

## PART 1: COVER SHEET & REVISION LOG

Date:		
Premises:		
Risk Assessment Undertaken By:	Insert Headteacher Name (**) / Kate Davies (KD) / David Fitzgibbons (DF) /	
Review Period:	Daily	

The template COVID-19 work place risk assessment has created following current published guidance and advice including but not limited to:

- [Guidance for full opening: schools](#)
- [Actions for early year and childcare providers during the coronavirus \(COVID-19\) outbreak](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [New National Restrictions from 5 November](#)
- [Health & Safety Executive \(HSE\) - Working safely during the coronavirus outbreak](#)

This is the Trust's **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each school should consider their own unique circumstances and amend if required. Further guidance can be found at [Coronavirus \(COVID-19\)](#) and advice sought from Dave Fitzgibbons, Trust Building Surveyor.

The risk assessment recognises that the youngest children in schools cannot socially distance from adults or each other. The implementation of "bubbles" is a recognised alternative protective measure to keep people apart and prompt social distancing. Therefore 'social distancing' in this risk assessment refers to the use of bubbles and / or the requirement to keep 2 meters or 1 meter + distances, depending on the age of the person concerned.

### The risk assessment will:

- **Be kept under constant review by all Trust / School leaders to ensure the safety of all stakeholders.**
- **Respond to any changes in national and local guidance.**
- **Be shared with all WWPAT employees, parents, carers, pupils and contractors.**
- **Be consulted upon with Trade Unions.**

Version:	Date:	Description:	Issued By:	Additional Notes:	Adopted By:	Date Adopted:
V1	27.05.20	First issue	KD			
V2	28.05.20	Various amendments following Trustee's review.	KD			
V3	10.06.20	Various amendments to allow for changes to guidance & the partial re-opening of schools.	KD			
V4	13.07.20	Various amendments to allow for changes to guidance & the full opening of schools	KD			
V5	02.11.20	Various amendments to allow for changes to guidance & the new national restrictions from 5 <sup>th</sup> November.	KD	Additional risk mitigation measures added in relation to the use of PPE by staff in school and parents during pick / drop off times.		

Please delete / add rows to the log as needed.

## **PART 2: INTRODUCTION & SYSTEM OF CONTROLS**

It is the Government plan that all pupils, in all year groups will remain in full-time education where possible. The Government's current guidance for the full opening of schools is set out in seven key areas.

These are:

- Section 1: Public health advice to minimise coronavirus (COVID-19) risks.
- Section 2: School operations.
- Section 3: Curriculum, behaviour and pastoral support.
- Section 4: Assessment and accountability.
- Section 5: Contingency planning for remote education.
- Annex A: Health and safety risk assessment, and
- Annex B: Education, health and care (EHC) plans.

A copy of the full guidance can be found at [Guidance for full opening: schools.](#)

As part of the planning for school remaining fully open over the coming months, it is a legal requirement that schools should revisit and update the risk assessment (building on the learning to date and the practices already developed), to consider any changes or additional risks and control measures required for the school to remain open as we move through tiers or into lockdown. Ensuring that what is implemented is sensible and proportionate and following the health and safety hierarchy of control to reduce the risk to the lowest reasonable practicable level. With regular monitoring to ensure that arrangements which are in place are:

- Effective.
- Working as planned.
- Updated appropriately considering any issues identified and changes in public health advice.

Once the risk has been assessed the system of controls must be worked through, adopting measures in a way that addresses the risk identified in the assessment, works for the school and allows the delivery of a broad and balanced curriculum for pupils, including full education and care support for those pupils who have SEND.

### System of controls:

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

#### Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, the use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keeping occupied spaces well ventilated.

#### Note:

- **Numbers 1 to 5, and number 8, must be in place in all schools, all the time.**
- **Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.**
- **Number 7 applies in specific circumstances.**

#### Response to any infection:

9. Engage with the NHS Test and Trace process.
10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
11. Contain any outbreak by following local health protection team advice.

#### Note:

- **Numbers 9 to 11 must be followed in every case where they are relevant.**

**PART 3: RISK REGISTER**

Item	Risk	People at risk	Rating (L/M/H)	Success criteria	Controls in place	Further action required / recommendations	By who?	By when?
1.	National & local guidelines are not adhered to.	Employees. Pupils. Contractors. Members of the public.	Low	<p>All stakeholders have access to the most recent information from the government, and this is distributed and implemented by the school community.</p> <p>All stakeholders have the appropriate knowledge on virus transmission and risk.</p>	<p>All schools to personalise the Trust RA template to reflect their local context.</p> <p>All WWPAT employees to keep themselves updated and follow the latest Government, HSE, and NHS guidelines via:</p> <p><u>Coronavirus (COVID-19)</u></p> <p>and</p> <p><u>Coronavirus (COVID-19) - NHS</u></p> <p>and</p> <p><u>Health &amp; Safety Executive (HSE) - Working safely during the coronavirus outbreak</u></p>	<p>A monitoring system is in place to ensure current guidance is being used and relevant changes are actively shared with and communicated to stakeholders.</p> <p>Including but not limited to:</p> <p>Daily checks are undertaken by the school to capture changes in relevant COVID-19 guidance.</p> <p>Website information relating to or affected by COVID-19 is updated.</p> <p>Staff training, briefing and new letters.</p> <p>Children updated via classes as necessary.</p>		
					The risk assessment will be reviewed regularly, updated as required in consultation with stakeholders.	Headteachers to ensure that <u>all</u> stakeholders are given the opportunity to contribute to the RA as appropriate. A register will be maintained by the		

						<p>school recording the consultation process and any resultant actions arising.</p> <p>Headteachers to ensure that the RA is shared and understood by <u>all</u> stakeholder, resharing if amendments are made. A register will be maintained by the school recording that the RA has been distributed to and understood by all stakeholders.</p>		
2.	National guidelines to prevent transmission are not followed.	Employees. Pupils. Contractors. Members of the public.	Medium	All pupils and WWPAT employees are adhering to current advice and effective infection and prevention control measures are in place.	<p>The Trust to ensure that all Headteachers have access and understand the National Guidance outline preventive measures including:</p> <p><u>Actions for early year and childcare providers during the coronavirus (COVID-19) outbreak</u></p> <p>and</p> <p><u>Guidance for full opening: schools</u></p> <p>(Communicated by email, through Headteacher briefings, face to face</p>	<p>Formally consider how to minimise contact and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.</p> <p>A system of enhanced cleaning is implemented across the whole school site.</p> <p>PPE will be used in accordance with current guidance.</p> <p>Posters placed around school including reception, entrances,</p>		

					<p>communication with the Trust Building Surveyor responsible for H&amp;S.</p> <p>All employees to follow the latest Government's guidance published by Public Health England:</p> <p><u>COVID-19: cleaning in non-healthcare settings</u></p> <p>and</p> <p><u>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u></p>	<p>corridors, toilets, classrooms and staffroom etc. to support these messages.</p> <p>Employees, pupils, parents / carers etc. to be regularly updated via social media, newsletter, emails etc...</p> <p>School leaders to reiterate the key government messages to:</p> <p>Stay at home if unwell and exhibit coronavirus (COVID-19) symptoms in accordance with:</p> <p><u>COVID-19: guidance for households with possible coronavirus infection</u></p> <p>Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensuring good respiratory hygiene by prompting the 'catch it, bin it, kill it' approach,</p>		
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						<p><u>Catch it, bin it, kill it - NHS England</u></p> <p>Actively engage with the NHS Test and Trace system at:</p> <p><u>Coronavirus (COVID-19): getting tested</u></p> <p>All staff to reiterate the message:</p> <p>'Catch it, Bin it, Kill it',</p> <p>Regular hygiene throughout the school day and when entering and leaving the school setting,</p> <p>Avoid touching your eyes, nose and mouth with unwashed hands.</p> <p>Stringent and regular hand washing will be undertaken by staff and children with washing facilities including soap and running water being in place and / or hand sanitizer being readily available especially at point of entry / exit from the school setting.</p>		
				All visitors to the school site for example WWPAT	The protective measures implemented by the	<a href="#">Headteachers to minimise the number of visitors to</a>		



				employees from outside the setting, parents, contractors, external providers are adhering to current advice and effective infection control measures are in place.	school/trust to be clearly communicated to all visitors to the site.  A coronavirus NHS QR code will be created for the school and clearly displayed in the main entrance. All visitors to the school will be requested to scan the QR code using the Test and Trace App prior to signing in.	the school site. e.g. review the use of external providers, postpone non-essential visitors.  Trust School Improvement activity will be done virtually wherever possible.  Headteachers to minimise Senior Leadership meetings in school to reduce the risk of a whole school leadership team being absent.		
3.	Personal Protective Equipment (PPE) is not being used correctly.	Employees. Pupils. Contractors. Members of the public.	Medium	All staff are trained in the correct use of PPE and PPE is being used effectively.	Ensure that all staff are aware of the requirement for the use of PPE. <b>Government guidance is that staff and children do not need to wear face masks</b> whilst in class details of which can be found at:  <u>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE).</u>	A system of monitoring is in place to record PPE stock levels. Any shortfall is communicated to the Trust Building Surveyor / H&S lead.  Posters placed around school including reception, entrances, corridors, toilets, classrooms, staffroom and the 'red room' etc. to support safe and appropriate use of PPE.  A system for the removal of face coverings when staff and visitors who use them arrive at school is in place and is clearly and regularly communicated.		

						Children who use face coverings will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.		
					Where PPE is used all staff <b>must</b> be adequately trained in the safe use of PPE and a training log maintained and monitored by the school.  Information relating to the safe use of PPE can be found in the following guidance:  <u>Putting on personal protective equipment (PPE)</u>  and	Additional training and support for staff using PPE provided by the Trust Building Surveyor / H&S lead.		

					<u>Taking off personal protective equipment (PPE)</u>			
4.	Routine building and site management measures lapse as a result of the expansion and change of provision.	Employees. Pupils. Contractors. Members of the public.	Medium	Effective site management measures are in place to support the safe operation of the school and infection control.	All premises checks identified on the Trusts BMS 'Every' will be completed.	Contractors visiting the site will be restricted to "Essential" works only, will be required to wear appropriate PPE and follow the schools COVID-19 management procedures.  HFOs and Academy Caretakers when visiting other schools will be restricted to "Essential" works only, will be required to wear appropriate PPE and follow the schools COVID-19 management procedures.		
					A clear plan is in place for site entry and exit ensuring 'pinch points' are reduced as parents drop off/collect children e.g. do additional gates need to be opened, can classrooms be accessed from outside.	Plan for the 'flow' of parents/children entering the school site:  Can children all enter through their designated classroom door or be collected from a designated space outside?  Can you create a one way system around school?		

						<p>Can you open drive gates safely to avoid bottlenecks?</p> <p>Only one adult should drop/collect children from school wherever possible and wear a face covering and or visor whilst on school grounds.</p> <p>Parent visits into school will be minimised, meetings being held virtually or over the phone wherever possible.</p>		
					<p>Redesign the school timetable to maximise social distancing between "bubble" groups.</p>	<p>Ensure classrooms are clearly allocated for 'bubble groups'.</p> <p>Stagger lunch and break times.</p> <p>Grab Bags to be served and eaten in classrooms.</p> <p>Restrict or minimise the use shared spaces such as ICT suites/Hall</p> <p>Maximise the use of the outdoors.</p>		

						<p>Remove any soft furnishings/toys from classrooms that cannot be easily cleaned.</p> <p>Resources that are shared between bubbles such as sports, science, IT equipment must be cleaned between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics / plastic coated / backed resources) between use by different bubbles.</p> <p><b><i>Where the above cannot be achieved and curriculum activities require the sharing of equipment, resources / spaces i.e. sports/PE, DT/Science, Music etc. a separate RA is to be undertaken and appended to this document.</i></b></p> <p>Identify toilets to be accessed by each bubble and consider how toilet visits can be managed to reduce group mixing.</p>		
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						<p>Ensure that Red/Isolation Rooms are clearly identified.</p> <p>It is important to maintain good ventilation at all times. In the first instance natural ventilation i.e. opening windows, doors etc. will be used. If this is not possible or where natural ventilation is required to be supplemented, additional guidance for the use of mechanical ventilation i.e. air conditioning can be found at <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p> <p><b><i>Where mechanical ventilation is used to replace natural ventilation a separate RA is to be undertaken and appended to this document.</i></b></p>		
					<p>Ensure that movement around school is managed to maximise social distancing e.g. not using communal areas,</p>	<p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Review</p>		

					creating a one way system.	and update the school's existing fire risk assessment and where identified ensure control measures are implemented in full. Seek advice and support from the Trust Building Surveyor/H&S lead as required.  Tape demarcation lines on floors and use signage throughout lines to support social distancing.		
5.	Cleaning & hygiene standards are compromised.	Employees. Pupils. Contractors. Members of the public.	Medium	The implementation and effective management of a rigorous cleaning & hygiene programme for all occupied areas of the school.	Follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u> published by Public Health England.	A system of monitoring is in place to ensure cleaners' resources are adequate, safe to use and effective against coronavirus. Any shortfall is to be communicated to the Trust Building Surveyor / H&S lead.  A system of monitoring and supervision is in place to record the regular cleaning of the setting, the cleaning of shared resources. Heavily trafficked areas i.e. door handles, doors and toilets are regularly		

					<p>cleaned throughout the day.</p> <p>All toilet, hygiene facilities and wet areas are well stocked including but not limited to paper towels, toilet rolls, liquid soap, and sanitiser etc.</p> <p>Full PPE (Aprons, gloves, face masks should be available for cleaning staff and for staff who are accompanying children needing to isolate in the Red/Isolation room).</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</p> <p>Ensure that bins for tissues are emptied throughout the day.</p>		
				Everyone to follow the hand washing protocol outlined in the government's guidance:	Hand sanitising stations will be established at all points of entry / egress from the setting, in classrooms and at		



					<p><u>Guidance on hand cleaning</u></p> <p>regular intervals around the school.</p> <p>Good personal hygiene will be actively promoted throughout the school day utilising resources such as e-bug at:</p> <p><a href="https://e-bug.eu/">https://e-bug.eu/</a></p> <p>Ensure that sufficient hand washing facilities are available. Where wash hand basins are not easily accessible provide hand sanitiser in classrooms, in heavily trafficked areas and at regular intervals around the building.</p> <p>Ensure that all adults and children:</p> <p>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning.</p> <p>Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</p>		
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						<p>Are encouraged not to touch their mouth, eyes and nose.</p> <p>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</p> <p>Ensure that help is available for children and young people who have trouble cleaning their hands independently. Consider how to encourage young children to learn and practise these habits through games, songs and repetition.</p>		
6.	Intimate care and minimising the risk of COVID-19 is compromised.	Employees. Pupils. Contractors. Members of the public.	Low	Systems to enable the effective management of providing intimate care are in place.	The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on <u>social distancing</u> , <u>handwashing and other</u>	<p>Clear systems are in place, advice shared with staff and clear signage in place for all visitors.</p> <p>Any pupil or member of staff who feels unwell has been informed to go immediately to the Red Room. A member of SLT will be called. In the event that more than one room is required, additional rooms have</p>		

					<p><u>hygiene measures</u>, and <u>cleaning</u> of surfaces.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <p>Where an individual child or young person becomes ill with Coronavirus (COVID 19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained.</p> <p>Where a child or young person already has a routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</p> <p>For more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use and how to source it <u><a href="#">here</a></u>.</p>	<p>been identified as emergency rooms.</p> <p>People who require general first aid outside of COVID-19 will use the main office.</p>		
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					When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <u>how to put PPE on and take it off safely</u> in order to reduce self-contamination.			
7.	Cleaning & hygiene standards are compromised due to staff absence.	Employees. Pupils. Contractors. Members of the public.	Medium	An effective cleaning programme is in-place and maintained for the duration of the outbreak.	The Academy Caretaker is to inform the Head Teacher of cleaning staff absences.	<p>If no cleaning staff are available the Head Teacher will inform the Chair of School Governors and Trust Building Surveyor and review options for maintaining cleaning including the use of staff from other Trust schools and or third party cleaning contractors.</p> <p>Where cleaning standards cannot be maintained and a school closure is in consideration the Headteacher will inform the Trust Building Surveyor and Chair of School Governors.</p> <p>The Trust will provide guidance and support to manage the absence. e.g. source additional cleaning</p>		

						personnel from across the MAT, support reduced provision.		
8.	Social distancing measures are not being consistently applied.	Employees. Pupils. Contractors. Members of the public.	Medium	Systems and procedures are in place to ensure social distancing is being followed.	Communicate the importance of maintaining social distancing to pupils, employees, contractors & members of the public.	<p><b>Main entrances and admin areas:</b></p> <p>Access to the main entrance will be controlled and floor markings used to promote social distancing. Screens and or visors will be used by all staff when communicating with parents, visitors and contractors in person or on a face to face basis.</p> <p><b>Out-side of the classroom:</b></p> <p>Stagger start and finish times for bubbles.</p> <p>Letters informing of drop off and pick up arrangements.</p> <p>Signage around school including main entrances, public spaces, circulation spaces, gates and playground areas.</p>		

						<p>Google meet to be used instead of face to face meetings.</p> <p><b>Inside the classroom:</b></p> <p>Wherever possible keep children in 'bubble' groups.</p> <p>Organise classrooms, wherever reasonably possible so you can support the social distancing guidance and where possible desks should be arranged facing forwards. An area of the classroom "work zone" where social distancing of 2m can be maintained at all times will be highlighted using floor markings, wherever feasible. The number of "work zones" will correlate to the number of adult staff in the classroom.</p> <p>For EYFS current Government guidance will be implemented as outlined in the following:</p>		
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						<p><u>Early years foundation stage statutory framework (EYFS)</u></p> <p><b>Shared, public, &amp; circulation spaces:</b></p> <p>If medically able, all employees to wear appropriate PPE (facemask / visors etc...) when outside of their allocated bubble and not eating or drinking i.e. internal public spaces, circulation spaces, auxiliary spaces etc.</p> <p><b>Staff toilet &amp; welfare facilities:</b></p> <p>Minimise or rota the use of the staffroom.</p> <p>Where possible allocate staff toilets and welfare facilities to bubbles or reduce usage by staggering lunch times / breaks etc.</p>		
9.	Transport to and from Trust premises increases the risk of transmission between bubbles.	Employees. Pupils. Contractors. Members of the public.	Medium	All Trust employees and pupils are adhering to current guidance and the rate of transmission between remains low.	All educational visits scheduled during the new 2020 - 21 academic year will be reviewed by the Headteacher prior to the new term.	Where trips will proceed these will be undertaken in using the Evolve System and current Government guidance outlined in the following:		

						<p><u>Guidance for full opening: schools</u></p> <p>and</p> <p><u>Coronavirus: travel guidance for educational settings</u></p> <p>and</p> <p><u>Health and safety on educational visits</u></p>		
					<p>Where pupils are required to travel to and from school whether by dedicated school transport, including statutory provision or wider public transport generally all employees, parents, guardians and carers will be directed to the relevant sections of the following guidance:</p> <p><u>Guidance for full opening: schools</u></p>			
					<p>Where employees who are required to travel on WWPAT business including to and from work this will be undertaken in</p>	<p>Unless for essential reasons there should be no travel between school sites and no off site activities for pupils.</p>		



					accordance with the following guidance:  <u>Covid-19 Safer Travel Guidance</u>			
10.	Staff absence reduces the school's ability to provide provision safely.	Employees.	Medium	There is adequate staffing to run the provision safely and ensure staff wellbeing and workload is manageable.	<p>The guidance for people considered extremely clinically vulnerable or clinically vulnerable has been updated and can be found at:</p> <p><u>Local COVID alert levels: what you need to know</u></p> <p>and</p> <p><u>Extremely clinically vulnerable people - Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></p> <p>Based upon current guidance most staff should be able to attend work.</p>	<p>Schools will undertake a full workforce / pupil census to identify which employees and pupils fall into or live with a person who is Shielding, Extremely Clinically Vulnerable, Clinically Vulnerable.</p> <p>Where a person falls into any of the above categories the Headteacher will in consultation with the person complete a Personal Risk Assessment for them and implement any resulting mitigation actions identified.</p> <p>School leaders should have regard to staff wellbeing and ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p>		

					<p>Staff absence is managed to ensure the school can safely remain operational.</p>	<p><b>Travel outside the UK:</b></p> <p>Travel to some countries requires quarantine on return. As would usually be the case, staff will need to be available to work in school from the start of the autumn term. We recommend that school leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term.</p> <p><b>Staff wellbeing:</b></p> <p>Ensure that plans and protective measures are shared with all staff.</p> <p>Ensure staff know how to access:</p> <p>Coronavirus Testing Access mental health support / counselling</p> <p>Ensure staff who are working from home are kept up to date with developments in school. (Email, Google Hangout etc.)</p>		
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						<p>Remind staff of the sickness policy during any lock down period or staff self-isolation.</p> <p>In event of teaching staff absence the Headteacher must review the RA and consider any amendments to the provision that can be safely provided.</p> <p>In the event of significant staff absence, the SLT will review the viability of the school remaining open. The Head Teacher will consult with the CEO and Chair of Governors. If school is to be closed, then this will be communicated to staff and parents via email, letter and the school website.</p>		
11.	Safeguarding policies and procedures are compromised as a result of the change in provision.	Pupils.	Medium	Procedures and practices relating to safeguarding remain effective during the period of partial opening.	Ensure all existing policies practices and procedures are updated to reflect the requirements outlined in current Government guidance.	<p>Reissue the Safeguarding Policy and COVID-19 Addendum. <a href="#">Link</a></p> <p>Communicate any changes to processes and procedures to all staff e.g. if the</p>		

						<p>Designated Safeguarding Lead is not onsite.</p> <p>Ensure that any RA have been revisited linked to children who may require positive handling or intimate care to ensure that this can be staffed in a manner that safeguards both children and staff.</p> <p>Review the school's current Behaviour policy and identify any adjustments that may need to be made.</p>		
12.	Education standards fall.	Pupils.	Medium	Curriculum provision is appropriate.	School leaders should ensure that there are clear plans in place to ensure an ambitious and broad curriculum is delivered but make use of existing flexibilities to create time to cover the most important missed content	<p>Curriculum planning should be informed by an assessment of children's starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment.</p> <p>School leaders need to have plans to ensure education can continue at home for those children not able to attend.</p>		

						<p>The provision in EYFS should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development and for children in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.</p> <p>Ensure that appropriate provision is planned to support children's wellbeing and mental health as they return to school.</p> <p>School leaders need to adapt how music is taught to minimise the additional risk of infection and ensure they have plans where there is singing, chanting, playing wind or brass instruments. For</p>		
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						<p>example; physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>School leaders will ensure that adequate arrangements are in place to provide 'direct teaching' when a 'bubble' is closed. School leaders will adapt the most appropriate approach for their individual school context, for example if IT access is an issue a 'blended' approach may be more appropriate, likewise the provision offered will differ depending on the age of the child.</p> <p>School leaders will make adequate arrangements to support children who have to self-isolate or shield.</p>		
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						School leaders will ensure that the provision and arrangements in place are regularly communicated to parents.		
13.	The Academy fails to meet its statutory duties in relation to SEND / Vulnerable children.	Pupils.	Medium	SEND/Vulnerable children are effectively supported back into school.	<p>Ensure that RA's are completed for key children (SEND, Vulnerable, Challenging Behaviour) to identify what measures need to be taken to support them safely back into school.</p> <ul style="list-style-type: none"> <li>For some children this may mean a partial timetable or staggered return but this must be supported by RA and communicated effectively with parents</li> </ul>	<p>Ensure there is specific curriculum provision and intervention in place for children who will find the transition back to school challenging.</p> <p>Identify any reasonable adjustments to be made to the behaviour policy for children with more challenging behaviour.</p>		
14.	The Academy fails to meet its obligations in relation to monitoring attendance.	Pupils.	Medium	Adequate procedures are in place to record and monitor attendance.	Normal attendance registers need to be recommenced.	<p>Ensure all staff are aware of the need to take daily registers.</p> <p>Attendance is mandatory from September so school's must follow their normal attendance policy,</p>		

						however school leaders should take a discerning approach to supporting the attendance of children/families who may be anxious about the return to school seeking advice from other agencies and the Trust as required.		
15.	A WWPAT employee or pupil displays symptoms of COVID - 19 whilst at school.	Employees. Pupils. Contractors. Members of the public.	Medium	All WWPAT employees, parents, guardians, carers and if appropriate pupils are fully aware of current guidance relating to the symptoms of COVID-19 and what to do in the event of becoming symptomatic.	The Headteacher and SLT will ensure they understand the NHS Test and Trace process and how to contact their local PHE team at:  <u>Public Health England health protection team.</u>	The Headteacher will ensure that staff members and parents / carers understand that they will need to be ready and willing to:  <b>book a test</b> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.  <u>testing and tracing for coronavirus website,</u>		



						<p><b><u>Provide details</u></b> of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</p> <p><b><u>self-isolate</u></b> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</p> <p><b><u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></b></p>		
					<p>When a staff member or pupil is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation and separate toilet made available.</p>	<p>PPE should be worn where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.</p> <p>Once the person with COVID-19 symptoms has left the setting, all rooms accessed by them will be cleaned following</p>		

						<p>the <u>COVID-19: cleaning of non-healthcare settings guidance</u> published by Public Health England.</p> <p>Any member of staff who has been in contact with a possible case will be instructed to thoroughly wash hands and the Headteacher will determine whether or not the member of staff should return home to avoid further potential contamination depending on the individual circumstances.</p>		
					<p>The Headteacher will ensure systems are in place to follow up any suspected COVID-19 cases recorded in the setting. If a WWPAT employee or pupil tests negative, feels well and no longer has symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to work / school.</p>			
16.	A WWPAT employee or pupil tests positive for COVID -19 having	Employees. Pupils. Contractors.	Medium	All WWPAT employees, parents, guardians and carers are fully aware of	Where a WWPAT employee or pupil tests positive for COVID-19 the	All WWPAT employees or pupils who test positive for COVID-19 must		

	presented symptoms whilst working / attended school.	Members of the public.		current guidance relating to COVID-19 and what to do in the event testing positive.	<p>employee or pupils parent / carer will be advised to self-isolate as outlined in the Government's guidance:</p> <p><u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></p> <p>Where a WWPAT employee or pupil has tested positive for COVID-19 or the school has been notified by PHE of a possible link to a positive COVID-19 infection the Headteacher will notify the Trust Building Survey / H&amp;S Lead and then contact the local PHE health protection team for advice.</p>	<p>continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household and bubble that the have been in close contact with including other WWPAT employee's, pupils and siblings attending a WWPAT school must continue self-isolating for the full 14 days.</p> <p>Close contact means:</p> <p>Direct close contacts - face to face contact with an infected individual for any length</p>		
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						<p>of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin),</p> <p>Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual,</p> <p>Travelling in a small vehicle, like a car, with an infected person.</p> <p>To enable PHE to track following a positive COVID-19 test schools will keep a record of pupils and staff in each 'bubble', and any close contact that takes place between children and staff in different bubbles when in the setting (<u>see section 5 of system of control for more on grouping pupils</u>). This will be proportionate and in no way overly burdensome to the school.</p> <p>Where two or more confirmed cases within</p>		
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						14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the Headteacher must notify the Trust Building Surveyor / H&S Lead and continue to work with the local PHE health protection team.		
17.	Catering staff absent – lunch no longer available.	Pupils.	Medium	The Academy continues to fulfil its statutory duties in relation to the provision of FSMs. All pupils attending school continue to have the option of a school meal.	Catering contractors to confirm in writing that procedures are in place to ensure safe operation during the COVID-19 pandemic and provide RA's to the Trust for record.	<p>All catering contractors will notify the Academy Headteacher as soon as possible where a suspected case of COVID-19 has been identified. If a positive case of COVID-19 is identified the Headteacher and Trust Building Surveyor / H&amp;S Lead will be notified as a matter of urgency (no longer than 24 hrs from a positive test having been received).</p> <p>If meal production is significantly affected as a result of the kitchen closing or staffing issues parents will be informed to bring in packed lunch for pupils.</p>		



I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risks associated with the coronavirus to the lowest level. I fully understand my duties and obligations to follow the control measures in this risk assessment and any associated, risk assessments or method statements appended.

[illegible]

Please delete / add rows to the log as needed.