



GATLEY PRIMARY COVID STANDARD RISK ASSESSMENT



Staying COVID Secure - Our Commitment

"The prevalence of coronavirus (COVID-19) has decreased...Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later." Department for Education

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- We will share this Risk Assessment and its findings with employees and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.
- This risk assessment will be reviewed and updated periodically in line with the Government's position OR when local* rate of infection deems it necessary to be reviewed. (*local* this will include Stockport and other bordering and surrounding areas*)
- That all school age pupils will return to school fulltime in the Autumn Term
- We will minimise the number of 'contacts' pupils have in a day through implementing a system of control measures
- Will keep momentum with educational provision in the event where remote provision maybe required.

This risk assessment document has been created using the following documents:

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

Section 7 of the H&S at Work Act and Section 44 &100 of the Employment Rights Act

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>



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<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Risk assessment last updated on: 28.09.20

In the event of a child receiving a positive test

- 1) Children in the class bubble will be sent home whilst proximity and close contacts are identified- a letter will be issued to parents. This time -period will be referred as the initial self-isolation period.
- 2) The classroom will be closed and left for a **minimum of** 72 hours in order to allow for de-contamination. The classroom will then be deep cleaned, ready for children's return.
- 3) During the initial self-isolation period, all children will receive home learning opportunities and access to live lessons.
- 4) If no other children become symptomatic within the initial self-isolation period, children who have not be identified as close and proximity contacts will return to school. Children who have been identified as close and proximity contacts will continue to self-isolate for a total of 14 days from their last contact with the confirmed case. (The initial self-isolation period will be counted within this 14 day period). A letter will be issued to parents indicating if their child has been in close or proximity contact or not. For those who have been in close or proximity contact, the letter will specify the date on which self-isolation will end.
- 5) If a second case is reported within the same bubble, during the initial self-isolation period, the entire class bubble will continue to self-isolate for a total for 14 days from their last contact with the confirmed case. (The initial self-isolation period will be counted within this 14 day period). In this eventuality, a letter will be issued to parents, which will specify the date on which self-isolation will end.
- 6) Upon return to school for the children who were not deemed close or proximity contacts, should another case be reported within the class bubble within 14 days of the original case, all children will be asked to self-isolate for a full 14 day period. Children who were already self-isolating during this time, will be able to return to school at the end of their original isolation period.

COVID-19 RISK ASSESSMENT FOR SCHOOL OPENING FOR THE AUTUMN TERM

Category of Risk	Area of Risk	Risk Level	Mitigation	Who	Risk Level	Risk Status
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Prevention	Pupils, families or staff maybe unaware of the symptoms of Covid-19 and may present on the premises.		<p>All families and staff will be made aware of the symptoms of Covid -19. These will be communicated separately and displayed at entrance and exit points. It will reinforce the message that they must not attend school. This will include those who have tested positive in the last 10 days.</p> <p>School answerphone updated to give an option for Covid symptom reporting.</p> <p>Information regarding symptoms will be on the school website.</p> <p>Provide families with absence guide to support differentiating between Covid and non Covid symptoms</p> <p>The school phone is being used to take COVID cases: 07701368767</p>	<p>AB/ HF/ YW</p> <p>HF/YW</p> <p>TP</p> <p>HF./YW</p>		Monitor
	Pupils are sent home from school when haven't close/proximity risk and therefore missing school unnecessarily		<p>Reducing contact/ Contact tracing strategy:</p> <ol style="list-style-type: none"> 1. Children will sit in a seating plan within the classroom. These plans will be reviewed by the class-teacher, in collaboration with the children, at regular intervals. This will support us to identify who is working in proximity to a child who has COVID-19. 2. During playtimes and lunchtimes, children will able to play with whoever they wish, within their class bubble. 3. Upon return to the classroom from break times, children will share whom they 	<p>Teachers</p> <p>Pupils</p>		On trial



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			<p>have played with. This will be done to support contact tracing, and to support children's mental well-being by facilitating children to further develop and broaden their friendships.</p> <p>4. Using the core principles of our school (choice, independence, social responsibility, life skills and achievement) staff and children will consultatively shape how the learning environment is accessed, to ensure these values continue to be embedded and celebrated.</p> <p>5. Each year group has a designated break out rooms to work with children, increasing the space being used.</p> <p>6. Timetables of support staff blocked in one class rather than moving between classes to reduce contact between bubbles by support staff.</p> <p>7. Playtime timetable will be modified to allow for a 5 minute gap between entrances and exits to support effective transition for pupils, ensuring bubbles continue to reduce contact. Children move from the playground to classrooms in bubble groups.</p> <p>8. Lockers are used by children in small groups to ensure children do not congregate and therefore reduce mixing.</p>		
	Staff are sent home from school when haven't close/proximity risk		<p>Contact tracing strategy:</p> <p>1. Children will sit in a seating plan within the classroom. The plan will include a</p>	Staff	On trial



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	and therefore missing school unnecessarily.		<p>teacher place, which is 2 metres from children. The class teacher will still move around the classroom, supporting children's learning. Marking will be completed at their own table.</p> <p>2. Staff given break out rooms to work with children, increasing the space being used.</p> <p>3. Using the core principles of our school (choice, independence, social responsibility, life skills and achievement) staff and children will consultatively shape how the learning environment is accessed, to ensure these values continue to be embedded and celebrated.</p> <p>4. Timetables of support staff blocked in one class rather than moving between classes to reduce contact between bubbles by support staff.</p>			
	Unable to contact parent if child is unwell in school with Covid symptoms.		<p>Parents asked to update their contact information if they have recently changed their details.</p> <p>Begin termly cleanse of this information starting with years 5 and 6 in the Autumn Term</p>	YW/HF		Closed
	Poor hand hygiene may lead to increased risk of the virus spreading.		<p>Pupils and staff must clean they hands on entry into the building and when exiting for breaks during the day. They should use hand washing stations or hand sanitisers.</p> <p>Ensure that the use of hand sanitisers are monitored and supervised especially in those of younger children.</p>	<p>All staff</p> <p>Staff and AB</p>		Closed



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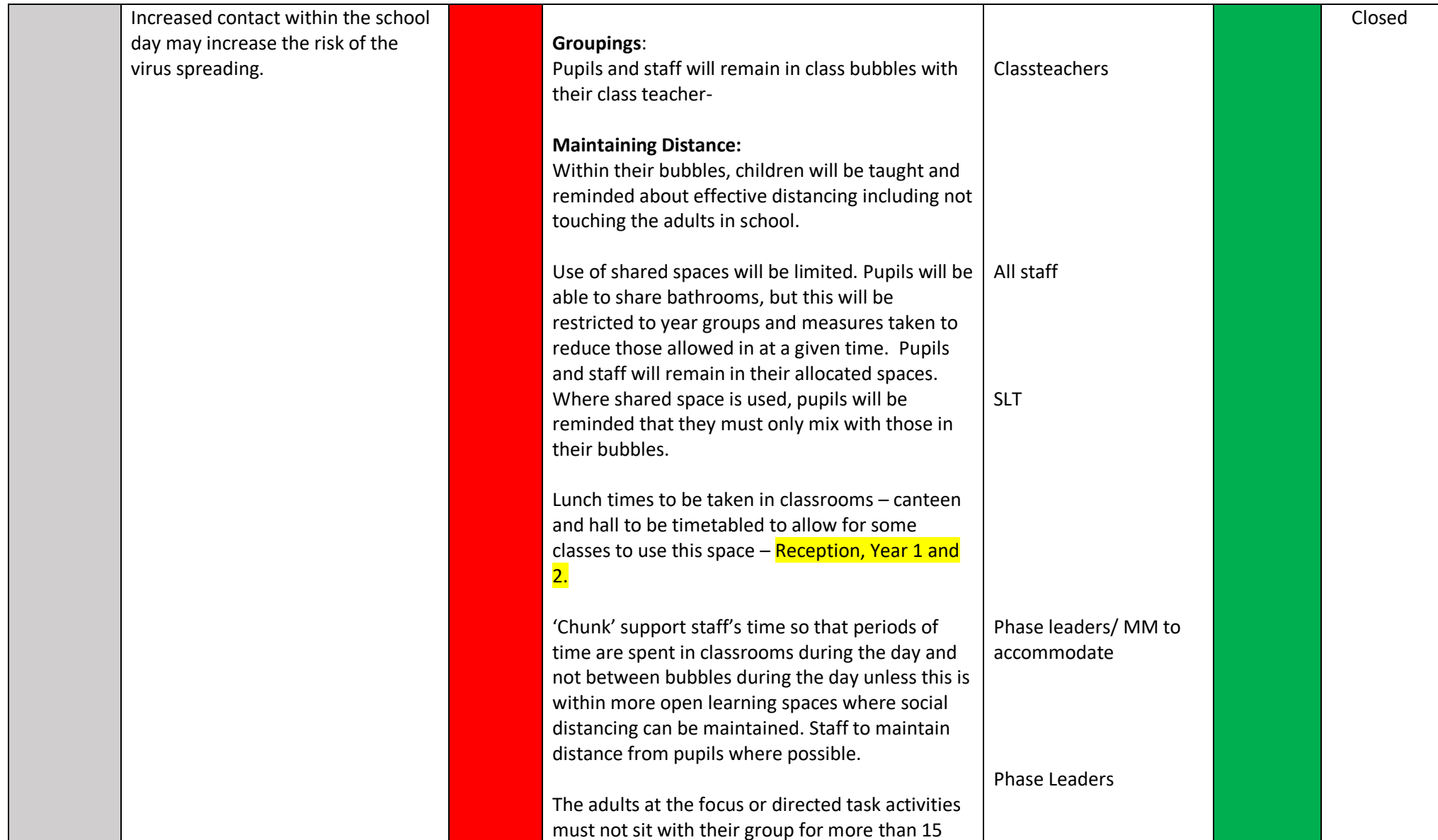
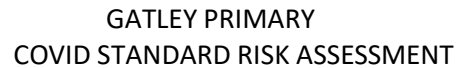
			<p>Make these habits part of the daily school timetabling routine so that this becomes a daily expectation.</p> <p>All pupil bathrooms to have posters to teach good hand washing routines. Signs on back of doors in bathrooms to remind all to wash their hands on exit. Bathrooms limited to numbers of pupils and pupils asked to use bathrooms before and after break times.</p>	<p>All staff</p> <p>AB</p>		
	Poor respiratory hygiene may lead to increased risk of the virus spreading.		<p>All rooms to be supplied with tissues and stock levels regularly monitored.</p> <p>Pupils taught the habits of 'catch it, bin it, kill it.'</p> <p>Tissues to be disposed of in a lidded bin and these emptied daily.</p>	<p>AB</p> <p>All staff</p> <p>AB to co-ordinate</p>		Closed
	If regular cleaning, particularly of frequently touched surfaces, is not maintained the risk of the virus spreading is increased.		<p>High risk surfaces are regularly cleaned using in class cleaning equipment.</p> <p>Where ICT equipment is not available on an individual use basis, ensure that equipment is not shared without being cleaned.</p> <p>Regular 'touch' areas included in cleaning plan and resources allocated such as wipes for these areas eg: phones, photocopier etc.</p> <p>Cleaning resources deployed to ensure 'live' cleaning takes place in the school day and there</p>	<p>AB to co-ordinate</p> <p>TP to oversee with JB</p> <p>AB to co-ordinate</p> <p>AB to co-ordinate</p>		Closed



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			is an increased commitment to cleaning over the school week.			
	Increased contact at the beginning or end of the school day may increase the risk of the virus spreading.		<p>Stagger start and end times by 10 mins – Year 6 maintain current start and end times Wave 1 – 8.40- 3.10 Wave 2- 9.00-3.30 The above times give equity to maintain the same hours of provision for all.</p> <p>Families to have allocated entrance points/ meeting points based on their geographical location therefore reducing contact beyond the school and within the local community.</p> <p>All staff to wear masks at the school entrances to reduce the possibility of transmission. Parents also promoted to wear masks when entering our premises.</p> <p>Update travel protocols to reflect the above and reissue to families.</p>	<p>SLT to co-ordinate</p> <p>SLT to update</p> <p>Children to create and update</p>		Closed
	School policies may not support new or adapted measures within this risk assessment.		<p>Review and update all related health and safety policies with Covid-19 addendum.</p> <p>Monitoring of related policies including this risk assessment to become a regular standing item with resources committee.</p> <p>Safeguarding policy to be updated and adequate time and training provided in the Autumn term to secure safeguarding protocols.</p>	<p>AB/ SLT</p> <p>AGB/ AB</p> <p>GN</p>		Closed





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			<p>minutes and must maintain effective social distancing.</p> <p>Break out spaces to be used, outside of the classroom environment, to facilitate tasks or areas of learning to support social distancing measures.</p> <p>Covid standard risk assessment to be published by catering provider.</p> <p>Classroom organisation: Pupil's written feedback to be provided. Feedback written on sticky label/note to be stuck into child's book. Feedback table to be socially distanced.</p> <p>Staff to organise classroom to minimise face to face contact. Tables spaced around perimeter of classroom where possible. Staff to maintain distancing. Where this can not be maintained, to support care needs, a note to be taken of contact and time.</p> <p>Consideration of maximising space for input sessions to include the use of carpet spaces so long as social distancing is prioritised for staff and pupils.</p> <p>For focus areas, mini teaching boards to be installed to support the facilitation of more focus tasks.</p>	<p>All staff</p> <p>JM to coordinate</p> <p>Caterlink</p> <p>All Staff</p> <p>Class teachers</p> <p>Phase leaders to audit</p> <p>Class teachers</p>		
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			<p>Each year group to have a designated 'break out' learning space where an area of learning is to be used within this break out space.</p> <p>Additional break out spaces prioritised for those with larger class numbers.</p> <p>Timetabling adjustments: Star of the week to be streamed in classrooms and parents invited.</p> <p>Collective worship opportunities to be streamed or filmed and shown in classrooms.</p> <p>Redesign the school timetable to minimise the times pupils have contact with others considering reduced circulation around the building, use of designated play spaces, including the canteen and hall for both lunch provision and PE provision.</p> <p>Teachers to explicitly teach and supervise handwashing – hygiene lessons at explicit parts of the timetabled day.</p> <p>Timetable for break-time provision to be created, with designated outdoor space for each group of children. Break and lunchtimes to be supervised by the staff responsible for that particular group.</p> <p>Mid-day assistants to be allocated to bubbles and to stay with these group of children to reduce the risk of cross contamination.</p>	<p>SLT to co-ordinate</p> <p>Staff to plan for usage</p> <p>Class teachers</p> <p>RC</p> <p>RC to co-ordinate</p> <p>CK/JM</p> <p>All staff</p> <p>CK/JM</p>		
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			<p>Staff to take PPA at home and use remote platforms to assist collaboration.</p> <p>Use of shared spaces: Hall and canteen to be fully set up for dining provision. Tables to be wiped after each sitting. Pupils encouraged to use outdoor eating spaces where the weather permits. One year group at a time admitted into these spaces.</p> <p>Break times and lunch times staggered in order to facilitate safe use of shared spaces.</p> <p>Use one way system in corridors.</p> <p>Staff room to maintain maximum occupancy size and staff encouraged to use other spaces including outdoor spaces where they can.</p> <p>Staff to take their breaks outside, wherever possible and strictly limit numbers in the staff room. Staff to be covered by the other member of staff in their room to avoid cross-contamination. Staff to use classrooms if a bubble has left, once it has been deep cleaned 72 hours after the affected case.</p> <p>Hall to be used for PE moving forwards. All equipment must be wiped and social distancing must be maintained. Windows must be left open. No more than 1 class in the hall at one time for PE.</p>	<p>JM/MM</p> <p>All Staff</p> <p>JM/CK</p> <p>AB/SLT</p> <p>All Staff</p> <p>AB to advise</p> <p>All staff</p>	
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			<p>Use of resources:</p> <p>Pupils and staff use school provided 'care' package and pupils encouraged to bring in their own stationary – school list provided. List to go on the school website or Parent Mail/Dojo. Staff to audit this with the children to renew contents where needed.</p> <p>Trays to be made up prior to September containing required resources. Children to use trays to support the ease of table and resource cleaning.</p> <p>Access to cloakrooms and lockers to be staggered to maintain distancing. Staggered in accordance with school entrance times. TA's to facilitate groups of children at a time using the lockers. Classes to access lockers alternately.</p> <p>Book banding system to be centred in classrooms to give a localised central stock. Books to be located within class library.</p> <p>Ensure pupils can read and understand signage around the school to support PHE advice and social distancing measures.</p> <p>Ensure that resources are printed for children when devices are not available to use. Stagger</p>	<p>PHWB team to create advise sheet for staff</p> <p>Phase leaders to update orders</p> <p>Classteachers</p> <p>Support staff to supervise</p> <p>ECL team</p>		
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			<p>resources and only use what is needed for that day. Resources not to be shared across the year group. Where physical resources are used and can not be cleaned, they must remain in storage for 72 hours.</p> <p>Each room to have an identified equipment box for outdoor activities. Considering what can be cleaned easily.</p> <p>Within classroom resources to remain in the classroom to be accessed by the class or year group bubble only.</p> <p>Shared resources such as artefacts and sports equipment must be cleaned after use or be left unused for 72 hours.</p> <p>Limited resources to be brought in from home. School able to give out resources from outside of the school if it has been kept within a store in the school for 72 hours before giving this out.</p> <p>Regular Cleaning: Encourage pupils and staff to wash clothing worn at school on a daily basis. Pupils to now wear school uniform. Uniform, including PE kits, must not be swapped within school.</p> <p>Staff to wash hands and wipe surfaces before and after handling children's books.</p>	<p>All staff</p> <p>All staff</p> <p>PDHWP team to audit</p> <p>Year groups to audit</p> <p>All Staff</p> <p>SLT to communicate</p> <p>All staff</p> <p>All staff</p>		
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			<p>Pupils and staff to wash hands immediately on entry into school, and regularly throughout the day. Teachers to explicitly teach and supervise handwashing.</p> <p>If evacuation of the building is required due to a fire the same designated points to be used but social distancing to apply and lines to form onto the field not the playground.</p> <p>Pupils will be given the option to bring their own snacks from home with the exception of the Nursery, where it will be prepared in the room.</p> <p>Staff will clean surfaces before and after and will wear disposable gloves when serving food in school.</p> <p>Staff trained in all the above actions.</p>	<p>All staff</p> <p>AB to advise</p> <p>Classteachers to communicate</p> <p>Classteachers and support staff</p> <p>SLT</p>		
	That there maybe a cumulative aerosol transmission from both those performing in and attending events that is likely to create risk of the virus spreading.		Additional social distancing to be maintained in music lessons – ideally the hall to be used for this provision.	UA Team to co-ordinate		



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			<p>When participating in music lessons, particularly singing, wind and brass playing, face children to the front and maintain a forward seated position and must be more than 2 meters apart.</p> <p>Choir can resume when open door spaces can be used, before then it may happen as an extra curricular activity through Teams.</p> <p>Each class to plan a performance linked to their curriculum topic and parents to be invited. Productions exempt from the rule of 6 as <i>'Some activities, such as those organised for under-18s including education or training supervised activities provided for children, including wraparound care, youth groups and activities, are exempt'</i></p> <p>Risk assessment for external venue to be gathered and maximum capacity to be assessed.</p> <p>In inviting parents to attend class productions the following to be shared:</p> <ul style="list-style-type: none">-off site venue to be used which will enable better social distancing-one person from each household to attend each production (2 in total)-Protocols to be devised for this event including: readiness to engage in Test and Trace if required/ audience participation/ wearing of masks/ safe arrival and exit. <p>Rehearsals to be limited</p>	<p>JM to gather dates for performances for the year starting Autumn 2.</p> <p>SLT</p> <p>SLT</p>	
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			Ventilation to be fully utilised at both rehearsals and on the day of the performance.	All staff All staff		
	Visitors and contractors may be unaware of the school procedures related to this risk assessment.		<p>RA overview will be presented to all visitors and contractors and they will be asked to sign to state that they agree to the identified measures.</p> <p>Use of visitors kept to a minimum and risk assessed on a case by case basis with school leaders. Visitors should not come past the office door. Parent meetings should be kept to one room at the front of the school. Where possible, meetings should continue to be through zoom or Teams where possible.</p> <p>Further restrictions to be applied in the event of a confirmed case (see appendix 1 escalated measures for a confirmed case on site).</p> <p>Parents evening to be held through teams/ zoom- protocols for this to be devised.</p> <p>In replacing curriculum open sessions, curriculum showcase to be included termly as a way to provide an insight into the curriculum for parents.</p> <p>Curriculum productions to happen this term – only in classes – parents invited to venue off site – protocols given to support audience and pupil safety.</p>	<p>HF/YW to design</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>CK to co-ordinate with curriculum teams</p> <p>SLT</p>		Closed



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			Visitors to use the QR code when entering to register their visit to site.	HF/ YW to coordinate		
Response to Infection	If pupils or staff present as unwell with Covid symptoms the risk of infection will be high		<p>Advice sought from senior first aid HLTA in the school to assess condition and next steps.</p> <p>If symptoms are displayed on site the member of staff or pupil will be sent home immediately and will subsequently receive the link to the advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>They must stay at home for at least 10 days- arrange a test – other members of the household must isolate for 14 days.</p> <p>Pupil must wait in designated medical room and PPE maybe worn depended on the age of the child by a member of staff in order to stay with the child. This person does not need to isolate unless requested by Test and Trace or they become symptomatic.</p> <p>If in contact with an infected person, handwashing is essential as is a thorough clean of the room/ space where the pupil or member of staff has been.</p> <p>Space where infected groups have been operating sealed and closed in order to ensure a</p>	<p>TP/SP/MM</p> <p>HF/YW to put in handout</p> <p>TP to monitor</p> <p>AB to co-ordinate</p> <p>AB to co-ordinate</p>		Monitor



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			<p>full and thorough deep clean of the space used by the infected group conducted.</p> <p>Continue use government measures to inform future risk mitigations eg: Track and Trace-procedural flow chart to advise on engagement with this service and how to contact local PHE service.</p> <p>Handout provided to staff and families if symptomatic advising how to book a test (see page 12 of Guidance for full opening of schools).</p>	<p>HF/YW to advise</p> <p>HF/YW to create</p>		
	If there is a confirmed case of Covid on the premises the risk of the virus spreading maybe high.		<p>Swift action must be taken including:</p> <ul style="list-style-type: none">-Contacting local PHE team who will carry out a rapid RA.-Contact DFE number for advice.-based on advice from local health teams and DFE, pupils and staff who have been in close contact (those who have had face to face contact for any length of time under 1 metre, those with contact within 1-2 metres for 15 mins, those who have travelled with the infected person) with infected person will be sent home and self isolate for 14 days. <p>If a positive case in a pupil, where they have been on site 48 hours before the onset of symptoms OR last contact with the affect case 48 hours before the positive test results, the whole class bubble (or year group if setting in operation) must be sent home.</p>	<p>SLT- HF/YW</p> <p>HF/YW</p> <p>SLT</p>		Monitor



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			<p>School to keep overview timetable in office of identified staff and pupils in each bubble to support test and trace process.</p> <p>Issue template letter for PHE.</p> <p>Verbal confirmation of test results for all affected parties will be requested from the school.</p> <p>Communications to those affected to happen immediately following the advice- this will include confirmation of self-isolation period.</p> <p>Home learning video posted within 2 hours of the notification to outline the process for home learning over the self isolation period.</p> <p>Actions employed from Appendix 2- school response – escalation measures</p> <p>Communications to be issued the day before the bubble return to outline measures taken for safe return.</p>	<p>HF/YW</p> <p>HF/YW</p> <p>HF/YW/TP</p>		
	<p>There is a confirmed case of Covid-19 reported to the school, over the weekend or during the evening, in a pupil who has been present in school.</p>		<p>Parents must notify school leaders that the pupil has tested positive through classdojo and a direct message to Vanessa McManus and Mrs Norman.</p> <p>The school leaders will respond to the message to note receipt of the message.</p>	<p>Parents</p> <p>VM/GN</p>		<p>Monitor</p>



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			<p>Swift assessment of 'close contacts' conducted including: where they have been on site 48 hours before the onset of symptoms OR last contact with the affect case 48 hours before the positive test results. If there is no close contact then staff or pupils in affected bubble will not be asked to self isolate.</p> <p>No later than 7.30am (the following day or a Monday if it is the weekend) the school will issue a letter that will disperse the bubble and will state the educational arrangements moving forwards.</p> <p>If the case is confirmed during the course of the school day, swift action taken to identify close contacts, ensure the letter is issued as a text message response to ensure close contacts are collected quickly. (See appendix 2 confirmed case on site)</p> <p>A letter will be issued 1 day before the 'bubble' is due to return to state the measures taken to support the bubble returning.</p>	<p>HF/TP and SLT</p> <p>HF/YW</p> <p>SLT</p> <p>HF/YW</p>		
	The impact on the rest of the class if a child or member of staff receives a positive test result.		<p>In the event of a child receiving a positive test 1) Children in the class bubble will be sent home whilst proximity and close contacts are identified- a letter will be issued to parents. This time -period will be referred as the initial self-isolation period.</p>	All staff		Being Trialled



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			<p>2) The classroom will be closed and left for a minimum of 72 hours in order to allow for decontamination. The classroom will then be deep cleaned, ready for children's return.</p> <p>3) During the initial self-isolation period, all children will receive home learning opportunities and access to live lessons.</p> <p>4) If no other children become symptomatic within the initial self-isolation period, children who have not been identified as close and proximity contacts will return to school. Children who have been identified as close and proximity contacts will continue to self-isolate for a total of 14 days from their last contact with the confirmed case. (The initial self-isolation period will be counted within this 14 day period). A letter will be issued to parents indicating if their child has been in close or proximity contact or not. For those who have been in close or proximity contact, the letter will specify the date on which self-isolation will end.</p> <p>5) If a second case is reported within the same bubble, during the initial self-isolation period, the entire class bubble will continue to self-isolate for a total of 14 days from their last contact with the confirmed case. (The initial self-isolation period will be counted within this 14 day period). In this eventuality, a letter will be issued to parents, which will specify the date on which self-isolation will end.</p> <p>6) Upon return to school for the children who were not deemed close or proximity</p>		
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			contacts, should another case be reported within the class bubble within 14 days of the original case, all children will be asked to self-isolate for a full 14 day period. Children who were already self-isolating during this time, will be able to return to school at the end of their original isolation period.			
	The school is made aware that a pupil is being tested but the school does not yet have their results.		<p>YW/HF send email to class teacher and SLT to notify them of this situation.</p> <p>Extra precaution and vigilance applied whilst waiting for these results. This includes:</p> <ul style="list-style-type: none">-strict social distancing-class to use quad at playtimes-Strictly no mixing-movement restricted-Children reminded of all risk assessment procedures <p>(See appendix 1 – possible positive case on site)</p>	<p>YW/HF</p> <p>Class teachers</p>		Monitor
	If there is more than one confirmed case there may be an increased risk of an 'outbreak' on the premises.		<p>If there are 2 or more cases within 14 days, support from the local PHE team is required.</p> <p>Follow PHE advise which may include: Sending home larger groups of pupils and staff Engagement with mobile testing unit.</p> <p>Follow procedures for a critical incident</p> <p>Incidents added to a timeline to log any possible links between cases which may recategorise these from a single confirmed case to either cluster cases or outbreak. This will be done</p>	<p>SLT to co-ordinate</p> <p>SLT</p> <p>SLT and HF/TP</p>		Monitor



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			using the data we have on families including siblings who do not attend our school.			
	The school is made aware that the parent of a child is symptomatic and awaiting test results.		<p>The whole household must self isolate.</p> <p>Children to be collected from school and isolate until confirmation of test results. This supports the NHS advice which is found on: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>Whilst waiting for test results, parents to contact classteacher through Dojo to request home learning.</p> <p>If negative all children in the family may return to school. If positive the family must self isolate and follow PHE and NHS advice.</p>	School office to advise Parents to inform the school		Monitor
School Operations	If public transport is used the risk to catching the virus may be increased.		<p>Encourage staff and pupils not to use public transport and if social distance permits to car share as a preferred option.</p> <p>When using school dedicated transport, such as coaches and buses seek transport companies risk assessment in vetting their cleaning routines to ensure satisfaction in using the service.</p> <p>Update travel safety protocols with transport information. If parents do have to use public transport they should contact the school.</p>			Closed



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	Pupils may not attend which will have a detrimental impact on their education.		<p>Attendance highly monitored and procedurally maintained.</p> <p>A daily dashboard to be logged for attendance. This will capture pupils who are symptomatic awaiting test results or positive cases as RED. Somebody in the household awaiting test results or symptomatic – AMBER. Non Covid related absences – GREEN.</p> <p>Individual worries to be addressed with classteachers or SLT with families and if the pupil is concerned to be addressed through pastoral support.</p> <p>Safeguarding policy to be updated in light of this.</p> <p>Non-Attendance authorised if pupils are following PHE advice.</p>	<p>HF/YW</p> <p>SLT/HF</p> <p>Classteachers/ SLT</p> <p>Classteachers</p> <p>GN</p> <p>GN</p>		Monitor
	Parents may be concerned about the risks of attending school for their child and may not send them to school.		<p>Discuss concerns with the family.</p> <p>Identify where in the RA the concerns are addressed. Seek support through reengagement strategy. Reinforce the fact that school is compulsory and that fines maybe issued. Preventative information shared on Parentmail before this becomes an issues.</p>	<p>Clasteachers</p> <p>Phase leaders/ SLT</p>		Closed
	Staff may feel anxious about returning to work in full.		<p>Consult on the contents of the RA with all staff.</p> <p>Consult with all teaching unions.</p>	<p>SLT</p> <p>GN/VM</p>		Closed



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			<p>Give scope for individual RAs where appropriate to give assurances in roles.</p> <p>Develop EAP with staff as part of a well-being policy and continue to consult with staff through the development and implementation of this policy.</p> <p>Review RA periodically with staff and update with their concerns.</p>	<p>GN/VM/CK</p> <p>SLT</p> <p>SLT</p>		
	There may not be sufficient staffing levels to maintain full provision.		<p>Staff to only self isolate if: they have tested positive/ someone in their household is symptomatic or positive or they been unable to maintain social distancing with an affected case as outlined in this risk assessment.</p> <p>Self isolation to be supported and staff asked to work from home where this is required of them.</p> <p>Provision to support entry and exits to be reviewed in light of any staff absence – a contingency plan in place for this structure.</p> <p>Build flexibility within staffing structure to give contingency and limit the need to use external agencies to deliver on site educational provision.</p> <p>Discuss with staff the expectation that all staff will be required on site to work on the first day of the Autumn Term – shared current guidance</p>	<p>SLT</p> <p>SLT</p> <p>JM</p> <p>SLT</p> <p>SLT</p>		Closed



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			on travelling abroad with staff so they can complete a quick survey. s			
	If ventilation is not fully utilised, it may be inadequate		<p>-Ensure all windows are open in rooms prior to the start of the day.</p> <p>-ensure rooms are well ventilated when children are at breaktimes.</p> <p>- Classroom windows will be closed during learnings, both to keep the room warm enough, and to support air particles being moved around the room due to wind.</p>	<p>Andy Bagnall</p> <p>Class teachers</p> <p>Class teachers</p>		Closed
	Off site visits may not be aware of their duties with regards to government mitigation measures for Covid 19.		<p>Any off site visits must seek their RA for Covid-19.</p> <p>The use of community spaces and local venues to be the preferred option for offsite visits.</p> <p>No overnight visits to be conducted in the Autumn terms.</p>	Class teachers		Closed
	Extra-curricular activities may increase the risk of infection spreading due to 'bubbles' mixing.		<p>Discuss this risk with external breakfast and after school club provision and seek to publishing their RAs.</p> <p>No extracurricular activities should promote contact sports.</p> <p>Staff seeking to conduct an extra curricular activity must first consider if they can offer this to protect the notion of the bubbles and if not</p>	<p>External providers</p> <p>All staff to note</p>		Closed



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			should conduct a full RA using https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak			
Curriculum and Pastoral Support	The constraint of Covid-19 and the protective measures may limit the offer of a broad and balanced curriculum.		<p>Launch the 're grounding' curriculum for the Autumn term, which will seek to develop a basis for learning in line with the school values sensitive to the time that children have not been present at school and the constraints on the learning environment which may have inhibited pupils effective learning behaviours.</p> <p>The re-grounding curriculum will consider developing: concept mapping, revisit of summer term topic learning, outcomes from Standards reviews and baselining for September and integrating well-being as a reflective response.</p> <p>Curriculum consultation to begin during this term and to be added to in the Autumn Term in readiness for an Autumn 2 launch.</p>	CK GN/CK		Closed
	Pupils may have missed parts of their educational provision whilst not being in school.		Diagnostic assessments to be conducted in the Autumn term to establish the priorities for learning and core subject deliver in terms of light touch and more consolidated teaching. This will include consultation with previous teachers to identify areas of need for the	JM/ES		Closed



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			<p>cohort, alongside using feedback from standards review and timetabling adjustments to include a 'minor' and 'major' focus for learning.</p> <p>Timetabling modification to develop the use of 'catch up' sessions using the concepts identified in the subject progression maps for all core subjects.</p> <p>Catch-up premium strategy to be developed using evidence based research as the basis for the strategy. This will include using the EEF as a basis for defining the strategy. Draw on research from EEF to shape the strategy.</p> <p>Signpost to vulnerable pupils the National Tutoring Programme.</p>	<p>JM/CK</p> <p>JM/ES</p> <p>JM/ES</p>		
	The quality of education may be compromised if remote learning has to take place if a bubble is to be closed or there is a local lockdown.		<p>Agreed principles of remote learning applied as part of day to day practice. This should include: the use of dojo to provide feedback of at least 1 activity in the classroom/ homework to be set and recorded on dojo/ weekly timetable to shared with parents/ the use of Teams for lesson input sessions.</p> <p>All staff to have a 'day 1' lesson plan for home learning in the event of the whole bubble going.</p> <p>All staff to consider during weekly PPA which activities can be given for home learning</p>	<p>Classteacher</p> <p>Staff working party</p> <p>Class teacher</p> <p>Year group team</p>		Closed



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			<p>activities for individual pupils who are self isolating.</p> <p>In the event of home learning: Class story message to the class which will signpost expectations regarding home learning opportunities.</p> <p>Revert back to the use of dojo/ Teams and learning challenges as a primary source for addressing remote learning.</p> <p>Re-issue remote guidance including protocols for online learning.</p> <p>Signpost and utilise wider DFE resources as part of 'day 1' lesson activity plan.</p> <p>If children are isolating (un-symptomatic) pupils will receive home learning provision.</p> <p>If children are isolating due to quarantine they will receive home learning provision.</p> <p>If children are self isolating, who are unwell and their condition has improved, they too will access home learning. This needs to be requested by parents through Dojo message to the classteacher.</p>	<p>Classteacher</p> <p>SLT</p> <p>SLT</p> <p>Class teachers</p> <p>Class teachers</p> <p>Class teachers</p> <p>Parents to communicate</p>		
	Engagement in physical activity could increase the risk of the virus		The use of outdoor sports will be prioritised in Autumn Term.	PHWB Team		Closed



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	spreading due to sweating and heavy breathing.		<p>In acknowledgement of the importance of physical activity on improving the fight against the virus, there will be increased physical activity across the school week.</p> <p>PE can be conducted in the hall, this must be one class at a time and social distancing must be maintained. Equipment must be carefully considered in light of cleaning requirements.</p>	<p>JM</p> <p>PHWB team to co-ordinate</p>		
	Pupils may be anxious of the situation created by Covid-19.		<p>The curriculum will continue to run as a consultation encouraging mature themes to raise the debate around the virus.</p> <p>The weekly timetable will continue to promote mindfulness and wellbeing sessions.</p> <p>Collective worship will focus on support for wellbeing.</p> <p>Ensure the catch-up premium will have a specific element on pastoral support.</p> <p>Explore the use of external expertise to deliver development sessions for staff on specific strategies in order to support anxiety.</p> <p>Lead a behavioural consultation with pupils on cohesion in the school community.</p> <p>Engage use of external services such as School Nurse to support more acute cases.</p>	<p>CK</p> <p>JM/CK</p> <p>RC</p> <p>JM/ES/CF</p> <p>CK/CF/RR</p> <p>GN</p> <p>GN/RR/CK</p>		Closed



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			<p>Update behaviour policy to reflect contents of RA.</p> <p>Re-grounding curriculum will seek to develop and embedded essential behaviours for learning.</p>	<p>GN/VM</p> <p>CK/GN</p>		
Assessment and Accountability	Lack of opportunity to engage with external quality assurance may not help the school he verify its school self-evaluation.		<p>Engagement with Ofsted to offer school as part of the sample inspection pool.</p> <p>School's self-evaluation schedule to engage with Trust QA including external expertise such as HMIs.</p> <p>Consider ways to capture the good work that has taken place during lockdown- parent questionnaire to capture parental view of this period of time.</p> <p>Consider how pupil voice can be captured to demonstrate progress/continued high standards during this period.</p> <p>Continue with school internal SSE schedule including use of curriculum teams to maintain standards and inform progress against school development priorities.</p> <p>If necessary, consider ways to conduct 'virtual' SSE using programmes such as TEAMS.</p>	<p>GN/VM</p> <p>SLT</p>		Closed



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			Consider strategies to promote SSE in alternative forms e.g. interviews with curriculum teams, evidence of work, book looks			
	Pupils may not be ready to engage with external assessments.		<p>Continue to update internal assessment calendar based on DFE position for this.</p> <p>Prioritise year groups subject to external assessment through catch up premium.</p> <p>Designate member of staff to lead on assessment focused intervention for key year groups- to work closely alongside class teachers to ensure focus on targeted groups.</p> <p>Considerations for timetabling to focus on specific needs of the cohort to be identified through baselining. Sessions to be planned and delivered to address area of need.</p> <p>Continue to capture internal assessment and collate across the school to give indication of rising data priorities.</p>	<p>JM/ES</p> <p>JM/ES</p> <p>JM/ES</p>		Closed



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A culture of Health and Safety	Any non-compliance with Health and Safety legislation may put staff and pupils at risk.		In accordance with all health and safety legislation, all known risks have been identified in this risk assessment.	SLT		Closed
			A culture of vigilance and compliance is essential so that all are responsible for ensuring the measures in this RA are active and the senior leaders, governors and Trust are accountable for monitoring this.	All staff		
			Site and premises manager to conduct weekly monitoring under each section of this RA (except educationally provision based themes) and report this back to SLT.	AB/SLT		
			Senior leaders to conduct half termly monitoring to the educational aspects of this RA and report this back to AGB.	SLT		

This risk assessment has been shaped and approved by the staff, Trustees, Governors and teaching unions.

RISK REGISTER

Likelihood

5 Very High	There is little doubt that it will happen soon
4 High	Strong chance it will happen in the next year
3 Significant	50/50 chance this will happen in the next year
2 Low	Not expected to happen in the next year
1 Very Low	Almost impossible

Severity

5 Catastrophic	Loss of operations for more than a week; severe injuries or loss of life; gross failure to meet national / professional standards; major long term consequences; extensive coverage in press; major financial loss then threatens existence.
4 High	Loss of operations for up to a week; severe injuries; severe financial loss with impact on operations; damage to reputation, local press coverage
3 Moderate	Some disruption to operations for 48 hours; short term illness / injuries; some damage to reputation; financial loss than can be managed within budget.
2 Low	Limited short-term disruption to operations; minor injuries / illness; small financial loss.
1 Negligible	Not a noticeable effect on the school; no injuries; no damage to reputation.

Risk Matrix

Figure 1 - Risk Assessment Matrix

