Household members of anybody sent home do not need to isolate unless they develop symptoms in which case they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. ● Schools do not need to request evidence of negative tests 	<ul style="list-style-type: none"> ● SLT and admin team aware of this reporting procedure and are able to provide any person/s groups who have been in contact with 	Y	
H	<p>Use of dedicated school transport</p> <ul style="list-style-type: none"> ● Where possible children will be grouped together on transport reflecting the bubbles they are in. Where this is not possible the school must maintain records of the separate bubbles the children are operating within. 	<ul style="list-style-type: none"> ● Streamline provide a taxi each day for 1 deaf pupils. CYC have been contacted and are currently working with Streamline on a plan for September 	Y Y	L

	<ul style="list-style-type: none"> ● Hand sanitiser must be used on boarding and disembarking ● Vehicles will need to be cleaned frequently ● Queues to be organised for boarding ● For children aged 11 and over face coverings may be recommended if others from outside their bubble are on the same transport <p>Use of public transport</p> <ul style="list-style-type: none"> ● Schools should try to facilitate timetables to keep travel at peak times to an absolute minimum ● Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible. ● Families using public transport should be advised to refer to the safer travel guidance for passengers. ● The government recognises the significant disruption faced by public transport providers and is working with local authorities to establish local solutions. 	<ul style="list-style-type: none"> ● All pupils must wash hands prior to entering school ● No school visits to take place <ul style="list-style-type: none"> ● Parents provided with guidelines re use of public transport and encouraged to either walk or cycle to school ● Cycle/scooter storage to be reopened to children 	<p>Y</p> <p>Y</p> <p>Y</p>	
	<p>Shielding, clinically vulnerable or comparatively increased risk children</p> <ul style="list-style-type: none"> ● All shielding advice will pause on August 1st and therefore all children, even those who are vulnerable, can return to school ● some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). In these cases individual risk assessments will need to be carried out. 	<ul style="list-style-type: none"> ● Risk assessments for individual pupils available in school and communicated to relevant staff members ● Parents advised by updates/bulletins to contact school if they have any particular issues that they wish to discuss 	<p>Y</p> <p>Y</p>	

	<ul style="list-style-type: none"> If parents of pupils with significant risk factors (Clinically Vulnerable, BAME, Obesity and diabetes) are concerned, schools should discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should look to identify those who may be reluctant to return. 			
H	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <ul style="list-style-type: none"> Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now able to return to work from 1 August as long as they maintain social distancing. Where social distancing is still recommended staff should be able to work remotely or in a position where social distancing can be maintained Where all safety precautions are adhered to within the RA clinically vulnerable staff including pregnant woman can continue to work. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Where staff may be at comparatively increased risk from coronavirus (BAME, Obesity and diabetes) they should be given the opportunity to discuss their concerns with the Headteacher/HR. Where additional measures can be put in place the school should work to accommodate these. 	<ul style="list-style-type: none"> All staff with any issues have been risk assessed and are expected to return to work Any staff with concerns are encouraged to discuss them with a member of SLT or HR All staff were given the opportunity to complete a further declaration in November should their circumstances have changed in order for risk assessments to be reviewed. 	Y Y	M
H	<p>Deployment of control measures</p> <ul style="list-style-type: none"> Schools should arrange sufficient time to train staff in the new ways of working with school 		Y	L

	<ul style="list-style-type: none"> Parents should receive communication from the school to outline the expectations required from them and how the school day will be different for their child 	<ul style="list-style-type: none"> Staff will be trained on the training day planned for 7 September and provided with all information required The headteacher will be communicating the arrangements for September to parents and what to expect in September 	Y	
H	<p>Estates</p> <ul style="list-style-type: none"> School must check that it is building compliant before reopening, in particular ensuring that all water hygiene checks have been reported as safe Ventilation – Air conditioning units can be used but only where the feed is a fresh air supply and not recirculate air All windows should remain open when a classroom/office is in use 	<ul style="list-style-type: none"> Compliance monitored on EVERY system 2 Air conditioning units in school have been turned off and are out of use - these can now be used as the air is circulated from outside Wall heaters in halls turned off as the air is re-circulated All windows opened by cleaning staff on a morning and closed on an evening 	Y Y Y	L
H	<p>Extra-curricular provision</p> <ul style="list-style-type: none"> Breakfast and after school clubs can be operated. Children must be pre booked and there will be no provision for drop ins/ late bookings. School must keep accurate records of the secondary bubble of any child Where possible clubs will try to accommodate separation for existing bubbles Club group sizes will need to be consistent with the maximum bubble size permitted within the school. Risk assessments must be carried out for out of school provision – Schools should use the guidance Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Parents should be advised to limit their use of wrap around providers and only use when essential. 	<ul style="list-style-type: none"> School will be providing both breakfast club and after school club Sessions to be booked in advance School are aware of which bubbles children are in See Breakfast Club/After School Club Risk Assessment <p>Extra-Curricular activities will resume and need to adhere to the follow control measures:</p> <ul style="list-style-type: none"> All activities will need to operate within bubble Staff will need to continue to practice 2m social distancing between others adults and children 	Y Y Y Y	L

	<ul style="list-style-type: none"> If parents use non school based childcare they should inform the school so they can keep records of additional mixing – Families should be encouraged to mix their child(ren) in the smallest number of bubbles possible 	<ul style="list-style-type: none"> Children should be part of a maximum of two bubbles i.e. After school Club and one other extra-curricular club that is in bubble Cleaning between different bubbles needs to continue Shared resources will need to be quarantined or cleaned in between uses 		
H	<p>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> Health and Safety Policy First Aid Policy Daily Classroom / Area Cleaning Checklist – COVID 19 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training about expectations of cleaning routines and timings.</p> <ul style="list-style-type: none"> The school keeps up to date with weekly advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE NHS Department of Health and Social Care PHE 	<ul style="list-style-type: none"> All staff have been provided with both Health & Safety and the revised First Aid Policy Cleaning carried out each day CYC Health & Safety system used to report any incidents Guidelines on notifiable diseases displayed in school office to refer to A folder with all information relating to COVID-19 procedures is available in the staffroom School receives information and guidance from all sources and PMAT 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	L

	<p>Fire, Intruder Alarms & Emergencies, Including Lockdown</p> <ul style="list-style-type: none"> All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people) Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details 	<ul style="list-style-type: none"> Staff to be trained on training day on 7 Sept Fire practice was carried out on Monday 5th October. Next practice to be carried out on ???????? All premises information is provided in School Premises manual Monitoring Company have all relevant contact details 	<p>Y</p> <p>Y</p> <p>Y</p>	L

ACTION PLAN (insert additional rows if required)		TO BE ACTIONED BY			ACTION COMPLETE	
Further control measures identified to reduce risks so far as is reasonably practicable		POSITION	NAME	DATE	SIGNATURE	DATE
1						

○ **COMMENTS AND INFORMATION**

(Use this section to record how the risk assessment has been communicated and any other comments and information)

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Review date	Are there any changes to the activity since the last assessment? Clarify that all the controls are in place and monitored on a regular basis	Name and signature of reviewer	Next review date