

## Coronavirus (COVID-19): Risk Assessment for Houghton School from the beginning of the Autumn Term 2021

Assessment conducted by: Gill Knox	Job title: Head Teacher	Covered by this assessment: All adults and children entering the school
Date of assessment: Tuesday 31 <sup>st</sup> August 2021	Date of next review: Monday 25 <sup>th</sup> October 2021	This document was written on Tuesday 31 <sup>st</sup> August 2021

The purpose of this risk assessment is to support a safe working environment for all children and staff from the beginning of the autumn term 2021, while reducing the risk of coronavirus transmission and enabling continuity of education.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
  - Schools COVID-19 operational guidance (27<sup>th</sup> August 2021)
  - SEND and specialist settings: additional COVID-19 operational guidance (27<sup>th</sup> August 2021)
  - Contingency framework: education and childcare settings (August 2021)
  - COVID-19: Outbreak management plan
- When implemented these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk.
Level of risk after control	Could be L/M/H
Responsible person:	The identified staff member(s) responsible for implementing the risk controls

Implementation date:	The date by which required plans for controls will be in place.
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National guidelines: The government priority is for schools to deliver face-to-face, high quality education to all pupils.

Risk Description / Area of Concern	Level of risk prior to control	Risk Controls	Level of risk after control	Responsible person	Implementation date
The school lapses in following national guidelines and advice, putting everyone at risk	High	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>➤ The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford &amp; Wrekin Council</li> <li>➤ Information on the school website is updated.</li> <li>➤ Children updated via classrooms/email/text as necessary.</li> <li>➤ Any change in information to be shared with Chair of Governors, staff to be informed directly and passed on to parents via email, letter, school website or school social media.</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Low	SLT	Start of autumn term
			Low	SLT / Admin	Start of autumn term
			Low	Teachers	Start of autumn term
			Low	HT / DHT	Start of autumn term
<p>Mixing &amp; Bubbles: The government no longer recommend that it is necessary to keep children in consistent bubbles. However, in order to minimise the risk of transmission across the school and to enable flexibility in curriculum delivery the school will operate extended bubbles for the first half of the autumn term.</p>					
Mixing increasing risk of transmission	High / Medium	<p>Extended Key Stage Bubbles</p> <ul style="list-style-type: none"> <li>➤ EYFS / KS1</li> <li>➤ Lower KS2</li> <li>➤ Upper KS2</li> </ul> <p>Assembly via Microsoft Teams meeting for the first half of the autumn term, to be reviewed with the intention of</p>	Low / Medium	All Staff / Children	Start of autumn term
			Low	All Staff	Start of autumn term

	<p>implementing face-to-face assembly for second half of the autumn term.</p> <p>Breaks &amp; Lunchtimes will operate in extended bubbles.</p> <p>Break:</p> <ul style="list-style-type: none"> <li>➤ EYFS / KS 1: bottom play area</li> <li>➤ LKS2: MUGA 9.55 – 10.05</li> <li>➤ UKS2: MUGA 10.10 – 10.20</li> </ul> <p>Lunch:</p> <p>Children will have same designated play areas as break times. Children will play outside at:</p> <ul style="list-style-type: none"> <li>➤ EYFS / KS1: 12.30 – 1.00</li> <li>➤ LKS2: 12.00 – 12.30</li> <li>➤ UKS2: 12.30 – 1.00</li> </ul>	Low	All Staff / Children	Start of autumn term
	<p>There will be designated Staff rooms for the first half of the autumn term (non class based staff will be allocated to a staff room)</p> <ul style="list-style-type: none"> <li>➤ EYFS / KS1: Current Meeting Room</li> <li>➤ LKS2 &amp; Class 12: Staff Room</li> <li>➤ Upper KS2 &amp; Class 11: Current Class 3</li> </ul>	Low	All Staff	Start of autumn term
	<p>Meetings will have the following format for the first half of the autumn term:</p> <p>Briefing: via Microsoft Teams</p> <p>Teaching Staff: via Microsoft Teams</p> <p>Key Stage: via Microsoft Teams or face-to-face</p> <p>Class Teams: face-to-face</p> <p>Office Team: face-to-face</p> <p>Non class based staff: dependant on circumstance</p> <p>Meeting other professionals: socially distanced face-to-face or via Microsoft Teams</p>	Low	All Staff	Start of autumn term

		Parents: dependant on circumstance Annual Reviews: Microsoft Teams where possible Parents Evening (autumn term): socially distanced face-to-face			
<b>Face coverings: The government no longer advise the wearing of face coverings in classrooms or communal areas within schools. However, face coverings will be worn in indoor communal areas for the first half of the autumn term.</b>					
Face Coverings	Medium	Face covering to be worn in corridors	Low / Medium	All Staff	Start of autumn term
		Face coverings to be worn at the discretion of staff during face-to-face meetings.	Low	All Staff	Start of autumn term
		Face coverings no longer required in outdoor areas.	Low	All Staff	Start of autumn term
		Staff must wear a face covering if they are entering another bubble. (Staff should not enter another bubble unless deemed absolutely essential.	Low / Medium	All Staff	Start of autumn term
		Face visors or shields can be worn by those staff exempt from wearing face coverings.	Low / Medium	Staff exempt from wearing face coverings	Start of autumn term
<b>The Government / PHE no longer advise CEV adults or children to self isolate.</b>					
Clinically Extremely vulnerable (CEV) individuals	Medium / High	Individual risk assessments have been completed/reviewed for staff / children in CEV category regarding limiting exposure to Coronavirus.	Low / Medium	DHT	Start of autumn term
		CEV adults may benefit from continued social distancing where possible.	Low / Medium	CEV adult	Start of autumn term
		CEV adults and children should always work in well ventilated areas where there is plenty of fresh air.	Low	CEV adult / children	Start of autumn term
			Low / Medium	CEV adult	Start of autumn term

		<p>CEV adults are advised to wear a face covering when in close contact with others.</p> <p>If a CEV child is identified by Public Health as not being able to attend school, school will offer a remote learning package for the identified child.</p>	Low	PHE to identify, school to provide required support	Start of autumn term
Clinically Vulnerable staff and children	Medium	Protective measures in place for staff and children, to ensure that the risk of transmission is reduced as far as possible.	Low	SLT	Start of autumn term
		Clinically vulnerable staff should follow the control measures in place to minimise the risks of transmission.	Low / Medium	CV staff	Start of autumn term
		Clinically vulnerable children should be supported to follow the control measures in place to minimise the risks of transmission.	Low / Medium	SLT to inform CV staff to implement	Start of autumn term
Poor communication with parents and other stakeholders	Low	All staff/children to be aware of current actions and requirements and reminded frequently using the school communication systems.	Low	SLT / Class Teams	Start of autumn term
		Head teacher to share risk assessment with all staff.	Low	HT	Start of autumn term
		Parents notified of risk assessment plan and shared with parents via website.	Low	HT/ Admin	Start of autumn term
		As a result, all children and all staff working with children are adhering to current advice.			
Lack of awareness of policies and procedures	Medium	School leaders will ensure that all policies impacted on by coronavirus are updated.	Low	SLT	Start of autumn term

		<p>All staff will make themselves aware of all relevant policies and procedures.</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media / website– they are informed that they must contact the school as soon as possible if they believe their child has COVID -19 symptoms or has been exposed to COVID-19.</p> <p>Children are made aware of the procedures in relation to COVID-19 via class teams. All are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>As a result, all staff and children (where understanding allows) are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>SLT to share, all staff to read / update themselves.</p> <p>SLT to inform, all Staff to reiterate the importance.</p> <p>All staff</p>	<p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p>
<p><b>The government has advised that public health advice should be followed on testing, self-isolation and managing confirmed cases of COVID 19. Close contacts will be identified via NHS Test and Trace.</b></p>					
Potential Covid 19 case	Medium / High	<p>All adults have been offered the opportunity to be vaccinated and most staff in school have had both vaccinations</p> <p>All staff able to access the Primary School lateral flow home testing. Test to be undertaken twice weekly (Monday &amp; Thursday) This test is used to identify asymptomatic people.</p> <p>If LFD test is positive, staff need to self-isolate and arrange confirmatory PCR test. Staff are not to attend school until result is known. If positive they should</p>	<p>Low / Medium</p> <p>Low</p> <p>Low / Medium</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p>







		As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.			
Confirmed COVID 19 case	Medium /High	<p>Person with positive PCR confirming COVID-19 is required to self-isolate and not attend school.</p> <p>School to notify Health Protection Hub of any positive PCR cases.</p> <p>Officer from the HPH will be assigned main point of contact.</p> <p>Contact tracing will be undertaken by National Test &amp; Trace.</p> <p>Close contacts will not need to self-isolate if they fall into the following categories:</p> <ul style="list-style-type: none"> <li>➤ Fully vaccinated</li> <li>➤ Below age of 18 years 6 months</li> <li>➤ Not able to get vaccinated for medical reasons</li> <li>➤ Part of an approved COVID-19 vaccine trial</li> </ul> <p>Staff: Need to inform HT if contacted by NHS Test &amp; Trace as a close contact.</p> <p>Identified close contact must arrange a PCR test and not attend school whilst awaiting the result.</p> <ul style="list-style-type: none"> <li>➤ If positive the person must self-isolate for 10 days from the date of the test.</li> <li>➤ If negative the person can return to school but must take a LFD test prior to coming in to school each day for the 10 days they would have been due to self-isolate. As far as is reasonably</li> </ul>	<p>Medium</p> <p>School has been provided with detailed guidance re engaging with the HPH</p> <p>Low</p> <p>Low / Medium</p> <p>Low / Medium</p>	<p>Member of staff or child</p> <p>HT supported by SLT</p> <p>Staff / children</p> <p>All staff</p>	<p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p>

		<p>practicable the person should socially distance and wear a face mask when in the presence of CEV people.</p> <p>Children: Identified close contact must take a PCR test. Parents must inform the school that their child has been identified as a close contact. Children can attend school as long as they do not have any symptoms.</p> <p>Definition of close contact:</p> <ul style="list-style-type: none"> <li>➤ Face-to-face contact with someone less than a metre away</li> <li>➤ Been within one metre for one minute or longer without face-to-face contact</li> <li>➤ Been within 2 metres of someone for more than 15 minutes</li> </ul>	Low / Medium	Parents / children	Start of autumn term
Poor hygiene practice in school - General	High	<p>Enhanced cleaning procedures, including cleaning frequently touched surfaces in place.</p> <p>Products used:</p> <ul style="list-style-type: none"> <li>➤ Virucidal cleaner – contact time when children are not present in class is 5 minutes before wiping clean. Contact time with children are present is 30 seconds before wiping clean.</li> <li>➤ Dettol surface cleanser – spray service and allow to dry.</li> </ul>	Medium	All staff	Start of autumn term
		<p>All staff to ensure that they understand and implement the contact time for detergents being used and that they understand the appropriateness of the cleaning chemicals being used for different tasks. COSHH assessments to be undertaken if using new products.</p>	Low	All staff	Start of autumn term

	<p>Protocol for the use of and cleaning of shared areas that are used by different groups in place.</p>	Low	All staff	Start of autumn term
	<p>Toilets have an enhanced cleaning schedule, children encouraged to clean their hands thoroughly after using the toilet.</p>	Medium	All staff	Start of autumn term
	<p>Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, children, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</p>	Low	Staff to supervise / children to be supported to implement.	Start of autumn term
	<p>Teachers to reiterate key messages in class-time to the children to:</p> <ul style="list-style-type: none"> <li>➤ Cover coughs and sneezes with a tissue,</li> <li>➤ To throw all tissues in a bin</li> <li>➤ To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul>	Low	Class teams to support children.	Start of autumn term
	<p>Children and staff do not share cutlery, cups or food.</p>	Low	All staff / children	Start of autumn term
	<p>All utensils are thoroughly cleaned before and after use.</p>	Low	All staff	Start of autumn term
	<p>Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly.</p>	Low	Class teams / cleaners	Start of autumn term
	<p>Follow T&amp;W cleaning in school guidance.</p>	Low	All staff / cleaners	Start of autumn term
	<p>Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance.</p>	Low	All staff / cleaners	Start of autumn term

		As a result, all children and staff are adhering to high standards of hygiene to minimise risk of transmission.			
Poor hygiene practice - school entrance	Medium	Clear signage in place.	Low	SLT	Start of autumn term
		Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors.	Low	Admin Staff	Start of autumn term
		Areas touched to be wiped down.	Low	All staff	Start of autumn term
		Reduce the amount of people accessing reception area at any one time.	Low	All staff	Start of autumn term
		Rearrange furniture in reception area to facilitate social distancing.	Low	Admin staff	Start of autumn term
		Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area.	Low	SLT	Start of autumn term
		Assess the school's ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority.	Low	SLT	Start of autumn term
As a result, reception staff are protected.					
Spread of infection in classrooms/ shared areas.	Medium	Equipment that is frequently used is thoroughly cleaned in accordance with the guidance provided.	Low / Medium	Class Teams	Start of autumn term
		Tissues and hand sanitiser located in each classroom / learning space.	Low / Medium	Cleaning/ Caretaking Class Teams	Start of autumn term

	Only bins with lids to be used in classrooms.	Low	Class Teams	Start of autumn term
	Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open.	Low / Medium	All staff in school	Start of autumn term
	Individual children to be provided with a pack of basic equipment.	Low	Class Teams	Start of autumn term
	Staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use.	Low / Medium	All staff in school	Start of autumn term
	All rooms have access to a telephone to reduce people entering and using shared spaces.	Low / Medium	All staff in school	Start of autumn term
	Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use.	Low / Medium	Staff using telephone.	Start of autumn term
	Shared teaching resources to be cleaned thoroughly at the end of each day.	Low / Medium	Class Teams	Start of autumn term
	If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned.	Low / Medium	Class Teams	Start of autumn term
	Guidance issued to staff on the use of the staff rooms.	Low / Medium	SLT to inform. Staff to implement.	Start of autumn term
	Staff are not to congregate in the corridor or shared spaces.	Low / Medium	All staff	Start of autumn term
	Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc	Low / Medium	All staff	Start of autumn term

		As a result, the risk of infection to staff and children in classrooms is reduced.			
Cleaning is not sufficient	High	Ensure that all cleaning and associated health and safety compliance checks have been undertaken.	Low	HT/ Caretaker & Lead Cleaner	Start of autumn term
		A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures.	Low	Nominated member or each class team – overview by SLT	Start of autumn term
		Whilst children are at break time/lunchtime, to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards.	Low	Nominated member of each class team / lunch time support.	Start of autumn term
		Disposable gloves/wipes/sprays are next to photocopiers/printers etc.	Low	SLT to provide. Staff to use	Start of autumn term
		Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures.	Low	Cleaning Team	Start of autumn term
		As a result, high standards of cleanliness are maintained in school.			
Hand Hygiene	High	COVID-19 is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.			
		Regular and thorough hand cleaning needs to be regular practice by all staff and children.	Low	All staff / children	Start of autumn term
		All children and staff to clean their hands regularly using the hand washing facilities or hand sanitiser stations throughout school.	Low	All staff / children	Start of autumn term

	<p>All staff to supervise the use of hand sanitiser given risks around ingestion by young children and children with complex needs. Skin friendly skin cleaning wipes can be used as an alternative.</p>	Low	All staff / SLT to monitor.	Start of autumn term
	<p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied throughout the school.</p>	Low	Cleaners / Caretaker	Start of autumn term
	<p>Children to wash their hands with soap for no less than 20 seconds:</p> <ul style="list-style-type: none"> <li>➤ when they arrive at school,</li> <li>➤ before and after break and lunchtimes</li> <li>➤ when they change rooms e.g to go to the hall, soft play or sensory as timetabled</li> <li>➤ before and after eating.</li> </ul>	Low / Medium	Class Teams to support children.	Start of autumn term
	<p>Hand washing facilities are supervised by staff when children are washing their hands to avoid overcrowding in hand washing areas.</p>	Low	Class Teams	Start of autumn term
	<p>Alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues provided for the school reception area, dining hall, classrooms and other key locations for staff, children and visitors.</p>	Low	SLT – Staff to advise when items need replenishing.	Start of autumn term
	<p>Building these routines into school culture, supported by behaviour expectations and helping ensure the children understand the need to follow them will support the reduction in transmission of the virus.</p>			

Respiratory Hygiene	Medium	<p>‘Catch it, bin it, kill it’ approach used throughout school</p> <p>Children supported by staff to ensure good respiratory hygiene.</p> <p>Individual risk assessments to be developed for children who spit uncontrollably or who use saliva as a sensory stimulant.</p>	<p>Low / Medium</p> <p>Low / Medium</p>	<p>Class Teams</p> <p>Class Teacher in liaison with SLT</p>	<p>Start of autumn term</p> <p>Start of autumn term</p>
Personal Protective Equipment	Medium / High	<p>PPE must be worn by staff caring for a child with COVID 19 symptoms while they await collection.</p> <p>PPE must be worn by staff where there is a risk of direct contact with bodily fluids from children.</p> <p>Central supply of PPE available within school which can be allocated to individuals or class bases.</p> <p>More information on PPE use can be found in the <a href="#">safe working in education, childcare and children’s social care settings, including the use of PPE</a> guidance.</p>	<p>Low / Medium</p> <p>Low / Medium</p> <p>Low / Medium</p>	<p>Member of staff supervising the child</p> <p>All staff as required.</p> <p>SLT</p>	<p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p>
Ventilation Keeping occupied spaces well ventilated	Medium / High	<p>It is important to ensure school is well ventilated and a comfortable environment is still maintained.</p> <p>Windows must be open to allow for fresh air flow. Open a selection of windows or doors 15 minutes prior to the building opening.</p> <p>Opening a number of windows or doors to create cross flow of natural air will improve the natural ventilation and be more effective. This does not mean that every window or door needs to be opened but look at the most effective windows/doors in your area to create a cross flow of air.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>SLT</p> <p>Any adult using the room.</p> <p>Staff to implement.</p>	<p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p>



	<p>During the colder months consider the thermal comfort of users within the room. Windows/ doors do not have to be wide open but just enough to create an airflow.</p> <p>Identify the windows/ doors you are going to open and try to locate them where they are not close to people if possible.</p> <p>Where possible staff to open upper windows to increase the natural ventilation and reduce the impact on people within the room.</p> <p>Consider the windows and doors that you are opening and if doing so poses a safety or security risk to children they should not be opened unless supervision can always be maintained.</p> <p>The risk of air conditioning spreading COVID-19 in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. You can continue using the air conditioning system as normal.</p> <p>Poorly ventilated spaces to be identified and steps to be taken to attempt to improve ventilation - CO2 monitors to be provided by the government so these areas can be swiftly identified.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Medium</p>	<p>Any adult using the room.</p> <p>Adults using the room.</p> <p>Adults using the room.</p> <p>Adults using the room advice to be sought from SLT if required.</p> <p>Adults using the room.</p> <p>SLT</p>	<p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p>
<b>The Government have advised that schools maintain their capacity to deliver high quality remote education for the academic year 21-22</b>				
Remote Education	<p>Child level risk assessments to be used to prioritise the provision which is in the best interests for each child.</p> <p>Computers to be loaned to children where ICT resources are not available within the family home.</p> <p>Remote learning offer to be placed on website.</p>	<p>Low</p> <p>Low</p> <p>Low / Medium</p>	<p>Class teachers in liaison with SLT</p> <p>SLT</p> <p>SLT / Admin</p>	<p>As required from start of autumn term</p> <p>As required</p> <p>Start of autumn term</p>

Mental Health and Wellbeing for children & staff	Medium	Consider the children's mental health and wellbeing and identify any child who may need additional support so they are ready to learn.	Low	Class Teacher	Start of autumn term
		Close working with parents / carers.	Low	Class Teacher	Start of autumn term
		Individual meetings to be held with any member of staff where concerns were raised on their work life balance / stress audit.	Low / Medium	HT / Member of staff	Start of autumn term
		Well-being programme for staff to be implemented.	Low / Medium	SLT / Education Psychologist	Start of autumn term
Insufficient staff to run face-to-face sessions for children.	Medium	Leaders to ensure that they have a comprehensive list of staffing availability for the school.	Low	SLT / Cover Co-ordinator	Start of autumn term
		Protocols for staff to inform leaders if they need to self-isolate or remain at home awaiting PCR result are clearly in place.	Low	SLT / Cover Co-ordinator	Start of autumn term
		Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate or remain at home.	Low	SLT / Cover Co-ordinator	Start of autumn term
		Procedure / communication system in place to communicate with parents / carers.	Low	SLT	Start of autumn term
		Remote learning offer in place for children if they cannot attend due to staff shortage.	Low	Class Teacher	Start of autumn term
		As a result every effort has been taken to provide face to face teaching for the children.			

Emergency evacuation due to fire etc.	Low / Medium	Fire and emergency evacuation procedures to be reviewed so that classes can muster in extended bubbles with distance being maintained from other bubbles.	Low	SLT	Start of autumn term
		Fire drill completed by end of September 2021.	Low	SLT to organise.	By end of September
		Leaders to communicate procedures to all staff and staff to communicate emergency evacuation procedures to children.	Low	SLT / Class Teams	Start of autumn term
		As a result, social distancing is maintained in the event of an emergency evacuation.			
Physical Activities	Medium	Where possible outdoor sports should be prioritised.	Low	Class Teams	Start of autumn term
		Scrupulous attention to cleaning and hygiene.	Low	Class Teams	Start of autumn term
		Rota in place for use of the hall with time allowed for cleaning of equipment between use by different extended bubbles.	Low	SLT to develop / Class Teams to implement	Start of autumn term
After school provisions	Medium	There will be no afterschool clubs to reduce the risk of cross school infection for the first half of autumn term.	Low	SLT	Start of autumn term
Contractors, deliveries.	Medium	All contractors to be checked to ensure that they are essential visitors prior to entry to the school.	Low	SLT / Admin	Start of autumn term
		Agree arrival and departure times with contractors to ensure that there is limited contact with staff or children. <b>(Not always possible for staff)</b>	Low / Medium	SLT	Start of autumn term
		All contractors/visitors to use hand sanitiser on entry to the school site.	Low	Person allowing the visitor on site	Start of autumn term

		<p>Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</p> <p>Where possible, staff to identify safe/designated place for delivery without need for contact with staff.</p> <p>Surfaces to be cleaned after any deliveries have been made.</p> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>As above</p> <p>Person receiving delivery</p> <p>As above</p>	<p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p>
Professional Visitors	Medium	<p>Agree arrival and departure times with professional visitor to ensure contact with staff and children is appropriately managed.</p> <p>All professional visitors to sanitise their hands on entry to the school site.</p> <p>All areas in which professional visitor work are cleaned in line with government guidance.</p> <p>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</p>	<p>Low / Medium</p> <p>Low</p> <p>Low</p>	<p>SLT / admin team</p> <p>Visiting professional</p> <p>Cleaning Team</p>	<p>Start of autumn term</p> <p>Start of autumn term</p> <p>Start of autumn term</p>
First Aid Care	Medium	<p>Ensure appropriate PPE is worn when giving first aid to children or staff.</p> <p>Ensure staff follow training and protocols in place for administering first aid within school.</p>	<p>Low</p> <p>Low</p>	<p>Member of staff administering First Aid.</p> <p>As above SLT to monitor</p>	<p>Start of autumn term</p> <p>Start of autumn term</p>

Educational Visits	Medium	No educational visits will take place for the first half of the autumn term with the exception of swimming. EVC Co-ordinator will ensure the pool facilities are COVID secure.	Low / Medium	SLT / Class Teams	Start of autumn term
		Links with other schools will not take place until the second half of the autumn term.	Low	SLT	Start of autumn term
Building risks	Medium	Ensure maintenance requirements are met.	Low	HT / Business Manager / Caretaker	Detailed systems in place to ensure all areas of required compliance are followed / addressed.
		Ensure all Health & Safety checks are implemented.	Low	As above	
		Ensure Playground / outside area checks are undertaken.	Low	Caretaker	Start of autumn term
		Thorough cleaning of all areas.	Low	Cleaning Team	Start of autumn term
<p>Significant increase in cases: A contingency framework has been developed (see separate document) which describes the principles of managing and actions to be taken in addressing an outbreak within school. The trigger for implementing outbreak control measures is 2 children or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10 day period.</p>					

**Signed:**

**Head Teacher:**

*C. Knox*

Date: Wednesday 1<sup>st</sup> September 2021

**Chair of Governors:**

Date: