

Premises: Wickersley Partnership Trust, Aston Lodge Primary School

Activity and/or Environment to be assessed: Covid-19

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Date: June 2021

Review Date: July 2021

Key (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (Could occur/Possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (death)	Likelihood x Severity = Rating	1-6 Low Risk = Monitor 8-12 Medium Risk = Monitor, review & reduce risk where possible 14-25 High Risk = Further action required

Premises: Wickersley Partnership Trust – mitigation of [risk addendum](#) to Trust COVID-19 risk assessment

Activity and/or Environment to be assessed: The purpose of this risk assessment is to address the additional risk of the transmission of Covid-19 infection during school operating hours. It has been updated in line with guidance from the UK Government as this has changed most recently in June 2021

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

<https://www.gov.uk/government/publications/face-coverings-in-education>

PLEASE NOTE: A 'ONE-SIZE FITS ALL' APPROACH IS NOT FEASIBLE, SO HEADTEACHERS WILL MAKE INFORMED JUDGEMENTS AND ADAPT THE GENERIC WPT RISK ASSESSMENT TO MEET THEIR OWN SPECIFIC PRIMARY/SECONDARY SCHOOL CONTEXT AND WILL ASSIGN DAILY RESPONSIBILITIES TO STAFF (END OF COLUMN).

THE RISK ASSESSMENT WILL:

- **BE KEPT UNDER CONSTANT REVIEW BY ALL TRUST/SCHOOL LEADERS TO ENSURE THE SAFETY OF ALL EMPLOYEES AND STUDENTS**
- **RESPOND TO ANY CHANGES IN NATIONAL AND LOCAL GUIDANCE**
- **BE SHARED WITH THE WORKFORCE, PARENTS/CARERS & STUDENTS**
- **BE CONSULTED UPON WITH TUs - Elimination: Substitution: Engineering controls: Administrative controls.**

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	4. Risk Rating				5. Further Action Required/Recommendations	6. Completed by (21.06.2021) 7. Responsibility (Sarah Cronin)
			L	S	Score	Risk		
a) Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, are required to self-isolate for travel related reasons, or have been told by NHS Test and Trace to self-isolate	E YP P C V EM	PREVENTION Managing children and adults with symptoms in line with PHE guidance to reduce the spread of the virus	4	4	16	H	<p>Child or adult with symptoms outside WPT/School</p> <p>Students, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more COVID-19 symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms • they are legally required to quarantine, • having recently visited countries outside the Common Travel Area • they have had a positive test • have been in close contact with someone who tests positive for COVID-19 <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the student can return to school) 	

<p>do not attend school;</p> <p>Transmission of virus due to insufficient hand hygiene</p>		<p>Hand washing Hand washing facilities with soap and water are available in all toilet areas.</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Self-isolation period includes the day the person's symptoms started (or the day they had the test, if they did not have symptoms) and the next 10 full days.</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but may leave home to avoid injury or illness or to escape the risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the school must:</p> <ul style="list-style-type: none"> • send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the guidance for households with possible or confirmed COVID-19 infection • advise them to arrange to have a test as soon as possible to see if they have COVID-19 <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test.</p> <p>If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.</p> <p>For a Student or adult who develops symptoms during the school day, please see a section in this risk assessment below - 'dealing with a suspected case of Covid-19 in school'.</p> <p>Close contact</p> <p>A risk assessment may be needed to determine who is a close contact. This can be anyone who:</p> <ul style="list-style-type: none"> • lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 • has had any of the following types of contact with someone who has tested positive for COVID-19 with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) • travelled in the same vehicle or a plane <p>Whilst awaiting the confirmatory PCR result, students and staff and close contacts should continue to self-isolate.</p> <p>If someone who uses transport tests positive, the assessment is likely to take account of factors such as:</p> <ul style="list-style-type: none"> • vehicle size • degree of face-to-face contact • length of time in close proximity • whether a Perspex screen is in place <p>Hand washing</p> <ol style="list-style-type: none"> A. Staff must ensure (as far is reasonably practical) that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating; B. Students (and staff) are encouraged to wash hands for 20 seconds following PHE guidance. See NHS hand washing guidance C. Hand sanitisers are provided in corridors and classrooms (with 70% alcohol content) D. Ensure use of hand sanitiser is supervised where necessary to avoid risk of ingestion; E. Ensure bins emptied regularly throughout the day. 	
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Transmission of virus due to insufficient respiratory hygiene		Guidance on hand washing can be found at the below link; https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/				<p>F. Staff to be reminded regularly to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</p> <p>G. Site staff to make sure toilet areas are always stocked with soap and that washing facilities are available.</p> <p>H. Reactive cleaners to clean toilets and sinks frequently and checks made hourly. Site manager at the start and end of the day and staff member/cleaner during the day.</p> <p>Additional points:</p> <ul style="list-style-type: none"> Hand washing remains the main method of preventing the spread of the virus. Students will be provided with frequent reminders from posters (updated and in-line with the latest guidance and advice) strategically placed above each sink. Staff to practice and model with the younger children as part of the daily routine as necessary. Practitioners will support younger children and children with complex needs who may encounter problems handwashing independently <p>Face Coverings</p> <ul style="list-style-type: none"> In all schools face coverings should continue to be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). <p>Additional points:</p> <ul style="list-style-type: none"> Staff should understand that the wearing of a face covering would not replace the regularity required for hand hygiene measures and routines outlined above. Some individuals are exempt from wearing face coverings. This applies to those who: - Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties. Those who speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. Those who rely on visual signals for communication, or communicate with or provide support to such individuals. <p>Ensuring good respiratory hygiene</p> <ol style="list-style-type: none"> Staff and students are reminded regularly to catch coughs and sneezes in tissues - <i>Follow 'Catch it, Bin it, Kill it'</i> and to avoid touching your face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the site/classroom. Posters and games/rhymes to reinforce key messages. Where possible windows and doors (not fire doors) need to be left open to ensure that the rooms are well ventilated; sufficient stocks of tissues/ sanitiser in place for students and staff to use. <p>Cleaning</p> <p>Rigorous checks will be carried out by site managers/caretakers to ensure that the necessary procedures are being followed.</p> <ul style="list-style-type: none"> Classroom based equipment (eg: books and games) can be used within the bubble and then thoroughly cleaned more regularly than normal. Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches – will be cleaned more regularly than normal. Alcohol based hand sanitiser will be available at all times too. Soft play and soft furnishings minimised in EYFS. Prop open internal doors (unless they are fire doors) to reduce contact. Where they are fire doors they should be cleaned more regularly throughout the day as part of the react clean process. Designated reactive cleaners for all areas throughout site to ensure consistency with whole school cleanliness. <p>Cleaning EYFS</p> <ul style="list-style-type: none"> EYPs staff require appropriate PPE (gloves/aprons) for cleaning EYPs require a checklist of equipment to clean eg; table top provision – blocks etc ... Frequently touched surfaces and equipment must be cleaned regularly – as in rest of school 	
Transmission of virus through insufficient cleaning of surfaces							

		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate cleaning products and methods.</p>				<ul style="list-style-type: none"> • Where possible, any equipment will be limited to that which can be easily cleaned following a group of children using it. Resources will be cleaned frequently and meticulously or rotated to be left out of reach for a period of 48 hours (72 hours for plastics) between use. • Staff will plan for and set up, wherever possible, activities around Small World, Role Play, Block play, Construction and Workshop, following the EYFS guidelines stated in the Recovery Curriculum. • No sand, but water outside and children will be provided with individual tubs of play-dough which is only to be used by them. • Staff will have a focus on aerobic exercise during outdoor provision with opportunities to exert themselves physically <p>see 'Classroom restrictions' section in the Recovery Curriculum for further details</p> <p>Hand sanitiser</p> <p>All schools must ensure they have sufficient number of hand dispensers throughout site and at key locations including:</p> <ul style="list-style-type: none"> • School entrances • Toilets • Outside offices • Where possible, outside all classrooms <p>Schools must make sure they always have stocks of hand sanitiser. Requests for more stock can be made to the Trust Facilities Manager, Lee Rushforth, Lrushforth@wickersleypt.org.</p> <p>Water / drinking fountains</p> <p>Use of water / drinking fountains is permitted given the warmer weather and need for students to remain hydrated. However, these facilities need to be included in regular cleaning routines and hand sanitizer or hand washing facilities should be available nearby for those who use these facilities.</p> <p>Social distancing</p> <p>Staff, students and visitors to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Parents encouraged not to access the site wherever possible.</p> <p>Ventilation</p> <p>Wherever possible, all spaces should be well ventilated using natural ventilation i.e. windows open and door where safe to do so. Classroom doors, corridor doors and office doors should be wedged open (unless they are fire doors) to avoid unnecessary touching of surfaces.</p> <p>PPE</p> <p>WPT will make PPE available to school. Requests for PPE (gloves, aprons and face covering) can be made to the Trusts Facilities Manager, Lee Rushforth, Lrushforth@wickersleypt.org</p> <p>Intimate care</p> <p>DFE advice states that "The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way • if a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face covering will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then gloves, an apron and a face covering should be worn by the supervising adult. <p>'Emergency Response' PPE kits will be available for staff when responding to a student presenting with COVID-19 symptoms – gloves, aprons and face coverings.</p> <p>First aid</p> <p>In the event of a student requiring first aid for a minor injury/cut, staff administering basic first aid will wear appropriate PPE due to the lack of social distancing possible – eg: gloves, apron, face covering. PPE will be used by first aiders at all times (regardless of need)</p>	
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Spread of Covid-19 (Coronavirus)	E YP P C V EM	<p>DELAY To minimise unnecessary contact and social mixing</p> <p>To minimise contact with other adults/students (social distancing) in the shared areas and classroom in order to reduce the risk of virus transmission</p> <p>AND</p>	3	4	12	Med-ium	<p>PREVENTION, CONTAINMENT AND DELAY MEASURES</p> <p>Schools will retain their current bubbles. However, the following are permitted</p> <ul style="list-style-type: none"> • Movement of students around schools to facilitate use of specialist classrooms and facilities can take place. Wherever possible, bubbles should not cross. Floor markings to ensure students are encouraged to stay 2m apart. • Setting of classes in year groups can return. <p>In the event of a school closure the students of key workers and vulnerable students should be taught in smaller class sizes, remain in consistent groups and these groups should only be taught in one classroom with a fixed seating plan. This is to ensure that in the event of a positive case any close contacts would be kept to an absolute minimum.</p> <p>Staggered start/end times will continue for specific year groups - dependent on school circumstances. Classrooms will be well ventilated (open doors and windows).</p>	

		<p>Allow contact tracing should there be an outbreak of COVID-19</p>				<p>Students to use own labelled water bottle provided by parents/carers. Cleaned and returned daily. Not left on site.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between staff and other year groups they should try and keep their distance between other students and staff as much as they can ideally 2m from other adults.</p> <p>Supply teachers, peripatetic teachers and other temporary staff can move between schools. They should minimise contact and maintain as much distance as possible from other staff.</p> <p>Students will line-up, when coming into class, in order of the back row to front row, to avoid students passing each other. Seating plans and strict restrictions on the movement of children and staff will aid test & trace should a need to self-isolate arise.</p> <p>Classrooms furniture (desks and chairs) will be set-up in rows, facing the front except for younger students where this may not be appropriate. HTs will remove all unnecessary furniture in each classroom.</p> <p>Students who may be more prone to low level disruption/engagement will be seated closer to the front.</p> <p>For students in Reception, disapplications of specific EYFS requirements can be used where coronavirus (COVID-19) restrictions prevent settings delivering the EYFS in full. In order to meet the needs of younger children, teachers will, where appropriate, provide an Early Years approach to the setting up of classrooms and provision areas. If practitioners feel it is viable to do so, they should provide areas of interest on table tops so that children have practical play activities to be immersed in rather than following the 'teach from the front' approach.</p> <p>Outdoor resources in EYFS should be limited as much as possible and outdoor equipment that is used must be cleaned daily. Equipment and resources in the classroom such as books, games and small world play can be used and shared within the bubble and will be cleaned more frequently/regularly. Role play – all equipment must be 'easily cleanable' and cleaned everyday but all dressing up clothes/role play will be removed</p> <p>Wherever possible, teachers, of all but the youngest children sustain social distance, by attempting to 'teach from the front of the room'.</p> <p>PE lessons will be planned to minimise the use of equipment and will focus on active exercise and maintaining social distancing. Any equipment will be limited and will be easily cleaned at the end of each session.</p> <p>Adults, when circumstances allow, should maintain a 2m distance from students (particularly in Secondary) and avoid close face contact and minimise time spent within 1m of anyone.</p> <p>Shared resources between bubbles will be cleaned frequently.</p> <p>Assemblies and collective gatherings will be held virtually only.</p> <p>School will manage visitors onsite and providers will be met with a combination of advice/guidance and detailed record keeping . Records of visitors will be kept and stored securely for a period of fourteen days to enable test and trace.</p> <p>Schools will establish an intervention room to support students when required, where this cannot be a separate room it should be connected to the isolation/sanction room.</p> <p>Staff and students wash hands thoroughly before and after each session. Equipment set up in room prior to start of session. Student(s) collected from classroom and follow member of staff (socially distanced). Desk and equipment cleaned at the end of each day.</p> <p>Break times and Lunchtimes</p> <p>Break times and lunchtimes will be staggered and outside areas will be divided/demarcated where social distancing cannot be enforced. Students wash hands upon re-entering the building after break/lunchtime. Schools will limit the occupancy of staff/rest rooms and/or find alternative spaces for staff to take refreshments/lunch. Additional electrical devices eg; toasters/kettles must not be taken into classrooms.</p> <p>Practical lessons</p>	
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Response to infection

Asymptomatic adults in attendance potentially spreading the virus	E YP P C V EM	CONTAINMENT AND PREVENTION OF FURTHER SPREAD Identity asymptomatic adults and students	4	4	16	High	<p>Every staff member and secondary school student is being provided with access to a sufficient supply of lateral flow tests to allow them to undertake two tests a week at home. The result of these tests should be registered with the government. The school should be alerted as soon as is practical to any positive tests so that contact tracing can take place. The person with the positive test and the people that they live with should begin self-isolating immediately, for a period of 10 days. Any positive lateral flow test requires a follow up PCR test. This is requested through the NHS. Should the follow up PCR test be negative, self-isolation requirements will cease.</p> <p>Transition activity and open days</p> <p>Traditional transitional and open days are unlikely to be feasible this academic year but we are keen not to restrict individual settings from designing events which maintain the integrity of bubbles or consistent groups, and adhere to the system of controls in place. This means students that students from other schools are unable to attend at Trust primary and secondary schools and mix with existing bubbles at those schools.</p> <p>Year 6 transition can still take place at Trust secondary schools, as these transition weeks see year 6 children leaving their current primary school bubble and form new bubbles at the secondary school.</p>	
Suspected case whilst on site	E YP P C V EM	CONTAINMENT If a member of staff/student develops a high temperature or a persistent cough while on site.	2	4	8	Med	<p>School will have a designated room available to isolate students until they can be collected. The area the student/staff member was working should be made 'out of use' and deep cleaned. Making sure the cleaning team wear all the appropriate PPE while cleaning.</p> <p>To ensure a consistent response across the Trust, incidences where a school has to ask either a staff or student to stay home due to a positive test should be discussed with the CEO prior to enacting the decision.</p> <p>Student</p> <ul style="list-style-type: none"> • they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the student, with appropriate adult supervision if required • a window should be opened for fresh air ventilation if it is safe to do so • if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people • if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else • personal protective equipment (PPE) must be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained <p>Staff</p> <ul style="list-style-type: none"> • Return home immediately • Avoid touching any surfaces • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • They must then follow the PHE guidance on self-isolation and not return to school until their period of self-isolation has been completed. • The school determines which staff should self-isolate and inform the individuals. 	Ongoing

Multiple COVID-19 infections on site	E YP P C V EM	In the case of multiple COVID-19 infections, schools will contact Public Health England and initiate guidelines and advised protocols					<p>Liaise with WPT and follow the protocol outlined below:</p> <ul style="list-style-type: none"> • Send students/staff home • Instigate a deep clean • Once the deep clean has been conducted re-open school • Students/staff with no symptoms can return to school immediately • Students/Staff with symptoms will self-isolate for in line with government guidance. <p>If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and should liaise with WPT, who will escalate the issue to the PHE local health protection team where necessary and advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p>	As required
Spread of Covid-19 (Coronavirus) Access / egress to site	E YP P C V EM	<p>PREVENTION To prevent the transmission from external visitors.</p> <p>To minimise risk of transmission at the start and end of the school day.</p>	2	4	8	Med	<p>Signage to be used to request that all staff, visitors and students wash or sanitise their hands on entering and leaving site. Signage to be used to notify people that there should only be one visitor in the reception area at a time, wear a face covering (unless medically exempt) and to practice social distancing measures.</p> <p>PVC screens to be used to protect staff working in reception areas.</p> <p>Parents/carers Parents to drop their child just 'off-site' (wherever possible), without congregating at school gates. Schools, wherever possible, to operate a one-way system on and off the school site and parents/carers maintain self-distance on the playground. 2m markings on the playground to be used support parents in maintaining social distancing. All students to be encouraged to walk to school alone (with an adult where necessary). Additional signage to be used to ensure parents/carers follow procedures.</p>	Ongoing
Spread of Covid-19 (Coronavirus) Availability of teaching staff	E YP	<p>PREVENTION and DELAY</p> <p>To ensure teachers are fully informed of their role and responsibilities and STAFFING CONCERNS: VULNERABLE STAFF: ADVICE To ensure teachers are fully informed of national guidance</p>	2	4	8	Med	<p>SCHOOL WORKFORCE</p> <p>Work Staff involved in teaching and supervision of children will attend at the workplace. In circumstances where a staff members' role is conducive to working from home and providing this will not have a negative impact on their ability to fulfil their duties, the decision for those staff members to work from home should be considered on a case by case basis. The final decision rests with the Trust.</p> <p>CEV people must continue to follow the national restrictions that are in place for everyone.</p> <p>Staff who are clinically vulnerable should attend at their workplace and follow existing control measures.</p> <p>Pregnant women are in the 'clinically vulnerable' category. All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. School's workplace risk assessment should already consider any risks to new and expectant mothers.</p> <p>PREVENTION Regular bulletins, emails, briefings will update staff on the situation.</p> <p>Staff to be fully informed of COVID-19 risk assessment and procedures (infection control) Staff to be fully informed of their duties. Staff to be fully informed of the latest guidance and advice.</p>	Ongoing

Spread of Covid-19 (Coronavirus) Support staff	E. YP.	PREVENTION, DELAY AND CONTAINMENT Key support staff lack awareness of expectations and procedures eg; kitchen staff, site managers, cleaners etc ...	2	4	8	Med	<p>PREVENTION</p> <ul style="list-style-type: none"> • Kitchen staff, caretaking and cleaning staff informed of risk assessment • For PFI schools – copies of risk assessment for site staff to be signed off by school. <p>DELAY</p> <ul style="list-style-type: none"> • Deep cleaning of kitchen preparation area and all areas used • Cleaning staff to use PPE worn daily and disposed of safely <p>CONTAINMENT</p> <ul style="list-style-type: none"> • Catering/Site/Cleaning supervisors to inform Headteacher of any staff displaying signs of COVID 19 • Staff to isolate following government guidance • If cases within the kitchen - kitchen to be closed and deep cleaned. Alternative lunch arrangements to be made with catering provider and Trust as a last resort. 	Ongoing
Spread of Covid-19 (Coronavirus) Staff	E YP P C V EM	PREVENTION To minimise contact with other adults (social distancing) to reduce the risk of virus transmission	2	4	8	Med	<p>PREVENTION Administration staff MUST;</p> <ul style="list-style-type: none"> • Maintain strict social distancing measures • Practice strict hygiene measures in particular handwashing • Not share desks, resources, telephones, computers etc ... • Communicate via email (wherever possible). Use walkie-talkies where available. • Alcohol hand sanitisers will always be available • Frequently touched areas will be cleaned, with appropriate cleaning products, on a more regular basis eg; photocopier, keyboards, desks etc ... 	
Spread of Covid-19 (Coronavirus) Mental Health	E YP P C V EM	Mental Health/Emotional distress School leaders will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.	4	3	12	Med	<p>Regular communication of mental health information and open door policy for those who may need additional support.</p> <p>Staff are encouraged to raise concerns about workload, physical teaching and the continuation of online student learning for those students who are not in school.</p> <p>Staff encouraged to raise concerns about students and staff failing to comply with all elements the adopted risk assessment.</p> <p>The Trust has a number of support options available to all staff and families through the Westfield Health scheme incl.</p> <ul style="list-style-type: none"> • The Big White Wall • 24 hour advice and information line • Access to a 1:1 counselling service • 24 hour telephone or web based GP consultation <p>https://www.westfieldhealth.com/</p> <p>For further details, how schools intend to restore the positive mental health and well-being of students *see Recovery Curriculum.</p>	On going
Spread of Covid-19 (Coronavirus) Student Conduct (Ignoring social distancing, spitting, coughing)	E YP P C V EM	Role of classroom teacher and senior leadership team All staff, including the Senior Leadership Team, will relay the adjustments to the school discipline policy during the phased	2	4	8	Med	<p>PREVENTION School discipline policy</p> <p>The school behaviour policy will be adapted in line with the most recent DFE 'behaviour principles'/guidance and will take into consideration the changes;</p> <ul style="list-style-type: none"> • Routine and expectations eg; school gates, playground, lunchtimes • School hygiene rules • Students moving around the school site • Use of toilets • Maintaining social distancing; classroom, corridors, playground • Expectations if students feel unwell • Use of equipment/resources • Rules about coughing and spitting towards any other person • Rewards and sanctions <p>The school discipline policy will be adjusted to ensure we abide by the measures outlined in this risk assessment</p> <p>The changes in the behaviour policy will be communicated to parents/carers and students</p>	Ongoing

		reopening of schools. All students must adhere to the policy at all times.					<p>Behaviour management support will be available from members of SLT who will be available to help individual staff should extra assistance be required with individual students.</p> <ul style="list-style-type: none"> Fixed/permanent exclusions be used appropriately by HTs. <p>Any changes will be communicated to staff, students and parents.</p> <p>Individual risk assessments that take into account the new circumstances will be reviewed or new one's instigated on specific students by members of the SLT. These will be judged on a case by case basis eg: students who may be prone to violence or in need of physical restraint. A reduced timetable or to continue learning remotely from home will be considered.</p> <p>Any student who ignores the measures outlined in this risk assessment and compromises the safety and wellbeing of staff and/or students will be removed from the lesson and sent home immediately after contact is made with parents/carers. This may involve a student ignoring ('purposefully and wilfully disregarding') social distancing instructions and/or deliberately spitting or coughing at another student or member of staff.</p> <p>BEHAVIOUR</p> <ul style="list-style-type: none"> HTs will update their behaviour policy in line with any new rules/protocols and this will include the issuing of sanctions ("clear, consistent, reasonable and proportionate"). Changes will focus on the consequences of breaking rules to social distance/movement within school and new hygiene rules. Secondary schools will establish an isolation room/sanction room/detention room. Fixed/permanent exclusions be used appropriately by HTs. Any changes will be communicated to staff, students and parents. Schools committed to working with local agencies PX a 'last resort' <p>Attendance</p> <p>From 8th March school attendance is mandatory. The exceptions to this are:</p> <ul style="list-style-type: none"> If a student is following public health guidance and self-isolating <p>Schools should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness.</p> <p>Schools are required to provide remote education to students who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). Schools should keep a record of this activity but do not need to record it in the attendance register.</p> <p>Schools should use code X if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC.</p> <p>From Thursday 1 April, clinically extremely vulnerable (CEV) students are no longer advised to shield. CEV students must continue to follow the national restrictions that are in place for everyone.</p> <p>Where students are classed as vulnerable and are self-isolating, schools should notify their social worker, where they have one, and agree the best way to maintain contact and offer support.</p>	
Spread of Covid-19 (Coronavirus) Fire evacuation plan	E YP P C V EM	Fire safety Ensure Fire/emergency evacuation plans are modified in light of the new procedures for employees and students	2	3	6	Low	<p>Fire Evacuation</p> <ul style="list-style-type: none"> Additional fire practices/rehearsals Headteachers will review escape routes/fire exits for each hub (see Lee Rushforth) All staff will familiarise themselves with evacuation procedures and evacuation routes. The students will leave each hub immediately through their nearest, dedicated fire exit. The immediate safety of students is paramount and takes precedence over social distancing procedures Students will return via their allocated entrance back into the school Staff will accompany the students to the fire assembly point Fire assembly points will have additional markings (2 m apart) to ensure social distancing of employees and students 	

							<ul style="list-style-type: none">• Children must maintain 2m distancing when congregating at their allocated fire assembly point.• Both staff and students will be informed in advance of the procedures	
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KEY DOCUMENTATION: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits>